



THE
NAVAJO
NATION

PRESIDENT
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OFFICE OF THE NAVAJO TAX COMMISSION
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Policies and Procedures

Approval of Alcohol Server Education Course

I. Authority

These Policies and Procedures are issued in accordance with the Navajo Nation Liquor Regulations ("Regulations"), approved by the Navajo Tax Commission on October 13th, 2008. The Regulations give the Office the authority to issue Policies and Procedures regarding the approval of alcohol server education courses.

All of the definitions set out in the Regulations apply to these Policies and Procedures.

These Policies and Procedures may be amended as necessary in the same manner as originally approved.

II. Introduction

Pursuant to the Regulations, all liquor sales within the Navajo Nation must be made only by Certified Servers.

In order to be deemed a Certified Server pursuant to the Regulations, a person must graduate from an approved alcohol server education course.

These Policies and Procedures outline the requirements and procedures for approval of such courses by the Office.

III. Standards for Approval

The Office shall have the authority to approve programs offered by providers.

The program curriculum shall, at a minimum, have the following subjects:

- the effect alcohol has on the body and behavior, including the effect on a person's ability to operate a motor vehicle when intoxicated;
- the effect alcohol has on a person when used in combination with legal or illegal drugs;
- Navajo Nation laws and regulations concerning liquor licensure and related activities;

- methods of recognizing problem drinkers and techniques for intervening with problem drinkers;
- methods of identifying false driver's licenses and other documents used as evidence of age and identity to prevent the sale of alcohol to minors; and
- the incidence of alcohol-related birth defects.

IV. Procedure for Approval

Each entity desiring approval as an alcohol server education course shall submit a written request to the Office. The request must include:

- The name and qualifications of the provider;
- A description of the course content, including the program handbook, documenting that the course meets the above-listed requirements;
- Information regarding the location and dates when the course will be offered; and
- Fees charged to take the course.

The Office will notify the applicant provider in writing of its determination as to the approval or denial of the provider's request.

Approval expires on December 31st of each year, and entities desiring to remain approved must submit a request on or before December 15th of each year.

If the initial request for approval is submitted within the month of December, the Office has discretion to issue approval that expires December 31st of the following year.

V. Appeal of Denial

Denial of an application for approval as an alcohol server education course is considered an adverse action and may be appealed in accordance with the appeal process set out in the Navajo Liquor Regulations.

For more information, contact:
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