**Section 3500.160 BASSET Programmatic Requirements**

a) The BASSET program shall include a minimum of three hours of classroom instruction for off-premises sellers and four hours for on-premises sellers and servers. This instruction may be offered in one entire session or scheduled in increments over a specified period of time. The program time can be adjusted to take into account new, innovative teaching methods if approved by the Commission.

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) Within ten days after the completion of an approved training course, the BASSET licensee shall submit to the Commission a roster. The roster shall include: the name, address, telephone number and date of birth of each student who successfully complete the training course and passed the required examination; the name and company of the BASSET trainer that conducted the course; the date each participant successfully completed the course; and whether the course was off-premises instruction only. The Commission will then issue BASSET cards to those participants who successfully complete the course. Replacement cards will cost $15. These cards must be carried by the person whose name appears on the card if involved in the selling and/or serving of alcoholic liquor and local ordinance mandates BASSET training. A BASSET licensee may issue a temporary card to any person who has successfully completed its course. The temporary card shall be valid pending receipt of the card issued by the Commission but for no longer than 30 days after issuance of the temporary card.

g) Within 30 days after notification by the Commission, 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.

h) BASSET programs shall maintain a record of all participants who successfully complete BASSET training for a minimum of one year.

(Source: Amended at 32 Ill. Reg. 18300, effective November 14, 2008)