



## **CCDAPP COMMISSIONER APPLICATION**

*Your Help and Expertise Needed!*

The Certification Commission for Drug & Alcohol Program Professionals (CCDAPP), formerly SAPACC, is the national (U.S.) certifying body for substance abuse program administrators who have chosen to be recognized as specialists with demonstrated proficiency in their field. The CSAPA credential is the highest level of achievement possible for both in-house and third-party professional Substance Abuse Program Administrators. In 2003, SAPACC became one of the few nationally recognized professional organizations to administer a comprehensive and validated examination for qualifying Substance Abuse Professionals. More recently, we added new certifications, the CDAPA-A, CDAPA-MC, CDAPA-P, CDAPA-R, and CDAPA-T, for drug and alcohol program administrators working specifically with the federally regulated aviation, motor carrier, pipeline, railroad, and transit communities.

The Commission's primary goal is to enhance the quality and level of professional knowledge and skills of individuals providing drug and alcohol testing and related services to the public. We invite you to join us in these efforts by serving as a volunteer CCDAPP Commissioner for *a 3 year term beginning May 2024*. We need Commissioners that are experienced substance abuse program administrators, drug and alcohol program administrators, substance abuse professionals, or otherwise active in the field (e.g. TPAs, in-house administrators, MROs, consultants, SAPs, etc.). As a CCDAPP Commissioner, you will be recognized as such and actively participate on one or more CCDAPP Committees. The current Committees are as follows:

- Credentials Review Committee
- Examination Committee
- Finance Committee
- Marketing Committee
- Admin Committee

As a Commissioner, you will be expected to participate in **one conference call per month** (on the average). These calls are scheduled in advance, currently on the second Thursday of each month at 11:30 Eastern time. Your **attendance at the CCDAPP Annual Board Meeting** is mandatory except for extenuating circumstances.

Please complete the enclosed application and return it via email **no later than February 29, 2024** to **[administrator@ccdapp.org](mailto:administrator@ccdapp.org)**.

If you have questions about the Commission or your prospective role as a Commissioner, you may email the CCDAPP office at [administrator@ccdapp.org](mailto:administrator@ccdapp.org) or call (443) 906-6061

We look forward to hearing from you.

**[www.ccdapp.org](http://www.ccdapp.org) email: [administrator@ccdapp.org](mailto:administrator@ccdapp.org) (443) 906-6061**  
537 RITCHIE HWY STE 2E, SEVERNA PARK, MD 21146

**Certification Commission for Drug & Alcohol Program Professionals**  
**Application for CCDAPP COMMISSIONER**

**Please Note:** CCDAPP is looking for individuals who are current CSAPAs, DAPAs and QSAPs in good standing as well as certified MROs and DOT qualified SAPs, and other qualified individuals acceptable to the Commission, who have the desire to volunteer, some time to devote to a variety of projects, and experience in certification programs, such as examination item writing, credentialing, and marketing. Individuals with a burning desire to improve the standard of drug and alcohol program administration in the U.S., and worldwide, are urged to apply. The term is for three years and strictly voluntary; therefore, there is no compensation other than limited reimbursement for travel expenses. Please complete the application below. Submit your application by email to [administrator@ccdapp.org](mailto:administrator@ccdapp.org) **no later than February 29, 2024.**

1. Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please mark an "X" by any of the following credentials you hold:

\_\_\_ CSAPA      \_\_\_ CDAPA, please specify focus agency: \_\_\_\_\_  
\_\_\_ MRO      \_\_\_ SAP

2. Does your company support you in serving as a volunteer Commissioner?  Yes  No

3. How many years of experience do you have in the drug and alcohol testing field? \_\_\_\_\_

4. What do you consider to be the highlights of your accomplishments in the field?

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\_\_\_\_\_  
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5. Service on the Commission is purely voluntary but does involve specific commitments. Please indicate why you would like to serve as a Commissioner:

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6. The Commission currently has the following standing committees: Credentials Review, Examination, Finance, and Marketing. Which of these committees would you be interested in and why?

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7. Given your current job responsibilities and other commitments, realistically, what is the number of hours per month do you think you could devote to Commission projects?

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8. Often the Commission receives more applications from commissioner candidates than we have positions available. What would distinguish you from the other candidates? How do you think the Commission will benefit from your service as a Commissioner?

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9. Is there anything else you would like to add that would help us evaluate your application?

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10. Do you have any experience serving on a Board of Directors, either as an officer or a member?

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11. Are you willing to proctor or assist in administering a CCDAPP exam in your location or nearby?

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12. Would you be interested in serving as a CCDAPP officer in the future? Why or why not?

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Signature

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Date

Please return this application by email to [administrator@ccdapp.org](mailto:administrator@ccdapp.org). ***The Nominating Committee may contact you for additional information.***