COURSE OVERVIEW
This course 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 and group discussion. 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.

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
There are no registration fees for the 2½ day course. Space is limited, so please register early to avoid disappointment. A confirmation letter will be forwarded to each registrant with schedule and hotel information. Cancellations must be made 15 business days before class. The deadline for registration is Friday, December 8, 2006.

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
4202 E. Fowler Ave-CUT100
Tampa, Fl 33620
(813) 974-3120
(813) 974-5168 fax
buffington@cutr.usf.edu
REGISTRATION FORM TO ATTEND
SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465)
JANUARY 30 — FEBRUARY 1, 2007
TAMPA, FLORIDA

REGISTRANT’S NAME ________________________________________________________________

JOB TITLE ________________________________________________________________

MAJOR DUTIES & RESPONSIBILITIES ________________________________________________

SUPERVISORS NAME ______________________________________________________________

EMPLOYER ________________________________________________________________

ADDRESS ________________________________________________________________

CITY __________________________ STATE ______ ZIP __________

PHONE ________________________________________________________________

FAX ________________________________________________________________

EMAIL ________________________________________________________________

COURSE TITLE/CLASS NUMBER __________________________________________________

IS YOUR EMPLOYER AN FTA GRANT RECIPIENT OR SUB-RECIPIENT?

YES □ NO □