

## **The C-SAPA Credential and Recertification Requirements**

The Substance Abuse Program Administrators' Certification Commission's C-SAPA credential is the highest level of achievement possible for both in-house and third party professional Substance Abuse Program Administrators. The C-SAPA standard encompasses several areas of expertise, including a thorough knowledge of many drug-free workplace disciplines, as evidenced by passing the certification examination. These disciplines include:

- Compliance with applicable federal and state laws
- Development of drug-free workplace policies and procedures
- Administration of drug and alcohol testing programs
- Performance or supervision of specimen collection and/or alcohol testing procedures
- Medical Review Officer (MRO) interaction/supervision
- Substance Abuse Professional (SAP) interaction/supervision
- Preparation and/or delivery of drug-free workplace training

It is necessary for C-SAPAs who desire to maintain their certification to stay current in at least four of the seven disciplines noted above to be eligible for re-certification as a C-SAPA. C-SAPA certification may be renewed without examination every three years by demonstrating proof of at least 24 hours of Continuing Education spread throughout the three-year certification period in areas related to four of the seven disciplines. A list of Continuing Education areas is listed below. This Continuing Education requirement is in addition to continuing to meet the practice standards set forth by the Commission.

C-SAPAs who are unable to demonstrate proof of the necessary hours of Continuing Education may renew their certification by passing the current Certification Examination. If the Recertification Application is submitted before the expiration date of the C-SAPA Certification, the applicant is not required to complete a new candidate application and documentation of experience form to take the C-SAPA Exam. If the Recertification Application is not submitted before the expiration date, the applicant will be required to apply as a new candidate. This Certification Examination requirement is in addition to continuing to meet the practice standards set forth by the Commission.

All recertification applicants must include the appropriate recertification fee with their applications. Please refer to the Recertification Fee Schedule on page 3 of this guide.

## **Continuing Education Areas**

The following Continuing Education Areas directly relate to the drug-free workplace disciplines listed above. All C-SAPAs submitting a Recertification Application must show proof of Continuing Education in at least four of the seven Continuing Education Areas.

- Compliance with applicable federal and state laws
- Development of drug-free workplace policies and procedures
- Administration of drug and alcohol testing programs
- Performance or supervision of specimen collection and/or alcohol testing procedures
- Medical Review Officer (MRO) interaction/supervision
- Substance Abuse Professional (SAP) interaction/supervision
- Preparation and/or delivery of drug-free workplace training

### Acceptable Sources of Continuing Education

Attendance at seminars, conferences, in-service trainings, review courses or other instructional courses, including computerized or home study courses, in the Continuing Education Areas identified in this Recertification Guide may be considered acceptable means of obtaining Continuing Education.

Developing curriculums and/or teaching courses related to these areas may also be considered acceptable means of obtaining Continuing Education.

Participation as an Officer, Board Member or Commissioner in a national industry organization or association whose service is approved by SAPACC may be considered as an acceptable means of obtaining Continuing Education.

The acceptance of all hours of Continuing Education for recertification is contingent upon review and approval by SAPACC of a course syllabus/description and appropriate documentation of attendance and/or experience.

It is the C-SAPA's responsibility to provide proof of all Continuing Education submitted for recertification.

### Maximum Continuing Education Hours Per Course

A maximum number of **eight (8)** hours will be accepted for attendance at any one seminar, course, training or conference, regardless of the number of Continuing Education hours awarded by the sponsoring organization.

A maximum number of **four (4)** hours will be accepted for relevant computerized or home study courses with appropriate documentation of completion of the course.

A maximum number of **four (4)** hours per year may be accepted for teaching courses related to the Continuing Education Areas included in this Recertification Guide.

A maximum number of **four (4)** hours per year may be accepted for participation as an Officer, Board Member or Commissioner in a national industry organization or association whose service is approved by SAPACC because of its relevance to ongoing expertise as a C-SAPA.

### Deadline for Recertification

C-SAPAs will receive notification of their upcoming certification expiration approximately 60-90 days prior to the expiration date. The C-SAPA will then have up to 30 days after his/her expiration date to submit a recertification application. If the C-SAPA does not recertify in the allowed time period, he/she will be required to recertify by sitting for the C-SAPA examination.

## Recertification Fee Schedule

All recertification applicants are required to submit the appropriate fees when applying for recertification. The discounted prices for recertification of multiple C-SAPAs **within the same company** may only be utilized when: a) the C-SAPAs are renewing in the same calendar year; and b) the C-SAPAs work from the same office location (e.g. same physical location).

Recertification Type	1 <sup>st</sup> Person	2 <sup>nd</sup> Person	3 <sup>rd</sup> Person
Recertification with Proof of 24 hours of Continuing Education	\$350	\$300	\$275
Recertification with Exam (includes study guide on CD, one per company group)	\$400	\$350	\$325

## 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 refund of monies paid to SAPACC less a 25% administrative fee. All refunds are issued within 30 days following receipt of the request to cancel the application for renewal.

## The Recertification Process

A C-SAPA certification is valid for three years. Candidates who desire to renew their certification must:

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

Candidates who successfully renew their certification will be issued new certificates.

### Revocation of the C-SAPA Credential

C-SAPAs who violate the Commission's published practice standards may have their certifications withdrawn. Candidates who are the subjects of such action will be notified in writing by the SAPACC Commission. Such individuals are not entitled to a refund of any fees paid to obtain their certification or recertification.

### Inquiries

Please direct all inquiries and correspondence to:

**SAPACC**  
7220 SW SYLVAN CT  
PORTLAND OR 97225-3742  
Telephone 866.538.4788  
Facsimile 503.297.4748  
Email: stopdrugs@aol.com

Visit our website at [www.sapacc.org](http://www.sapacc.org)

### ***COMMISSION PRACTICE STANDARDS FOR CERTIFIED-SUBSTANCE ABUSE PROGRAM ADMINISTRATORS (C-SAPAS)***

A C-SAPA 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, Clayton 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.