

RESOURCES

Proof of Tobacco Retailer Training Document. This document verifies the employee has received training and understands the state laws and store’s policy regarding tobacco. It can be used to confirm training in a civil hearing process, as per Utah Code 26-62-306. It can also be adapted to meet your store’s specific needs and policies.

Resource A: Proof of Tobacco Retailer Training Document

I understand that state law prohibits the sale of tobacco products, electronic cigarette products, and nicotine products to individuals younger than 21. I have reviewed the guidelines regarding the sale of tobacco products, electronic cigarette products, and nicotine products to individuals younger than 21 and understand failure to follow store policy may result in an infraction and fine not exceeding \$1,000; or compensatory service on the first violation and a class C misdemeanor and a fine not exceeding \$2,000; or compensatory service, on any subsequent violation!

I AGREE TO THE FOLLOWING LAWS AND COMPANY POLICIES ABOUT THE SALE OF TOBACCO PRODUCTS, ELECTRONIC CIGARETTE PRODUCTS, AND NICOTINE PRODUCTS: (Please initial in each space provided.)

____ I will not sell tobacco products, electronic cigarette products, nicotine products, or tobacco paraphernalia to anyone younger than 21.

____ If the person appears to be younger than 27, I will ask for I.D. If there is any doubt about the person's age, I will not make the sale.

____ I will not knowingly sell tobacco products, electronic cigarette products, nicotine products or tobacco paraphernalia to any adult for use by individuals under the legal age. If I think this is happening, I will not make the sale.

In turn, management agrees to support my judgment in not making sales in any of the above cases.

I certify that I was trained on the date listed below, and that the training included the following components:

- A clear definition of what constitutes a tobacco product, an electronic cigarette product, and a nicotine product
- The legal age for purchase
- Instruction on when and how to ask for I.D.
- Instruction on performing age I.D. checks for any customer who appears to be younger than 27
- Instruction on how to detect false I.D.
- Instruction on how and when to refuse a sale
- Instruction on how to refuse a sale when an adult clearly attempts to buy for an individual younger than 21
- The consequences of an illegal sale

Employee’s Signature

Employee’s Name (print)

Date

Store Manager’s Signature

Store Manager’s Name (print)

Date

Store Name

This agreement will be maintained in our personnel file as part of your permanent employee record.

This page may be reproduced in any form without prior permission.

Resource A: Record of Employees Who Have Completed the Tobacco Retailer Training

Once your employee has successfully completed the quiz, both of you should fill out one of the sections below. Keep these pages in your document as a record of employees who have completed this training.

Employee's Signature Print Name Date

Store Manager's Signature Print Name Date

.....

Employee's Signature Print Name Date

Store Manager's Signature Print Name Date

.....

Employee's Signature Print Name Date

Store Manager's Signature Print Name Date

.....

Employee's Signature Print Name Date

Store Manager's Signature Print Name Date

