CCDAPP
Certification Commission
for Drug & Alcohol Program Professionals

Qualified Substance Abuse Professional (Q-SAP) Certification 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 certification process.

PROCESS

1. Email, fax, or mail the following materials to the CCDAPP office:
   a. Q-SAP Certification Form (this form)
   b. Documentation of your SAP qualification and continuing education
   c. Documentation of assessment tool results
   d. Payment of $75 for 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 desgination is $75.00. This may be paid via check or electronic invoice

☐ SEND ME AN INVOICE TO BE PAID

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