

# **SUBSTANCE ABUSE PROFESSIONAL QUALIFICATION TRAINING**

## **SYLLABUS**

### **Day One**

7:30 AM Continental Breakfast

8:00 AM – Noon

Unit One – 49 CFR 40

History, rationale, who is covered, agency drug and alcohol testing

Unit Two – Service Agents & What They Do

DER, C/TPA, STT, BAT, MRO, SAP and the ODAPC way

Unit Three – Testing

Collections, CCF, DO, labs, GCMS, MRO reviews, problems, remedies

Noon Lunch on your own

1:00 PM

Unit Four – Substance Abuse Professional

Qualifications, prohibitions, duties, confidentiality

Unit Five – What SAPs Do

Initial evaluation, referrals, follow-up, continuing treatment, testing plan

Unit Six – Consulting and Communicating

When to ask, Where to find it, Who to talk to, and never go it alone

5:00 PM Break

### **Day Two**

7:30 AM Continental Breakfast

8:00 AM – Noon

Unit Seven – Know That Mode

FAA, FMCSA, FRA, FTA, PHMSA, USCG – regulations and how they roll

Unit Eight – SAP Practice 1.0

Reporting, record keeping, obligations, audit survival, liability

Noon Lunch on your own

1:00 PM

Unit Nine – SAP Practice 2.0

Confronting issues inherently related to your duties

Unit Ten – When Regulations & Reality Collide

Contributing to the safety of the traveling public in an imperfect world

4:00 PM Collect that certificate: You're Done!

### **Training Logistics**

Confirmation of registration will be sent by e-mail within 4 days of receipt. If you do not receive confirmation as expected, call 815-861-8800 during regular business hours. Cancellations received more than 10 working days prior to the training are refundable less a \$50.00 administrative fee. No refunds are available for cancellation within 10 working days of the training, however the full amount may be applied to a future training. NSF checks void registration. If the Trainer fails to provide the training for any reason, you will receive a full refund.

Every participant is encouraged to bring a laptop or pad with a CD/DVD reader. All materials provided (about 90 mb) will be made available on disk the first morning of the training. A hard copy will be made available for a fee to any participant who requests it in advance. We'll be learning so note taking is encouraged, but digging back and forth through a big thick binder to find stuff is not. There will be paper, just not pounds of it.

Training will start and end on time. DOT Guidance states that a qualification training must include an assessment of your knowledge. There will be a brief open book (open laptop) quiz after each unit. There will be two 20 minute breaks and an hour for lunch each day. You must complete 12 hours of training to receive a certificate, which will be provided to you at the end of the workshop.