PLCB+ (**RAMP Owner/Manager Functionality**)

To begin, you must first verify that you have access to the premises you wish to manage. To access the establishment's RAMP staff roster and to apply for RAMP certification of the premises, you must log into PLCB+ and click on **RAMP**. From the RAMP page, click on the **Owner/Manager** tab and you should see a list of all the premises that you own or manage. If you do not have the Owner/Manager tab or your premises is not listed, you must request the premises manager access code from RAMP at ra-lbramp@pa.gov or 866-275-8237.   Please provide the name of the establishment, the manager's name and the LID number when making the request.

Once the access code has been provided you must click on the **My Profile** tab and enter the access code at the bottom of the screen. Once this code has been linked with your account, you can manage the staff roster and apply for RAMP certification.

1. Log onto PLCB+ and navigate to the **R.A.M.P.** menu.

2. Select the **Owner/Manager** tab.
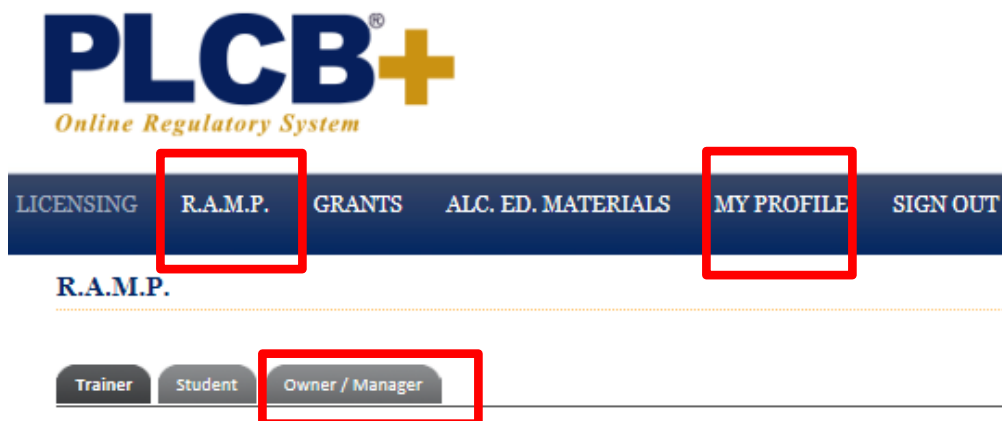
3. Once you click on the Owner/Manager tab you should see a listing of all the premises that you own or manage. NOTE: If this page is blank, you must request the access code from RAMP.

Managing Your Staff Roster

You must first update your staff roster before you can apply for RAMP certification. The roster must include all members of the licensee's alcohol service staff (this includes anyone who sells or serves alcoholic beverages and/or check IDs). Staff who were trained and registered with your LID number should already appear. You must add and remove staff members as necessary.

1. Select the **Manage Staff/Roster** link for the premises you wish to manage.

2. **To update employees that appear on the roster**, click on the employees' name. A detailed page of the employee's information will appear. You will need to enter their Hire Date and New Employee Orientation completion date, if those fields are blank. Click Save.

STAFF MEMBER DETAILS

*First Name:	Betty
*Last Name:	White

Phone Number:	(717) 777 - 7777
Email Address:	
Address Line 1:	4444 South George Street
Address Line 2:	
City:	Harrisburg
State:	Pennsylvania
Zip Code:	15555

EMPLOYMENT INFORMATION

Hire Date:	mmm dd, yyyy
New Employee Orientation Date:	mmm dd, yyyy
Roster Activation Date:	Feb 7, 2017
Separation Date:	mmm dd, yyyy

TRAINING RECORD

Course Name (Course Dates)	Attendance	Exam Result	Course Type	Training Status	Training Expiration
RAMP - Server/Seller Training (Feb 07, 2017 10:00 AM)	Attended	Pass	Server/Seller	Active	Feb 07, 2019

Cancel Save Save & Close

3. **To remove employees that appear on the roster,** but are no longer employed at your licensed establishment or are no longer part of the alcohol service staff, enter the separation date and click the **Remove** button. This will remove the individual from your active staff roster.

Bobbi's Hotel

Address:	123 MAIN ST
	HARRISBURG PA 15555
Operator:	BOBBI PEIFER

Below is a list of individuals who have been trained under your LID. Your staff roster must include the names of all current staff, including any owners and managers who serve alcohol or check identification regardless if they have been trained. Please review your roster and add and remove staff as necessary. This roster should be updated and maintained and kept in the same manner in which you keep other business records.

STAFF ROSTER

+ Add Staff Member

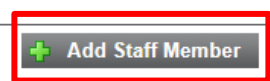| Name	Hire Date	New Employee Orientation Date	Roster Activation Date	Owner/Manager Date Trained	Server/Seller Date Trained	Separation Date	
Betty White	Jan 3, 2017	Jan 6, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017	mmm dd, yyyy	Remove
BOBBI PEIFER	Oct 31, 2016	Dec 13, 2016	Nov 10, 2016	Aug 31, 2016	Feb 7, 2017	mmm dd, yyyy	Remove
Tom Cruise	Dec 20, 2016	Feb 7, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017	mmm dd, yyyy	Remove

3. **To add employees that do not appear on your roster,** click on **Add Staff Member.**   Read the instructions provided on that screen to add a new staff member. NOTE: You will be required to enter their first name, last name, birth date, and the last 4 digits of their social security number. Everyone that works at your establishment serving alcohol or checking identification needs to be included on your staff roster.

Bobbi's Hotel

Address:	123 MAIN ST
	HARRISBURG PA 15555
Operator:	BOBBI PEIFER

Below is a list of individuals who have been trained under your LID. Your staff roster must include the names of all current staff, including any owners and managers who serve alcohol or check identification regardless if they have been trained. Please review your roster and add and remove staff as necessary. This roster should be updated and maintained and kept in the same manner in which you keep other business records.

STAFF ROSTER

➕ **Add Staff Member**

Name	Hire Date	New Employee Orientation Date	Roster Activation Date	Owner/Manager Date Trained	Server/Seller Date Trained	Separation Date	
Betty White	Jan 3, 2017	Jan 6, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017	mmm dd, yyyy	Remove
BOBBI PEIFER	Oct 31, 2016	Dec 13, 2016	Nov 10, 2016	Aug 31, 2016	Feb 7, 2017	mmm dd, yyyy	Remove
Tom Cruise	Dec 20, 2016	Feb 7, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017	mmm dd, yyyy	Remove

Applying for RAMP Certification

1. From the **Owner/Manager** tab, select the **Apply for Certification** link.

	LID # (License Type)	Licensee	Premises	Certification Status	Certification Date	Certification Application Status
	82948 (Hotel (Liquor))	Bobbi's Hotel Inc	Bobbi's Hotel	Manage Staff/Roster	Not Certified	Apply for Certification

2. You will be presented with a notice that you are about to start the certification application process. Select **Next** to continue.

3. On the following screen you must review your current active staff roster and make any necessary updates.
   - If you need to make any changes to the hire dates or New Employee Orientation dates you can do so by clicking on the employees' name.
   - If you need to add or remove an individual from the roster you may do so by clicking on your premises name as shown below.

RAMP Certification Application   Need Help? ❓

Below is a list of individuals who appear on your alcohol service staff roster. Your staff roster must include the names of all current staff, including any owners and managers who serve alcohol or check identification regardless if they have been trained. Please review the information below for each member listed . To make any changes to the information listed or to add or remove staff, please click on the Update Roster Information link . If there are no changes to be made, click Next.

License to be certified: 82948 - Hotel (Liquor) - Bobbi's Hotel Inc (Bobbi's Hotel)

REVIEW ACTIVE ROSTER

Update Roster information for: Bobbi's Hotel

Name	Server/Seller Training	Owner/Manager Training	* Hire Date	* New Employee Orientation Date	Roster Activation Date	Owner/Manager Date Trained	Server/Seller Date Trained
Tom Cruise	☑	☐	Dec 20, 2016	Feb 7, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017
Betty White	☑	☐	Jan 3, 2017	Jan 6, 2017	Feb 7, 2017	mmm dd, yyyy	Feb 7, 2017
BOBBI PEIFER	☑	☑	Oct 31, 2016	Dec 13, 2016	Nov 10, 2016	Aug 31, 2016	Feb 7, 2017

[Save Draft]   [➡ Next]

4. When all information has been updated select the **Next** button.

5. On the next page of the application you are presented with a series of questions that you are required to answer. If you answer 'No' to any question, you are not eligible for certification at this time. Please click the Save Draft button and correct the deficiency and proceed once you have met the requirements. If you answer 'Yes' to all questions, select the **Next** button to proceed (see step 7).

RAMP Certification Application   Need Help?

QUESTIONS

Below are the requirements to achieve RAMP certification. Please read each statement and check the box you are affirming to. Click Next to proceed.

1	OWNER/MANAGER TRAINING Has either an owner or the PLCB-approved manager attended owner/manager training within the previous two (2) years?	◯ Yes ◯ No
2	SERVER/SELLER TRAINING Have at least fifty percent (50%) of the alcohol service personnel completed a PLCB-approved server/seller course within the previous two (2) years?	◯ Yes ◯ No

[← Back]   [Save Draft]   [➡ Next]
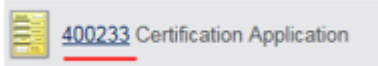
6. If you started an application but did not submit it, it will appear in the Owner/Manager tab under **My Draft Certification Applications** section. Click on the file# which is underlined to continue.
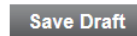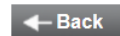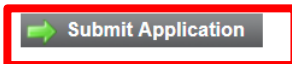

7. On the final page of the application you are required to agree to a disclosure before submission of the application. Select the certification checkbox and select the **Submit Application** button.

8. After successful submission of the RAMP certification application you will be presented with a confirmation page that summarizes the application details. Your application has now been sent to the PLCB to process.

9. From the **Owner/Manager** tab, you will see the details of the application under **My Certification Applications Under Review** until it is fully processed by the PLCB.

10. Once the application is approved, from the **Owner/Manager** tab, you can print your RAMP certificate found under **My Approved Certification Applications.**