



**RECORDS MAINTENANCE REQUIREMENTS
FOR SCHOOLS GIVING AN ONLINE APPROVED
ALCOHOL TRAINING AWARENESS PROGRAM**

- 1 Within seven days after a school has given a session of an approved alcohol training awareness program, the school must transmit to the Authority the electronic spreadsheet for all those who successfully completed the training, in the format directed by the Authority.
- 2 Within seven days after the completion of a session of an alcohol training awareness program, the school must transmit to each person who has successfully completed the approved alcohol training awareness program a certificate of completion, in the format directed by the Authority.
- 3 Records.
 - (i) Maintenance of records. In connection with the presentation of an approved alcohol training awareness program, a school or other entity must maintain the following records, which shall be available for ready inspection by an employee of the Authority at the school's business office:
 - (a) a copy of the school's application to the Authority for a certificate of approval, together with copies of all items submitted in support of the application.
 - (b) an electronic folder containing copies of all certificates of completion following the giving of a session of the approved alcohol training awareness program.
 - (ii) Inspection of records. Records of a school holding a certificate of approval must be available for ready inspection by an employee or agent of the Authority at the business office of the school during regular business hours.