CCDAPP

Certification for Substance Abuse Program Administrators "CSAPA®" or DOT Agency-Specific Drug & Alcohol Program Administrators "CDAPA®"

INFORMATION GUIDE

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INTRODUCTION AND BACKGROUND

The proper administration of substance abuse programs has become a complex task. It demands knowledge, skills, and abilities in areas where formal training and education have not previously been established.

The individual who provides these services may be referred to as a CSAPA® an acronym for Substance Abuse Program Administrator or CDAPA® an registered trademark acronym for "Drug & Alcohol Program Administrator." The essential functions of a SAPA®/DAPA® are to design, organize and administer services to promote alcohol and drug-free workplaces. These services are intended to improve health and productivity for all workers, decrease accidents and reduce the many costs associated with substance abuse.

A CSAPA®/CDAPA® must also assure that programs are operated in compliance with applicable state and federal regulations, as well as company policies. Other concerns of the CSAPA®/CDAPA®, whether directly employed by the organization or retained to serve in this capacity, include assuring that the program adheres to generally accepted standards for substance abuse administrative services, testing, training, medical review, confidentiality and business ethics.

CCDAPP, the Certification Commission for Drug and Alcohol Program Professionals, is a nonprofit corporation dedicated to enhancing the quality and level of professional knowledge and skills of individuals providing drug and alcohol testing and related services to the public. CCDAPP is the national certifying body for drug and alcohol industry professionals who have chosen to be recognized as Certified Substance Abuse Program Administrators (CSAPA®) or Certified Drug & Alcohol Program Administrators (CDAPA®) with demonstrated proficiency in their field.

A CSAPA® is a generalists who are familiar with all federally-mandated drug and alcohol testing programs. A CDAPA® is a professionals with similar expertise and training, but who specialize in a single federal agency's regulations. A professional with expert knowledge in agency-specific regulations may seek certification as:

DAPA-A	Aviation	DAPA-T	Transit
DAPA-CG	Coast Guard	DAPA-R	Railroad
DAPA-MC	Motor Carriers	DAPA-P	Pipeline

BENEFITS

A "consumer" seeking the service of a CSAPA®/CDAPA® may have little or no understanding of the requirements, yet must choose a "provider" who is truly knowledgeable. Organizations that employ or contract with an individual for CSAPA®/CDAPA® services now have a means to readily identify an individual who has demonstrated capability in this field by virtue of the CSAPA®/CDAPA® credential.

While the certification process is completely voluntary, it is highly recommended for both in-house (directly employed) or outside program administrators as a means of verifying qualifications.

ELIGIBILITY

CCDAPP has developed national certification examinations and a credentialing process to identify those who have the knowledge, skills and abilities to perform the functions of a CSAPA®/CDAPA®. Before candidates can take any certifying examination, they must meet the following minimum criteria:

CSAPA®	CDAPA®
• 40 hours of substance abuse related training (CEUs) within the past five years, **and** • Demonstrated experience working as a substance abuse program administrator for 6,000 hours (three years) **or** 4,000 hours (two years) with a bachelor's degree or higher, with time spent in at least four of the following areas: 1) Development of policies and procedures 2) Administration of random drug and alcohol testing programs 3) Medical Review Officer (MRO) interaction/supervision 4) Performance or supervision of the specimen collection process 5) Preparation and/or delivery of supervisor and/or employee education training 6) Compliance with applicable federal and state laws 7) Substance Abuse Professional (SAP) interaction/supervision	• 24 hours of substance abuse related training (CEUs) within the past five years, **and** • Demonstrated experience working as a drug and alcohol program professional for 4,000 hours (two years), with time spent in at least three of the following areas: 1) Development of policies and procedures 2) Administration of random drug and alcohol testing programs 3) Medical Review Officer (MRO) interaction/supervision 4) Performance or supervision of the specimen collection process 5) Preparation and/or delivery of supervisor and/or employee education training 6) Compliance with applicable federal and state laws 7) Substance Abuse Professional (SAP) interaction/supervision

EXAMINATION STUDY GUIDE

Upon receipt of your completed application and requisite certifying examination fee, you will be provided an electronic ***Study & Resource Guide.*** Prepared by CCDAPP, the guide was developed to cover each examination subject area and will assist you in developing a study plan and strategy as you prepare for the certifying examination.

CERTIFYING EXAMINATION

After meeting the eligibility requirements, you must schedule and successfully pass the certification examination within 1 year of your application being approved. The examination is designed to identify those who have the knowledge, skills and abilities to perform the functions of a CSAPA®/CDAPA®. The exams are available proctored or on-line.

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The CSAPA® and CDAPA® designations are used solely by individuals who have been granted written use permission exclusively from CCDAPP. These designations may not be used at any time without written permission from CCDAPP. Individuals are granted use of these designations upon completion of CCDAPP certification which includes approval of submitted education and experience, and successful completion of the designation exam. Individuals who successfully complete the re-certification process are granted written permission to continue use of these designations. Continued use of these designations by individuals who have not successfully completed the re-certification process as required is expressly prohibited. The information contained in the Study & Resource Guide, on the CCDAPP website, the exams (written and electronic) and other CCDAPP materials are copyright materials which are the sole property of CCDAPP and may not be used without express written permission from CCDAPP.

SPECIAL ARRANGEMENTS

If you have a disability and require a special accommodation to take the certifying examination, your application must indicate that you are requesting an accommodation. Additionally, the application must be accompanied by a letter from a licensed health care professional familiar with your disability (e.g.,physician, psychologist or other health care professional) and provide the following:

- diagnosis of your disability
- basis for the diagnosis (e.g., examination, test, results, etc.)
- appropriate accommodation for you

If additional testing time is the recommended accommodation, the licensed health care professional must specifically identify the length of time needed (unlimited time or untimed is not acceptable).

If an accommodation is not requested by the application deadline, CCDAPP cannot guarantee the availability of the accommodation. If you are requesting the same accommodation(s) for a subsequent certifying examination, a copy of your approval letter for the accommodation must be submitted with your application. If you are requesting a different accommodation, you must submit new documentation as described above.

NOTE: A language barrier is not considered a disability.

CANDIDATE APPLICATION

To apply for admission to the certifying examination, you must meet the applicable eligibility criteria described in this Information Guide. In addition, you must fully complete the applicable ***Candidate Application*** and ***Documentation of Experience*** form. It is extremely important to submit all the required documentation and requisite fees together. Failure to do so will delay the review of your credentials.

Candidates are permitted up to four weeks after the certifying examination date to provide documentation to substantiate the required hours of substance abuse related training (CSAPA®=40, CDAPA®=24). Failure to do so may render the candidate ineligible to receive examination results and/or certification.

In order for the Commission to verify your experience in each of the content areas, it is necessary for you to submit a ***Documentation of Experience*** form from each person who supervised you or an individual who can verify and will certify your experience in any one or more of these areas. For example, if you work(ed) for a large Third-Party Administrator, the owner or president of the company might be the appropriate person. If you are the owner/president, the MRO and SAP you work with could provide the verification. An in-house administrator may seek to have the department supervisor, director of human resources, etc., to verify experience.

Please be advised these individuals may be contacted to verify authenticity of the information submitted.

In the event a candidate does not complete the documentation of training as described, the certifying examination may be taken again within 12 months of the original examination date. In such instances, a re-examination fee is required as indicated on the fee schedule.

Summary of Application Process

1. Submit completed applicable *Candidate Application* and *Documentation of Experience* forms indicating you meet the eligibility requirements; and

2. Submit a copy of legal documents explaining different names on the *Candidate Application* and supporting documents, if applicable; and

3. Submit a copy of certified translation of the legal document, if the legal document is not in English; and

4. Submit payment. Make checks or money orders payable to “CCDAPP” in U.S. funds only. CCDAPP accepts most major credit cards and ACH payments via electronic invoice. Please see the CSAPA® CDAPA® Application Form for details.

TIMELINE FOR EXAM APPLICATION AND PREPARATION

The following is a recommended timeline for exam application and preparation:

6 Months Before Projected Exam Date:

- Read Information Guide
- Begin application process by gathering training documentation and verification of hours of experience
- Begin studying regulations

4 Months Before Projected Exam Date:

- Submit application and payment
- Receive notice that application is approved
- Receive Study Guide
- Devise study plan of areas on which to concentrate

6 Weeks Before Projected Exam Date:

- Schedule your exam

You must schedule and successfully pass the exam within 12 months of the date your application is approved.

If you have any questions regarding the above timeline please contact:

CCDAPP
443-906-6061
administrator@ccdapp.org

Please note: The estimated turn-around time for initial application review is one to two weeks. You will receive communication from CCDAPP confirming that your application has been received and, if necessary, requesting any missing documentation.

The above time line is only an estimate and may differ from applicant to applicant depending on level of cooperation, participation, and organization of credentialing information (proof of hours, application, etc.) In order to ensure the quickest turn-around time possible, be sure to provide all documentation with your application and proofread for accuracy.

EVENT CONFIRMATION

You will receive written confirmation by email, confirming your eligibility to take the certifying examination once the application and credential review process is completed.

For proctored exams, please come prepared. Environmental distracters cannot be fully anticipated such as noise and room temperature. You may want to dress in layers to ensure comfort. Additionally, you may wish to bring earplugs if noise distracts you.

RULES OF CONDUCT

The following rules of conduct apply to Candidates sitting for a Certifying Examination:

- Disruptive behavior will not be tolerated.
- Use of cellular phones or any device that disturbs the class is prohibited.
- Smoking is prohibited, except in designated areas (written exam).

Candidates who do not comply with the rules of conduct may be subject to expulsion from the event. In such cases, no refund of fees paid will be due.

CERTIFYING EXAMINATION PROTOCOL

Failure to comply with the any of the rules of conduct or examination protocol may result in cancellation of your test scores and CCDAPP Commission action.

PROCTORED/ONLINE EXAMS To take the examination, you must bring one current form of photo identification with your signature. Examples include: State issued photo ID, photo driver's license, passport or a legible photograph of you clearly depicting your facial features. Such photographs must include your signature and be attested to by a notary public, including the notary seal and signature. **YOU WILL NOT BE PERMITTED TO TAKE THE EXAMINATION WITHOUT THE REQUIRED PHOTO IDENTIFICATION.**

PROCTORED EXAMS: Report on the certifying examination date provided. Be on time. Late arrivals will not be admitted to the examination.

The following items are strictly prohibited in the examination room: electronic devices including but not limited to, cameras, cell phones, tablets, calculators, computers, reproduction equipment, etc. CCDAPP will not be responsible for any items brought to the examination site.

Communication during the certifying examination is not permitted. **THIS EXAMINATION IS A CLOSED BOOK EXAMINATION**. No one is permitted to use written notes, to make written notes, or to record in any way the contents of a test book. The only writing or recording of marks is on the answer sheets or test books during the allowed time for each book. Making notes on the test book before the examination is also prohibited.

Use of a telephone is prohibited during the certifying examination.

Use of the restroom during the written certifying examination is permitted, however, only one individual at a time is permitted to be out of the examination room. Ordinarily, a proctor of the same gender will escort you to and from the restroom.

After "time" is called, CCDAPP requires that all test booklets and materials be accounted for before the remaining candidates can be dismissed.

ONLINE EXAMS: Login for the certifying examination date/time provided. Be on time. Late logins will not be admitted to the examination.

CCDAPP does not allow for any "breaks" during the actual online examination. However, after you and the proctor have finished the "setup" steps below, you will also have a chance "to go" before you start the exam.

Please have your photo ID ready. Acceptable ID is a valid driver's license, other government-issued ID, or a passport. Your ID must include a photo of you, and we will take a snapshot of your face to match that photo.

Please make sure all windows on your computer are closed - except for the exam window(s).

Your computer display settings will be checked because duplicate display devices are not permitted. You may not have other applications or programs running on your computer at the same time as the exam.

You must not make a screenshot of your computer monitor or use the "print screen" function during the examination. This will be checked by the proctor at the end of the session.

Your work area needs to be clear of all materials except one piece of writing paper and a pen or pencil. This includes the floor under your work area or desk and the walls. Your work area should be a private room that is free from disturbing noises and free from other persons or visitors. Public areas (e.g., a coffee shop) or outside locations are not permitted.

The area should be well lit, so your proctor can see you. The proctor will ask you to slowly pan 360 degrees around your space. If you are using an external camera you should pause for several seconds on each wall, your desk or work area, and under your work area. If you are using a notebook computer with a built-in camera you will be asked to pick up the notebook and scan the room in a similar manner.

You will be asked to show your cellphone, turn it off, and then put it away before the exam starts. The same applies to "smart watches", tablets, or other electronic devices.

You always need to stay in view of the camera during the exam.

Talking or reading aloud the exam question during the exam is prohibited.

You are allowed 4 hours to complete any of the CCDAPP examinations, and this time does not start until the proctor has started the actual online exam.

CANDIDATE FEEDBACK

CCDAPP welcomes and encourages any constructive feedback – positive or negative – regarding your experience with the certifying examination. Please direct all comments, by email administrator@ccdapp.org or in writing, to:

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

EXAMINATION RESULTS

Examination results will be emailed to you approximately 1-3 days after the online exam, 3-4 weeks after the paper exam.

In the event a candidate does not achieve a passing score on the examination, written instructions will be provided on how to apply for re-examination.

If an examinee has failed the exam three times, the candidate may submit an application as a new candidate no sooner than three years from the date of the last failed exam.

Please note, CCDAPP does not permit challenges to the certifying examination that could involve re-scoring after the results of a particular examination have been released.

CANCELLATION/REFUND POLICY

Examination Cancellation/Refunds

Candidates who wish to cancel their reservations for a certifying examination must notify CCDAPP in writing. Candidates that cancel, notifying CCDAPP 30 days or more before their scheduled exam date, will receive a 50% refund of monies paid. Cancellations less than 30 days for a paper exam will not be refunded.

Please note that postmarks are not accepted as meeting the deadline. The request must have been received by CCDAPP by the deadline.

Incomplete Applications

Candidates who submit incomplete applications and desire to cancel their applications may submit a request in writing to do so. Such candidates are eligible for a 50% refund of monies paid to CCDAPP.

All refunds are issued within 30 days following the request.

EVENT CANCELLATION

In cases of severe weather, a certifying examination will be held as scheduled, provided the examination center can be opened on a scheduled date. If an examination center's status is questionable due to severe weather or a natural disaster, the certifying examination may be cancelled. In such cases, for up-to-date information you may contact CCDAPP at the telephone number provided in the back of this information guide.

CCDAPP may elect to cancel or postpone a certifying examination. Events may be cancelled at the sole discretion of CCDAPP and in such cases CCDAPP's liability will be limited to the fees paid to CCDAPP by the candidate.

Should an event be cancelled by CCDAPP, fees paid to CCDAPP are fully refundable or may be applied to the next scheduled CCDAPP event within the next 12 months.

CERTIFICATION EXAM FEE SCHEDULE

All candidates are required to submit the appropriate fees when applying for certification.

Item/Event	**Fee**	
Certification Exam (including credentials review, study guide, and exam)	CSAPA® $450	CDAPA® $350
Certification Exam Re-take Fee (within one year of failed exam)	$100	
Exam Rescheduling Fee (no show or cancellation after exam is ordered)	$25	

REVOCATION OF THE CREDENTIAL

Any CSAPA®/CDAPA® who violates the Commission's published practice standards may have their certification withdrawn. Individuals who are the subject of such action will be notified in writing by CCDAPP and are not entitled to a refund of any fees paid to obtain their certification. Individuals who misuse or use any CCDAPP designation or any copyrighted material of CCDAPP without written consent, will have their certification withdrawn.

PRACTICE STANDARDS FOR CERTIFIED INDIVIDUALS

Certified Substance Abuse Program Administrators and Drug & Alcohol Program Administrators shall subscribe and adhere to the following Commission practice standards at all times.

PERSONAL INTEGRITY & PROFESSIONAL CONDUCT

- Present accurate information in all communications. Always accurately represent your education, experience, and qualifications in resumes, biographical sketches, and other written material.

- Acknowledge the work of others by citing the source(s) or material and techniques when using other individuals' work in your business or professional presentations.

- Assist employers and/or clients, to the best of your ability, in complying with applicable state or federal regulations related to controlled substance and alcohol testing.

- Remain current with respect to knowledge, practices, and regulations that apply to your business, employers, and the substance abuse profession. Recognize the limitations of your own professional competence. When necessary, consult with other professionals who may have the requisite expertise.

- Strictly adhere to the Sherman Antitrust, Clayton Antitrust, and Federal Trade Commission Acts.

PROTECT THE RIGHTS OF TESTED INDIVIDUALS

- Strive to protect the rights of employees as well as employers when administering workplace testing programs.

- Respect the dignity of individuals tested for controlled substances and alcohol, making every effort to avoid and/or minimize intrusions of privacy of these individuals.

- Promote assistance for those individuals whose controlled substance or alcohol test indicates misuse by facilitating referral, evaluation, education, rehabilitation, and/or treatment.

- Maintain strict confidentiality of all information entrusted to you. Information is only to be released when authorized by a tested individual or as permitted under state or federal regulation.

CREDENTIAL RECERTIFICATION REQUIREMENTS

Certification may be renewed without examination every three years with proof of the following continuing education, while continuing to meet the practice standards of the Commission.

CSAPA®	CDAPA®
24 hours	16 hours

Certified individuals who do not achieve the required hours of continuing education must reapply and successfully meet the requirements of the initial credential process, including passing the current certification examination, in order to be recertified.

Candidates who are interested in renewing their certification are strongly encouraged to work on those elements for continuing education throughout the three-year certification period and not try to obtain all of the hours of continuing education in a short period of time. It is recommended that you obtain one-third of the required continuing education per year in order to continually enhance knowledge and skills in the seven continuing education areas listed below.

CONTINUING EDUCATION AREAS:

1. Development of policies and procedures
2. Administration of random drug and alcohol testing programs
3. Medical Review Officer (MRO) interaction/supervision
4. Performance or supervision of the specimen collection process
5. Preparation and/or delivery of supervisor and/or employee education training
6. Compliance with applicable federal and state laws
7. Substance Abuse Professionals (SAPs) interaction/supervision

ACCEPTABLE SOURCES OF CONTINUING EDUCATION

Attendance at seminars, training, review, or instructional courses, including computerized or home study courses in the continuing education content areas identified will be considered acceptable means of obtaining continuing education, contingent upon review and approval by CCDAPP of a course syllabus/description and appropriate documentation of attendance.

During the three-year certification period, continuing education must be earned in at least three of the seven continuing education content areas.

MAXIMUM CONTINUING EDUCATION HOURS PER COURSE

Up to **eight (8)** hours of continuing education will be awarded for attendance at any one conference, seminar or course.

Up to **four (4)** hours per course of continuing education will be awarded for computerized or home study courses.

OTHER WAYS TO EARN CONTINUING EDUCATION HOURS

Up to **four (4)** hours per year may be awarded for teaching courses related to the continuing education content areas that are identified in this information guide.

Up to **eight (8)** hours per year may be awarded for participation as an officer or Commissioner in CCDAPP, or an officer or Commissioner in an organization whose service is approved by CCDAPP.

RENEWING THE CREDENTIAL

Certification is valid for three years. Notice will be sent to candidates approximately one month prior to expiration of their certifications. Candidates who desire to renew their certifications must:

1. Obtain the necessary hours of continuing education prior to the expiration of the certification; **and**
2. Complete a ***Recertification Application***; **and**
3. Submit the required documents, including any supporting documentation to substantiate the hours of continuing education, and pay with the requisite fee.

Candidates who successfully renew their certification will be issued a new certificate.

INQUIRIES

Please direct all inquiries and correspondence to the following:

CCDAPP
537 RITCHIE HWY #2E
SEVERNA PARK, MD 21146
Phone: 443-906-6061
Email: administrator@ccdapp.org

Visit our website at www.ccdapp.org