

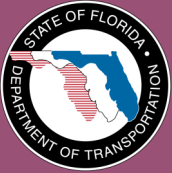
SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465)

February 13 15, 2012

Tampa, Florida



This USDOT Transportation Safety Institute (TSI) training course is sponsored by the Florida Department of Transportation's Florida Statewide Transit Training and Technical Assistance Program.



Center for Urban Transportation Research
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Visit www.transitoperations.org
for upcoming events and
transit training.

The USDOT Transportation Safety Institute's *Substance Abuse Management and Program Compliance (FT00465)* is a 3-day class offering 14.5 EACC PDHs and 8 SAPACC CEHs. The training will be held on February 13-15, 2012 from 8:00 am-4:30 pm daily in Tampa, Florida. A registration form is required to attend the course.

Course Overview

This course provides the participant with information to evaluate and self-assess their agency's substance abuse program and its compliance with Federal Transit Administration (FTA) regulations. Participants are eligible for 14.5 Professional Development Hours through the Employees Assistance Certification Commission (EACC)/Employee Assistance Professional Association (EAPA) towards meeting Certified Employee Assistance Professional (CEAP), psychology, counseling, social work, education, related credentialing, and accreditation or licensure requirements as accepted by the respective credentialing board or agency.

Additionally, participants are eligible for 8 Continuing Education Hours through the Substance Abuse Program Administrator's Certification Commission (SAPACC) for recertification of C-SAPA and SAP. Hours also may be applied towards requalification for Q-SAP.

Who Should Attend

Substance abuse program managers, human resource managers, safety managers, state DOT representatives, and third-party contractors.

How You Will Benefit

- Describe responsibilities in regards to FTA rules and regulations
- Interpret the audit process and common deficiencies

What You Will Learn

- How to use contractor and service agent oversight, checklist review, and action plan
- Organize drug testing procedures, specimen collection, prescriptions and over-the-counter medications, Medical Review Officer Procedures, Department of Health and Human Services certified labs, checklist review, and action plan
- How to use recordkeeping, record retention and maintenance, information disclosure, reporting, checklist review, and action plan
- Identify testing categories, pre-employment, reasonable suspicion, post accident, random, return-to-duty, follow-up, checklist review, and action plan
- Interpret alcohol testing procedures, breath test, saliva test, checklist review, and action plan
- Identify procedures for substance abuse professional referral

How to Register

There is a \$50 course registration fee that will be paid by FDOT's Florida Statewide Transit Training and Technical Assistant Program for the first 12 registrants who are currently employed by a Florida public transportation agency. Once these 12 seats are filled, you may register directly through TSI, but will have to pay the \$50 registration fee.

To attend this course, submit a completed registration form to Molly Buffington via fax (813.974.5168) or email to buffington@cutr.usf.edu. Registrations are limited to two persons per agency. All registration forms must be signed by the attendee's manager/supervisor.

A confirmation with logistical information, lodging and course agenda will be forwarded via email to each registrant.

USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at 813.974.7810 a minimum of five (5) working days in advance to the training session.

Registration to Attend

Substance Abuse Management and Program Compliance (FT00465)

February 13-15, 2012 Mon-Wed 8:00 am—4:30 pm Tampa, Florida

**Registration for the first 12 registrants will be paid for by the FDOT sponsoring program.
Registrants must be currently employed by a Florida public transportation agency.**

REGISTRANT'S NAME _____

JOB TITLE _____

MAJOR DUTIES & RESPONSIBILITIES _____

EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (_____) _____ FAX (_____) _____

EMAIL _____

MANAGER'S NAME _____

MANAGER'S PH: (_____) _____ MANAGER'S EMAIL _____

MANAGER'S SIGNATURE: _____

An email confirmation will be forwarded to each registrant with class agenda, travel and hotel information.

USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at 813.974.7810 within a minimum of five (5) working days in advance to the training session.

Cancellation/No-Show Policy—Registrants will be allowed one “no-show” per calendar year. It is our policy that if you can not attend a training course, that you notify us no less than three business days prior to the training start date or send a substitution. **Substitutions**—We are pleased to accept substitutions for our training sessions. It is the responsibility of the registrant to find a suitable substitute, and notify CUTR of the change. For additional information about registration policies and procedures, please visit [Transit Policies and Procedures](#).

Fax or email your registration to:

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