



## Florida's Statewide Transit Training & Technical Assistance Program

# SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465)

# REASONABLE SUSPICION DETERMINATION FOR SUPERVISORS SEMINAR (FT00546)

### COURSE OVERVIEW

March 23-26, 2010 South Daytona, Florida

This FTA sponsored training is designed to serve as an evaluation and self-assessment of the participant agency's substance abuse program and its compliance with FTA regulations. Participants are invited to bring along the substance abuse policies of their agencies for self-examination. The course involves lecture, group discussion and peer information sharing. Time is allowed for participants to evaluate their programs and ask questions. This course promotes a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures.

**A Reasonable Suspicion Seminar will be held on March 26, 2010. If you would like to attend this 1/2 day seminar, please fax this registration form to Molly Buffington, indicating you are attending the Reasonable Suspicion session.**

### COURSE ELEMENTS

- ◆ Available technical assistance materials
- ◆ The audit process and common deficiencies
- ◆ Required policy content and communications
- ◆ Contractor oversight, checklist review, and action plan
- ◆ Drug testing procedures, specimen collection, prescriptions and over-the-counter medications, DHHS certified labs, MRO procedures
- ◆ Alcohol test procedures, breath test, saliva test, checklist review, and action plan
- ◆ Procedures for substance abuse professionals
- ◆ Testing categories, pre-employment, reasonable suspicion, post-collision, random, return to duty, follow-up, checklist review, and action plan
- ◆ Training requirements, safety sensitive employees, and supervisors' reasonable suspicion
- ◆ Recordkeeping, record retention and maintenance, negative tests, information disclosure, reporting, checklist review, and action plan
- ◆ Discussion
- ◆ Pre-test, final exam

### WHO SHOULD ATTEND

Transit agency substance abuse program managers, human resource managers, safety managers, state DOT representatives, and third-party contractors for transit substance abuse programs. The Employee Assistance Certification Commission (EACC)/Employee Assistance Professional Association (EAPA) awards 14.5 Professional Development Hours for completing TSI's Substance Abuse Management and Program Compliance course. The PDH's can be applied to the yearly requirements for drug consortiums and other agencies with annual continuing education requirements for transit substance abuse professionals. PDH's awarded by the EACC may be applied toward meeting Certified Employee Assistance Professional (CEAP), psychology, counseling, social work, education, and related credentialing, and accreditation or licensure requirements as accepted by the respective credentialing board or agency. This course also meets the requirements for C-SAPA certification (up to 8 hours) and 40-281(d) Continuing Education 3-year requirement for SAP functions.

### REGISTRATION INFORMATION

The materials fee of \$50 will be paid by the FDOT Statewide Transit Training and Technical Assistance Program. Space is limited, so please register early to avoid disappointment. A confirmation letter will be forward to each registrant with schedule and hotel information. Cancellations must be made 7 business days before class. The deadline for registration is February 8, 2010.

**If you would like to attend this session, fill out the form below, and fax to reserve your seat.**

Center for Urban Transportation Research

Attn: Molly Buffington

University of South Florida

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(813) 974-3120

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**REGISTRATION FORM TO ATTEND**  
**SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465)**  
**REASONABLE SUSPICION DETERMINATION FOR SUPERVISORS (FT00546)**  
**MARCH 23-26, 2010**  
**SOUTH DAYTONA, FLORIDA**

REGISTRANT'S NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MAJOR DUTIES & RESPONSIBILITIES \_\_\_\_\_

SUPERVISORS NAME \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

FAX ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL \_\_\_\_\_

- Substance Abuse Management & Program w/Reasonable Suspicion - March 23-26, 2010
- Reasonable Suspicion Seminar Only- March 26, 2010

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