



Certification Commission for Drug and Alcohol Program Professionals

website: www.ccdapp.org

email: administrator@ccdapp.org

phone: 443-906-6061

Qualified Substance Abuse Professional (Q-SAP) Renewal Procedure

DOT regulations (49 CFR 40.281(d)) state that, once qualified, Substance Abuse Professionals (SAPs) must complete at least 12 hours of continuing education during each three-year period beginning from the date of completion of the qualification exam. The continuing education must include material concerning new technologies, interpretations, recent guidance, rule changes, and other information about developments in SAP practice, pertaining to the DOT program. The continuing education must also include documentable assessment tools to assist in determining that the material has been adequately learned.

The following is an overview of the Q-SAP renewal process.

PROCESS

1. Email, fax, or mail the following materials to the CCDAPP office:
 - a. Q-SAP Renewal Procedure Form (this form)
 - b. Documentation of your continuing education
 - c. Documentation of assessment tool results
 - d. Payment of \$50 for re-designation, new certificate, and Q-SAP listing on the CCDAPP web site
2. Once the renewal process is completed, a new certificate will be mailed to you

CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

METHOD OF PAYMENT

The fee for Q-SAP re-designation is 50.00. This may be paid via check or Paypal

SEND ME AN INVOICE TO BE PAID VIA ELECTRONIC INVOICE

INSTRUCTIONS FOR PAYING BY CHECK:

Make check payable to "CCDAPP" and mail with application package to:

CCDAPP
537 Ritchie Highway #2E
Severna Park, MD 21146

Questions? Call CCDAPP at (443) 906-6061 or email to administrator@ccdapp.org

www.CCDAPP.org

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