



CREDENTIAL VERIFICATION FORM For Substance Abuse Professionals

I, _____, hereby certify that I meet the US Department of Transportation Substance Abuse Professional Guidelines requirements as published by the Office of Drug and Alcohol Policy and Compliance in August 2001 as stated below.

THE SUBSTANCE ABUSE PROFESSIONAL

The Department of Transportation (DOT) procedures regulation -- 49 CFR 40.3 -- defines the Substance Abuse Professional (SAP) as a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. In order to be a SAP, you need to have certain credentials, possess specific knowledge, receive training, and achieve a passing score on an examination. There is also a continuing education requirement.

Credentials: You cannot be a SAP unless you are: (please initial by all that apply to you)

- A licensed physician (Doctor of Medicine or Osteopathy); or
- A licensed or certified social worker; or
- A licensed or certified psychologist; or
- A licensed or certified employee assistance professional; or
- A state-licensed or certified marriage and family therapist; or
- An alcohol and drug abuse counselor certified by (MUST INITIAL ONE):
 - National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC); or
 - International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or
 - National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)

Knowledge: You cannot be a SAP unless you: (please initial by all that apply to you)

- Have knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders.
- Understand how the SAP role relates to the special responsibilities employers have for ensuring the safety of the traveling public.
- Are well informed about Part 40, pertinent DOT agency regulations, these SAP guidelines, and any significant changes to them.

It is important to note that your degrees and certificates alone do not confer to you these knowledge requirements.

Training: You cannot be a SAP unless you have received qualification training.

The qualification training must include the nine required components described in 49 CFR 40.281(c). You must have completed this training requirement by December 31, 2003, if you become a SAP on or before December 31, 2003. If you become a SAP after December 31, 2003, you must meet this training requirement before you perform any SAP functions. Please complete training information as it applies to you. If training not yet completed, may put projected training information.)

SAP Training Received From (Training Organization/Course): _____
Training Dates: _____

Signature: _____

Company/Organization _____

Social Security or ID # _____ Date of Birth _____

Address _____ City _____ ST _____ Zip _____

Phone: _____ Fax: _____ Email: _____

After passing the SAPACC, QSAP Qualification Exam, I (choose one): **do** **do not** give permission for SAPACC to publish my name, telephone number and email address on its web site.

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