



Drug and Alcohol Testing Industry Association

1325 G Street, NW, Suite 500#5001

Washington, DC 20005

Phone: 800.355.1257 ● Fax: 202.315.3579

Email: info@datia.org ● Web: datia.org

DRUG AND ALCOHOL TESTING INDUSTRY ASSOCIATION REGIONAL CERTIFIED PROFESSIONAL COLLECTOR TRAINER INVITATION TO APPLY

PROGRAM GUIDELINES

Why expand the DATIA collector certification program?

DATIA members expressed strong interest in creating a Regional Trainer model to meet demand for courses and training in general. This Regional training program was started in 2002 and has had great success.

DATIA's collector training course has become the industry standard, and demand is expected to continue as DOT, federal agencies, and employers require more accuracy in the drug testing process and qualifications from collectors. To meet the increased need for DATIA certification, we must partner with key professionals to expand the reach of the non-profit association sponsored training courses to reach those in rural areas, smaller cities, and in the situations where a regional training is more appropriate for Certified Professional Collector (CPC) training.

How will regional trainers be selected?

Regional Certified Professional Collector Trainers (R-CPCT) will be held to high standards. To qualify as an R-CPCT, a CPCT must meet the required standards and must complete and submit the R-CPCT application and any requested attachments.

What are the minimum required qualifications for an R-CPCT?

To apply to be an R-CPCT, the candidate must:

1. Have passed on his/her first attempt to take the Collector Certification Exam during the year that he/she applies to be a R-CPCT (R-CPCTs are allowed to challenge questions missed through the normal certification program procedures);
2. Have at least five years experience performing specimen collections;
3. Have at least two years experience training collectors;
4. Agree to adhere to all program rules, regulations, standards, guidelines, and policies;
5. Have no history of violating the certification program rules and regulations (written documentation sent to violators will be maintained on file for each violation);
6. Take and pass an examination on the certification program's basic policies and procedures so that the R-CPCT will be able to convey the information to course attendees. R-CPCTs do not need to be able to answer complex questions, but rather basic questions such as how long CPC certification is valid, how does the CPC take the exam, etc.
7. R-CPCTs must participate in and document their participation in at least 20 hours of professional education (related to either specimen collections, drug testing, or presenting of training courses) every five years. This must include participation in DATIA's Drug Testing Specimen Collector Refresher Training Course once every five years (counting towards 8 hours).

What are the various certification levels of the DATIA Collector Certification program, and what are their differences?

1. Master Certified Professional Collector Trainer (M-CPCT) – selected by DATIA to present its national CPCT course. Will train qualified specimen collectors to be certified as Certified Professional Collector Trainers (CPCT). Should DATIA need to replace or increase the number of M-CPCTs, M-CPCTs will be selected from current R-CPCTs.
2. Regional Certified Professional Collector Trainer (R-CPCT) – trained by an M-CPCT during a DATIA CPCT course to be certified as a Certified Professional Collector Trainer (CPCT). Qualified CPCTs will be selected by DATIA to present the CPC training course throughout his/her designated region. Selected R-CPCTs will train qualified specimen collectors to be certified as Certified Professional Collectors (CPC). R-CPCTs cannot train collectors to be certified as Certified Professional Collector Trainers (CPCT).
3. Certified Professional Collector Trainer (CPCT) – trained by an M-CPCT during a DATIA CPCT course to be certified as a Certified Professional Collector Trainer (CPCT), and can train in-house collectors to be certified as Certified Professional Collectors (CPC). They cannot train collectors to be certified as Certified Professional Collector Trainers (CPCT), and cannot train collectors outside of their company to be certified as a Certified Professional Collector (CPC).
4. Certified Professional Collector (CPC) – trained by a company employed CPCT or an R-CPCT, but cannot train other collectors to be certified as either Certified Professional Collector Trainers (CPCT) or Certified Professional Collectors (CPC).

What are the guidelines for R-CPCTs in conducting DATIA CPC Training Courses?

Selected R-CPCTs must adhere to the following guidelines when conducting CPC training courses:

1. Must follow and use the **current** DATIA CPC manual, and provide a **current** CPC manual to all course participants. R-CPCTs must not make copies of the CPC manual, but must rather use those provided to him/her by DATIA. The R-CPCT must ensure that all manuals used are current.
2. Must disperse all handouts provided by DATIA (evaluation form, exam registration form, membership brochure, etc.).
3. Must not present training courses that conflict or interfere with a scheduled DATIA CPCT course in the region (to include holding courses in the same city as and on the same days as a DATIA CPCT course, or within 30 days of a DATIA CPCT course – this does not apply to in-house trainings where the R-CPCT goes to a company to train their collectors only). DATIA will provide R-CPCTs with a DATIA course calendar for the coming year by October 1st of each year.
4. Must have course-marketing materials approved by DATIA if the materials do not conform to the sample brochures provided by DATIA.
5. Must provide DATIA with contact information for all attendees.
6. Must submit completed course evaluation forms to DATIA within 14 days after each course.
7. R-CPCTs may not offer training courses using the DATIA name, DATIA materials, or the R-CPCT's standing as an R-CPCT except for those courses that the R-CPCT notifies DATIA of and provides DATIA with the attendee roster and certification/materials fee as described in "What Does the R-CPCT Provide to DATIA".

What does DATIA provide R-CPCTs with?

DATIA will provide R-CPCTs with a PowerPoint file for course overheads (can use to print overheads or as a PowerPoint presentation), and originals for course handouts (evaluation form, exam registration form, etc.). DATIA will also provide R-CPCTs with a CPC manual for each course attendee. DATIA will market R-CPCTs and their services on the DATIA website. DATIA will administer the Collector Certification Exam to course attendees following the course using the same procedures as are currently followed.

What do R-CPCTs provide to DATIA?

R-CPCTs are responsible for providing DATIA with full participant rosters, including contact information, and DATIA provided course evaluation forms to DATIA following every course. R-CPCTs are also responsible for providing DATIA with a \$95 fee for each course attendee to cover the cost of course manuals and certification.

Fifty percent of the fee is required before course materials are sent to the R-CPCT and the remainder of the fee must be paid to DATIA within 14 days of the course, and until the fee is paid, no course attendees will be registered to take the Certification Exam. Any difference between the amount due to DATIA for each attendee (\$95) and the amount charged by the R-CPCT for each attendee would be compensation for the R-CPCT.

How is the proficiency of R-CPCTs monitored/maintained?

1. Evaluation forms must be returned for 85% of attendees within 14 days of each course – course/instructor ratings must be no less than an average of 8.5 out of a possible 10.
2. Course evaluation forms will also contain questions (i.e. What is the version date in the manual provided to you?) to ensure that materials provided to attendees by the R-CPCT are current.
3. Certification Exam passing rates (exam developed, administered, and graded by DATIA) of CPC course attendees will be compared to that of the entire program's average – instructors whose students have a low passing rate or tend to miss the same questions will be first offered an opportunity to correct the course presentation to ensure that the information is covered. If the situation continues following the next course, and the R-CPCT's attendees demonstrate a low passing rate or miss the same questions, the R-CPCT will be suspended until he/she has successfully improved the presentation of the course's material. The R-CPCT must demonstrate this improvement through a written examination and/or verbal communication with a DATIA M-CPCT or the DATIA Executive Director.
4. Complaints regarding an R-CPCT will be reviewed and voted on by the Standards Committee. The committee will decide what course of action to take – revoke or suspend R-CPCT status, or determine the complaint was frivolous.
5. R-CPCTs will be notified when changes in the program and/or its content are made, and are responsible for ensuring that they are fully educated on these changes.
6. When major changes are made to the collection process, R-CPCTs will be tested using a written exam on the new information to ensure that they are familiar enough with the new procedures to instruct others on them.
7. R-CPCTs must participate in and document their participation in at least 20 hours of professional education (related to either specimen collections, drug testing, or presenting of training courses) every five years. This must include participation in DATIA's Drug Testing Specimen Collector Refresher Training Course once every five years (counting towards 8 hours).

Are R-CPCTs automatically renewed or are they re-selected at their renewal?

R-CPCTs will be disqualified if they violate the program's policies and/or fail to meet any of the proficiency standards (see above).

When an R-CPCT is due for renewal (June 1st of each year), if he/she does not meet the qualifications (i.e. fails renewal exam), his/her R-CPCT certification will be revoked.

Every year, requests for qualified candidates (including current R-CPCTs and new applicants) to apply to be an R-CPCT will be disseminated to all CPCTs.

Can R-CPCTs perform training outside of their region?

R-CPCTs may perform training for any company that requests training regardless of where the company is located.

Are M-CPCTs allowed to conduct training outside of the DATIA sponsored courses?

M-CPCTs are allowed to conduct CPC training for their clients only. M-CPCTs are not to market and hold CPC courses nationally. In conducting such training, the M-CPCT must follow all policies, procedures, and guidelines of an R-CPCT. M-CPCTs may not conduct CPCT training courses outside of the official DATIA sponsored courses.

REGIONAL CERTIFIED PROFESSIONAL COLLECTOR TRAINER APPLICATION

CONTACT INFORMATION

Name _____ Title _____
Company _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

1. Please provide a history of your urine drug screen specimen collection employment history. If extra space is needed, please submit on a separate typed sheet. This space must be filled out even if this information is contained in your resume.

Dates of Employment _____ Supervisor Name _____
Employer Name _____
Employer Address _____
Employer Phone _____ Employer Fax _____
Summary of Work performed (i.e. average number of collections per week, other duties, etc.)

Dates of Employment _____ Supervisor Name _____
Employer Name _____
Employer Address _____
Employer Phone _____ Employer Fax _____
Summary of Work performed (i.e. average number of collections per week, other duties, etc.)

Dates of Employment _____ Supervisor Name _____

Employer Name _____

Employer Address _____

Employer Phone _____ Employer Fax _____

Summary of Work performed (i.e. average number of collections per week, other duties, etc.)

Dates of Employment _____ Supervisor Name _____

Employer Name _____

Employer Address _____

Employer Phone _____ Employer Fax _____

Summary of Work performed (i.e. average number of collections per week, other duties, etc.)

Dates of Employment _____ Supervisor Name _____

Employer Name _____

Employer Address _____

Employer Phone _____ Employer Fax _____

Summary of Work performed (i.e. average number of collections per week, other duties, etc.)

2. Please list any continuing education in the field of drug and alcohol testing and/or presentation skills that you have attended in the previous 12 months.

Title of Course _____ Date _____

Offered By _____ Length _____

Title of Course _____ Date _____
Offered By _____ Length _____

Title of Course _____ Date _____
Offered By _____ Length _____

Title of Course _____ Date _____
Offered By _____ Length _____

Title of Course _____ Date _____
Offered By _____ Length _____

3. Please detail your experience in making presentation and training collectors in specimen collection. If extra space is needed, please attach a separate typed sheet. This space must be filled out even if this information is contained in your resume.

Presentations Made

Title of Presentation _____
Date of Presentation _____ Audience for Presentation _____

Title of Presentation _____
Date of Presentation _____ Audience for Presentation _____

Title of Presentation _____
Date of Presentation _____ Audience for Presentation _____

Title of Presentation _____
Date of Presentation _____ Audience for Presentation _____

Title of Presentation _____
Date of Presentation _____ Audience for Presentation _____

Collector Training Experience

Number of Collectors You Have Trained _____
Date of First Training _____ Date of Most Recent Training _____

4. I, _____, attest that I agree to abide by the R-CPCT program polices and guidelines as stated in the previous section of this application. I also understand that as the R-CPCT program evolves, these policies and guidelines may change. DATIA will notify me of these changes and I agree to abide by any new or changed policies and guidelines. I further attest that I understand that should I violate any of the certification program's policies and

guidelines, the violation will be reviewed by the DATIA Executive Director and/or Specimen Collections Committee and appropriate action will be taken that may include revocation of my R-CPCT certification.

Signature _____ Date: _____

Witness _____ Date: _____

5. Provided my application is complete and I meet the minimum requirements to serve as an R-CPCT, I elect to take my R-CPCT exam on _____ or _____
6. Please include the following attachments with your R-CPCT application. Applications will not be considered without the required attachments, and applicants will not be contacted to compete incomplete applications.
1. Current Resume or Curriculum Vitae
 2. Letter stating what you feel your experience and qualifications can bring to the DATIA Collector Certification Program.
 3. Letter of recommendation from two collectors to whom you have provided training.
 4. Letter of recommendation from one person (client or supervisor) who can attest to your proficiency in specimen collections.

PLEASE RETURN THIS FORM AND ALL ATTACHMENTS REQUIRED TO DATIA

1325 G Street N.W. Suite 500#5001 Washington, DC 20005

Email: info@datia.org

Fax: 202.315.3579

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

QUESTIONS: CONTACT DATIA AT 800-355-1257 OR INFO@DATIA.ORG

**GOOD LUCK AND WE LOOK FORWARD TO RECEIVING
YOUR APPLICATION TO PARTICIPATE IN THIS
EXCITING DATIA PROGRAM!!!**