Stop Sales to Minors Training: Employee Roster

The "Stop Sales to Minors" training is required for every employee of a tobacco retailer that is licensed by Benton County, per Benton County Tobacco Retail Licensing Ordinance (Section 400, Subdivision 13). All licensees must ensure that all employees go through the training, as it pertains to the legal requirements relating to the sale of licensed tobacco products and the possible consequences for violations. Licensees must maintain and provide to the County documentation demonstrating compliance at the time of renewal, or whenever requested during the license term. Records will be randomly audited by Benton County Public Health Staff. If after inspection, it is found that employees have not completed the required training, the licensee will be required to come into compliance within a time frame specified by Benton County Public Health. Failure to come into compliance may result in a fine, suspension or revocation pursuant to Section 1200 of the Benton County Tobacco Retail Licensing Ordinance. Below is an employee roster that can be used to track the date that each employee completed the training. Any questions related to the training can be directed to Benton County Public Health at 320.968.5250.

Certificates of Completion for each employee must also be submitted as documentation to the County. The Certificate of Completion will be emailed to each trainee after the entire training is completed

Employee Name	Employee ID	Job Title/Position	Employee Phone Number	Date of Completed Training

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