PLCB+ (RAMP Owner/Manager Functionality)

To begin, you must first request the premises manager access code from RAMP at ra-lbramp@pa.gov or 866-275-8237. Once this code has been linked with your account, an owner or manager of a premises can manage their staff roster and apply for RAMP certification via PLCB+. If you already have an account created in PLCB+ you must click on the My Profile tab and enter the access code at the bottom of the screen. If you have not yet created an account, you can add this code during registration. Once your account has been created and the code has been added, proceed to step 1.

1. Log onto PLCB+ and navigate to the R.A.M.P. menu.

2. Select the Owner / Manager tab.

3. Once you click on the Owner/Manager tab you should see a listing of all the premises that you own or manage. NOTE: If you have not requested the access code from RAMP, this page will be blank.

Managing Your Staff Roster

1. Select the Manage Staff/Roster link for the premises you wish to manage.

2. Anyone trained under your LID number should appear. You will be able to update staff employment information, remove a staff member from the current active roster, and add staff members that do not appear.
3. **To update employees that appear on the roster**, click on the employees’ name. A detailed page of the employee’s information will appear. You will need to enter their hire date and New Employee Orientation completion date, if those fields are blank.

![Staff Member Details Form]

**STAFF MEMBER DETAILS**

- **First Name:** Betty
- **Last Name:** White
- **Phone Number:** (717) 777-7777
- **Email Address:**
- **Address Line 1:** 4444 South George Street
- **City:** Harrisburg
- **State:** Pennsylvania
- **Zip Code:** 15555

**EMPLOYMENT INFORMATION**

- **Hire Date:**
- **New Employee Orientation Date:**
- **Roster Activation Date:** Feb 7, 2017
- **Separation Date:**

**TRAINING RECORD**

<table>
<thead>
<tr>
<th>Course Name (Course Dates)</th>
<th>Attendance</th>
<th>Exam Result</th>
<th>Course Type</th>
<th>Training Status</th>
<th>Training Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAMP - Server/Seller Training (Feb 07, 2017 10:00 AM)</td>
<td>Attended</td>
<td>Pass</td>
<td>Server/Seller</td>
<td>Active</td>
<td>Feb 07, 2019</td>
</tr>
</tbody>
</table>

[Buttons: Cancel, Save, Save & Close]

4. **To remove employees that appear on the roster**, that are no longer employed at your licensed establishment or are no longer part of the alcohol service staff, enter the separation date and click the **Remove** button. This will remove the individual from your active staff roster.

**Bobbi’s Hotel**

- **Address:** 123 MAIN ST
- **Operator:** BOBBI PEIFER

Below is a list of individuals who have been trained under your LID. Your staff roster must include the names of all current staff, including any owners and managers who serve alcohol or check identification regardless if they have been trained. Please review your roster and add and remove staff as necessary. This roster should be updated and maintained and kept in the same manner in which you keep other business records.

**STAFF ROSTER**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>New Employee Orientation Date</th>
<th>Roster Activation Date</th>
<th>Owner/Manager Date Trained</th>
<th>Server/Seller Date Trained</th>
<th>Separation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty White</td>
<td>Jan 3, 2017</td>
<td>Jan 6, 2017</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
</tr>
<tr>
<td>Tom Cruise</td>
<td>Dec 20, 2016</td>
<td>Feb 7, 2017</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
</tr>
</tbody>
</table>

[Buttons: Add Staff Member, Remove]
5. To add employees that do not appear on your roster, click on Add Staff Member. Read the instructions provided on that screen to add a new staff member. NOTE: You will be required to enter their first name, last name, birth date, and the last 4 digits of their social security number. Everyone that works at your establishment serving alcohol or checking identification needs to be included on your staff roster.

![Add Staff Member](image)

**Applying for RAMP Certification**

1. From the Owner / Manager tab, select the Apply for Certification link.

2. You will be presented with a notice that you are about to start the certification application process. Select Next to continue.

3. On the following screen you must review your current active staff roster and make any necessary updates.
   - If you need to make any changes to the hire dates or New Employee Orientation dates you can do so by clicking on the employees’ name.
   - If you need to add or remove an individual from the roster you may do so by clicking on your premises name as shown below.

![RAMP Certification Application](image)
4. When all information has been updated select the Next button.

5. On the next page of the application you are presented with a series of questions that you are required to answer. After these have been answered select the Next button.

6. On the final page of the application you are required to agree to a disclosure before submission of the application. Select the certification checkbox and select the Submit Application button.

7. After successful submission of the RAMP certification application you will be presented with a confirmation page that summarizes the application details. Your application has now been sent to the PLCB to process.

8. From the Owner / Manager tab, you will see the details of the application under My Certification Applications Under Review until it is fully processed by the PLCB.

9. Once the application is approved, from the Owner / Manager tab, you can print your RAMP certificate found under My Approved Certification Applications.