

**TITLE 77: PUBLIC HEALTH**

**CHAPTER XVI: LIQUOR CONTROL COMMISSION**

**PART 3500**

**BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION  
AND TRAINING (BASSET) PROGRAMS**

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**AUTHORITY:** Implementing and authorized by Section 3-12(a)(2) and (11) of the Liquor Control Act of 1934 [235 ILCS 5/3-12(a)(2) and (11)].

**SOURCE:** Adopted at 20 Ill. Reg. 13591, effective October 3, 1996; codification change at 21 Ill. Reg. 9319; recodified from 77 Ill. Adm. Code 2057 to 77 Ill. Adm. Code 3500 at 23 Ill. Reg. 11342, amended at 24 Ill. Reg. 1630, effective January 14, 2000.

**Section 3500.101                      Programs Subject to Licensure**

Programs designed to educate or train individuals who sell or serve alcoholic beverages at retail pursuant to Section 15-10(f) of the Illinois Alcoholism and Other Drug Abuse and Dependency Act [20 ILCS 301/15-10(f)].

**Section 3500.105                      Purpose of BASSET**

The purpose of a BASSET program is:

- (a) provide information to sellers and servers of alcoholic beverages about the effects of alcohol and drug abuse; and
- (b) to provide the necessary skill development techniques to identify and/or intervene with patron use problems thereby reducing the incidence of patron misuse.

**Section 3500.110                      License Applications**

- a) Application forms may be obtained by writing to the Illinois Liquor Control Commission at 100 W. Randolph St., Suite 5-300, Chicago IL 60601 or at 222 S. College St., 1st Floor, Springfield IL 62704.
- b) Application forms shall be signed and dated.

**Section 3500.115                      Renewal Applications**

- a) The Illinois Liquor Control Commission (“Commission”) shall provide each licensed program with a renewal application at least 60 calendar days prior to expiration of the licenses. Notification to the Commission must be given if license renewal forms are not received.
- b) Applications for renewal must be received by the Commission not less than 30 days prior to expiration of the license, in order to guarantee that the renewal process is complete prior to expiration.
- c) Applications for renewal shall be signed and dated.

**Section 3500.120                      License Fees**

- a) Application fees shall be due on application for each license. Application fees are not refundable. Payment shall be made by check or money order made payable to the Illinois Liquor Control Commission. Payment shall not be in the form of U.S. currency, foreign currency, or stamps. A separate check or money order shall be submitted for each application.
- b) The fee for application for a license is \$250 per year.

(Source: Amended at 24 Ill. Reg. 1630, effective January 14, 2000)

**Section 3500.125                      Period of Licensure**

Each license issued by the Commission shall be effective for a period of one year.

(Source: Amended at 24 Ill. Reg. 1630, effective January 14, 2000)

**Section 3500.130                      Acceptance for Processing**

- a) Applications for licensure, or renewal of licensure, are deemed received by the Commission on the postmarked date.
- b) Incomplete applications shall be returned to the applicant with a statement which lists the information which must be included. To avoid imposition of a new licensure fee, the application shall be resubmitted within 90 days after the date of the statement.

**Section 3500.135                      Non-Transferability of License**

A license shall be valid only for the program named in the application for licensure. A license is not transferable or assignable to any new owner.

**Section 3500.140                      Change in BASSET Program Director or Services**

All programs shall notify the Commission, in writing, within five working days when there is a new program director or any change in services.

**Section 3500.145                      Exceptions for BASSET Programs**

- a) Requests for exceptions to any provision of this Part shall be made in writing to the Executive Director and shall indicate the basis, rationale, and/or need for the exception.
- b) The Executive Director shall grant an exception if:
  - 1) An applicant proves an economic hardship that limits his/her ability to participate in the program; or
  - 2) An applicant establishes that he/she is unable to meet a program requirement.
- c) Any exception granted shall expire automatically at the end of the license period in which it was granted.
- d) The Commission shall revoke any exception granted where the circumstances which give rise to the exception no longer exist. The program shall notify the Commission in writing within ten calendar days when the circumstances which gave rise to the exception no longer exist.

**Section 3500.150                      Compliance With Local Government Ordinances**

Programs shall comply with any applicable local government ordinances relative to the provision of BASSET services, if applicable, and shall indicate such compliance at the time of application for licensure.

## **Section 3500.155**

### **Curriculum Requirements**

The program shall submit its curriculum to the Commission for review at the time of application for licensure. The curriculum shall include, at a minimum, information in the following areas of instruction:

- a) AREA 1: PHYSICAL PROPERTIES OF ALCOHOL, DRUGS & ALCOHOLISM - Blood alcohol concentration (BAC), alcoholism, the effects of alcohol and/or drugs on driving performance. BAC levels related to body weight, gender and amount of alcohol consumed per hour.
- b) AREA 2: PREVENTION & INTERVENTION TECHNIQUES - Maintenance of professional demeanor, use of alternative beverages, designated driver programs, visual and behavioral cues that may help participants recognize potential problems, assuring customer safety, refusal of service.
- c) AREA 3: ILLINOIS STATE STATUTES, LOCAL ORDINANCES, ILLINOIS DUI LAWS- Laws pertaining to the sale of alcohol and the differences between civil and criminal charges and the penalties each carries, Illinois DUI laws and associated penalties.
- d) AREA 4: PROPER IDENTIFICATION TECHNIQUES, POLICE POLICIES & EXPECTATIONS - Secretary of State's procedures to ensure security of driver's licenses and State ID cards, other acceptable forms of identification and enhanced identification techniques. Proper use of municipal support services (police, fire and paramedic services).
- e) AREA 5: DRAM SHOP LIABILITIES, INSURANCE, AND VICTIM'S RIGHTS - "Vicarious liability", "third party liability", procedures for protection against possible litigation, State insurance requirements and legal terms used in litigation.

## **Section 3500.160**

### **BASSET Programmatic Requirements**

- a) The BASSET program shall include a minimum of six hours of classroom instruction. This instruction may be offered in one entire session or scheduled in increments over a specified period of time.
- b) At the time of application for licensure, the program must specify how the required curriculum hours will be scheduled.
- c) BASSET programs shall design and administer a pre-test and post-test to participants to assess the program's effectiveness and any increase in knowledge in the curriculum areas. The pre-test and post-test must be submitted for review by the Commission at the time of application for licensure or prior to the provision of services.
- d) BASSET programs shall issue a certificate to each participant that it determines has successfully completed the course.
- e) BASSET programs shall submit at the time of licensing a listing of all BASSET instructors.
- f) BASSET programs shall compile and submit, on a format designed by the Commission, a semi-annual report containing the following information:
  - 1) The number of participants trained during the reporting period.

- 2) The number of BASSET courses scheduled and completed during the reporting period and the location of each course.
  - 3) The total fees charged for BASSET training per course during the reporting period.
  - 4) The number of businesses represented by participants completing BASSET programs and the respective counties of those businesses.
- g) BASSET programs shall maintain a record of all participants who successfully complete BASSET training for a minimum of one year.

**Section 3500.165                      Program Fee**

Programs shall submit, at the time of application or renewal of licensure, a fee schedule indicating the cost, if any, of the BASSET program. The program must notify the Commission within five calendar days of any change to the fee schedule.

**Section 3500.170                      Sanctions**

The Commission shall issue written notice to any program that it determines to be in non-compliance with any provision specified in this Part.