



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. FAX or mail the following materials to the SAPACC office, **FAX (503) 297-4748**:
 - 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 SAPACC web site
2. Receipt of your renewal materials and payment information will be acknowledged by email
3. Once the renewal process is completed, a new certificate will be mailed to you

CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

METHOD OF PAYMENT

Purchase orders cannot be accepted. Amount: \$ _____

Charge to: Master Card VISA AMX Check payable to SAPACC mailed _____ Date _____

Card Number: _____ Exp Date _____

Name as it Appears on Card: _____

Credit Card Billing Address: _____
(Where Statements Are Sent) _____

Signature: _____

Questions? Call SAPACC at (866) 538-4788 or email to stopdrugs@aol.com

QSAPRenewPay.doc, rev. 5/06