



# Designated Manager & WIGS Renewal Information

Revision 1 (04/10/2017)

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### I. DESIGNATED MANAGER 5-YEAR TABC PERMITS - RETAIL FOOD

1. Designated Managers or Permitted Managers are the only person in the store that can order wine. Orders can come from a central office and made by the permitted manager.
2. Each store must have at least one (1) TABC Permitted Manager. We suggest at least 2 Permitted Managers for each location in your company.
3. The TABC 5-Year Manager Permit is valid for 5 years
4. To obtain this permit Designated Managers must:
  - Successfully complete a Responsible Wine Vendor course and Designated Manager Course. These courses must be completed annually in order for the 5-Year TABC Manager Permit to remain valid.
  - Complete the TABC Application for Manager's Permit form AB-0192.
  - Complete the Declaration of Citizenship form AB-0116 and attach front and back of 2 acceptable forms of ID
  - Submit the Applications for Manager's Permit, Declaration of Citizenship, ID copies, certificates of course completion, with a 200.00 Cashier's Check or Money order to the Tennessee Alcoholic Beverage Commission.
  - This paperwork can be submitted to either the Nashville office or the TABC office closest to you.

TopShelf has online Designated Manager courses. The cost is \$50.00 per manager for up to 3 managers. For 3 to 10 managers per store per year, we charge 150.00 making your cost as low as 15.00 per manager.

## II. ANNUAL RENEWAL STEPS FOR EACH RETAIL FOOD STORE/LOCATION - WINE VENDOR

1. Your Responsible Wine Vendor Certification is different from your Retail Food Store Application. It is issued by the Training Department in Nashville and issued on the date it was received. If you have multiple locations, we suggest you have a spreadsheet that will help you keep track of these renewal dates.
2. If a store received a pre-stock letter, their Responsible Wine Vendor license expires BEFORE the license to sell alcoholic beverages. Your License to Sell Alcoholic Beverages cannot be issued until you have received your Wine Vendor Certification.
3. You will need to renew your Responsible Wine Vendor license before it expires.
4. To do this you will need to:
  - Make sure all employees are re-certified and none of your other clerks are beyond their 61-day grace period.
  - You will need to complete the Wine Clerk List Retail Food Store. TopShelf clients can print this list directly from your TopShelf reports.
  - You will need to submit your completed Certified Clerks List and Responsible Wine Vendor application to the Training Department in the Nashville TABC office along with your certification fee.

Clerks - based on the number of clerks the time you apply for your license

0-15 Certified Clerks	\$150.00
6-30 Certified Clerks	\$200.00
31-45 Certified Clerks	\$250.00
46-60 Certified Clerks	\$300.00
61-100 Certified Clerks	\$350.00
101-150 Certified Clerks	\$400.00
151-200 Certified Clerks	\$450.00
\$50.00 per 50 clerks over 200 Certified Clerks	

## III. ANNUAL RENEWAL STEPS FOR EACH RETAIL FOOD STORE OR LOCATION - RETAIL FOOD STORE TO SELL ALCOHOLIC BEVERAGES

1. This is your license to sell wine. Most licenses issued in 2016 were issued July 1. If you have store locations that applied to sell wine after July 1, then the license will expire on that date.
2. Submit the Retail Food Store Application form AB-0188 and the Addendum to Application with the \$1250.00 renewal fee.

[Link for forms and information from the TABC](#)

[Link to add my email to the TABC update email list](#) This list will get you all pertinent emails from the TABC on updates as they happen.

## IV. ORGANIZING PERMITS AND EMPLOYEE INFORMATION

TopShelf has online Designated Manager courses. The cost is \$50.00 per manager for up to 3 managers. For 3 to 10 managers per store per year, we charge 150.00 making your cost as low as 15.00 per manager.

1. Using a 3 ring binder with tabs is your best bet for organizing everything.
2. Keep this binder easily accessible so it can quickly be given to any TABC agent that comes in to inspect. The less of their time you waste, and the more organized you are, the better things will go.
3. We suggest having the following tabs:
  - Employee Roster  
Your Employee roster is a comprehensive list that includes pertinent information for all current employees allowed to work a register selling wine at your location. This information should include:
    - ✓ Employee name
    - ✓ Employee Date of Birth (they cannot be certified until they are 18 so their 18th birthday would also be their hire date)
    - ✓ Hire Date - New employees have 61 days from their date of hire to have a certificate of completion
    - ✓ Certification Date
  - Employee Certifications  
These are all of the valid Responsible Wine Certificates for your employees. We suggest you organize them in the same order the names on your employee roster are listed.
  - Manager Certifications (remember they must take the Designated Manager and RWV courses every year)  
We suggest you not only have a copy of their Designated Manager class certificate and RWV Certificate but also a copy of their 5-Year TABC Manager Permit - Food Store
  - TABC Rules and Regulations - Company Policy  
This is available at [WIGSManager.com](http://WIGSManager.com) or [TopShelfEDU.com](http://TopShelfEDU.com)
4. Set a specific day and time each week to go through your notebook and do updates. If you don't make yourself do this, you will get behind. Then one day the TABC will come in for an inspection and you will not have a very good day. It's all about which poster child you want to be. The good example at a company meeting or the one crouching in your chair.

TopShelf clients also have certification and employee roster reports right at their fingertips!

You can accept RWV certificates for employees from other companies as long as those companies use a public course. If the course was produced "In House" for a particular company, those certificates ARE NOT transferrable.

TopShelf is a public course so if you hire someone that was certified through TopShelf, please call us and we can get a copy for your records.

**IMPORTANT - Did you know you are supposed to be submitting a copy of your Certified Clerks List to the TABC when you have changes. You should be doing this at least every 30 days!**