

5/18 Commonwealth of Pennsylvania Pennsylvania Liquor Control Board	APPLICATION FOR APPROVAL OF RAMP ONLINE INSTRUCTOR	BUREAU OF ALCOHOL EDUCATION
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TYPE OR PRINT LEGIBLY WITH INK

1. INSTRUCTOR INFORMATION

FIRST NAME	MI	LAST NAME	SUFFIX
HOME ADDRESS (STREET, P.O. BOX NO.)	CITY	STATE	ZIP
DAYTIME PHONE (INCLUDING AREA CODE)	EVENING PHONE (INCLUDING AREA CODE)		
() EMAIL ADDRESS	() WEBSITE ADDRESS (IF APPLICABLE)		

2. EMPLOYMENT EXPERIENCE

INCLUDE ANY PAID EMPLOYMENT AND VOLUNTEER WORK THAT BEST HELPS TO QUALIFY YOU FOR THIS POSITION. SUPPLY ALL DETAILS OF YOUR DUTIES NEEDED TO CORRECTLY DESCRIBE YOUR WORK. (ATTACH SEPARATE SHEET IF NECESSARY)

1. FROM (DATE) _____ TO (DATE) _____

NAME OF EMPLOYER	() PHONE (INCLUDING AREA CODE)		
EMPLOYER ADDRESS (STREET, P.O. BOX NO.)	CITY	STATE	ZIP
TYPE OF BUSINESS	TITLE		
DESCRIPTION OF DUTIES			

2. FROM (DATE) _____ TO (DATE) _____

NAME OF EMPLOYER	() PHONE (INCLUDING AREA CODE)		
EMPLOYER ADDRESS (STREET, P.O. BOX NO.)	CITY	STATE	ZIP
TYPE OF BUSINESS	TITLE		
DESCRIPTION OF DUTIES			

3. CURRICULUM INFORMATION

A STANDARD CURRICULUM IS AVAILABLE FROM THE PENNSYLVANIA LIQUOR CONTROL BOARD (PLCB) HOWEVER, YOU MAY CHOOSE TO USE ANOTHER CURRICULUM PROVIDED THAT IT HAS BEEN APPROVED BY THE PLCB.

1. WHICH CURRICULUM DO YOU PLAN TO USE?

PLCB _____ OTHER _____

IF OTHER, HAS IT BEEN APPROVED BY THE PLCB?

YES _____ NO _____

IF YES, DATE APPROVED ____/____/____

3. OTHER

1. ARE YOU AT LEAST 21 YEARS OF AGE?

YES NO

2. HAVE YOU GRADUATED FROM HIGH SCHOOL OR OBTAINED A GED?

YES NO IF YES, DATE ____/____/____

3. ARE YOU WILLING TO OFFER YOUR ONLINE TRAINING PROGRAM TO THE GENERAL PUBLIC?

YES NO

4. HAVE YOU OWNED OR BEEN AFFILIATED WITH A LIQUOR LICENSED ESTABLISHMENT LOCATED IN PENNSYLVANIA WITHIN THE PAST FIVE YEARS?

YES NO

IF YES, PLEASE PROVIDE THE LICENSE NAME _____

LID NUMBER _____ AND AFFILIATION _____

4. CRIMINAL HISTORY

CRIMINAL OFFENSE INCLUDES FELONIES, MISDEMEANORS AND SUMMARY OFFENSES.

CONVICTION IS AN ADJUDICATION OF GUILT AND INCLUDES DETERMINATIONS BEFORE A COURT, A DISTRICT JUSTICE OR MAGISTRATE AND PLEAS OF NOLO CONTENDERE (NO CONTEST) THAT RESULT IN A FINE, SENTENCE OR PROBATION.

FOR THIS QUESTION DISREGARD: MINOR TRAFFIC VIOLATIONS (NO POINTS), OFFENSES COMMITTED BEFORE YOUR 18TH BIRTHDAY WHICH WERE ADJUDICATED IN JUVENILE COURT UNDER A YOUTH OFFENDER LAW, AND ANY CHARGES WHICH HAVE BEEN EXPUNGED BY A COURT OR FOR WHICH YOU SUCCESSFULLY COMPLETED AN ACCELERATED REHABILITATIVE DISPOSITION PROGRAM.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? OR ARE YOU NOW UNDER CHARGES FOR A CRIMINAL OFFENSE? OR HAVE YOU EVER FORFEITED BOND OR COLLATERAL IN CONNECTION WITH A CRIMINAL OFFENSE?

YES NO IF YES, PLEASE EXPLAIN:

5. TECHNICAL SUPPORT CONTACT INFORMATION

FIRST NAME	MI	LAST NAME	SUFFIX
HOME ADDRESS (STREET, P.O. BOX NO.)		CITY	STATE ZIP
DAYTIME PHONE (INCLUDING AREA CODE)		EVENING PHONE (INCLUDING AREA CODE)	
()		()	
EMAIL ADDRESS		WEBSITE ADDRESS (IF APPLICABLE)	

5. AFFIRMATION AND SIGNATURE

I SWEAR OR AFFIRM, SUBJECT TO THE PENALTIES PROVIDED BY 18 PA. C.S. 4904, THAT THE FOREGOING ANSWERS AND STATEMENTS PROVIDED HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

INSTRUCTOR SIGNATURE	DATE
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Board Use Only

Date Received:	Fee Received:	Date Certified:
____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

INSTRUCTIONS

This form is for the approval of a Responsible Alcohol Management Program (RAMP) online instructor.

1. Instructor information - Enter personal information for person seeking approval as an online instructor.
2. Employment experience - Enter employment experience for person seeking approval as an online instructor.
3. Curriculum - Indicate which curriculum you plan to use. Please note that if you plan to use a curriculum other than the PLCB standard, you must submit a separate application and fee to the PLCB for the approval of a curriculum.
4. Other - Answer each of the statements by placing an (x) in the appropriate response box.
5. Criminal History - Place an (x) in the appropriate response box.
6. Technical support contact information - Enter personal information for the person who will be responsible for providing technical support.
7. Affirmation and signature - Person seeking approval as an online training instructor must sign and date.
8. Fees –
 - a. A non-refundable fee of \$250.00 is required by any individual seeking approval as a RAMP online instructor. Please make a separate check or money order payable to “Commonwealth of Pennsylvania.” **Do not send cash.**
 - b. A Request for Criminal Record Check, Form PLCB - 2391, **MUST** be submitted for the applicant seeking approval as a RAMP online instructor. Please make a separate check or money order payable to “Commonwealth of Pennsylvania” in the amount indicated on the form. **Do not send cash.**
9. Submit completed application, criminal record check form and fees to: Pennsylvania Liquor Control Board, RAMP, 990 Briarsdale RD, Unit A Harrisburg, PA, 17109.

If you require assistance in completing this application, call the RAMP office at 866.275.8237.