

# DATIA Member Forum

## Tools to Move Your Business Forward



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# Introduction

- DATIA promotes the highest possible standards of professionalism and quality control in the drug and alcohol testing industry, and develops and oversees education, certification, and accreditation programs for the drug and alcohol testing industry.



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# Certifications- Certified Professional Collector

1. Take the CPC online course. <https://datia.memberclicks.net/certified-professional-collector---cpc--program>
  2. Complete 5 error free Mock Collections with a CPCT or Mock Collection Monitor.
  3. Pass the CPC exam.
  4. You must take the renewal exam each year and complete the course and mocks every 5 years.
- To become qualified as a collector, you must be knowledgeable about Part 40 regulations, the current “DOT Urine Specimen Collection Procedures Guidelines,” and DOT agency regulations applicable to the employers for whom you will perform collections, and you must keep current on any changes to these materials. You must also (1) successfully complete a qualification training program and (2) pass a monitored proficiency demonstration, as required by DOT regulations [See 49 CFR Part 40.33 (b-c), effective August 1, 2001].



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# Certifications- Certified Professional Collector Trainer

- Enables a trainer to teach and train others in collections.
1. Take the CPCT course.
  2. Complete 5 error free Mock Collections with a CPCT or Mock Collection Monitor.
  3. 100 completed specimen collections and 6 months active participation in specimen collection services (must meet this requirement before attending a CPCT Training seminar)
  4. Pass the CPCT exam.
  5. You must take the renewal exam each year and complete the course and mocks every 5 years.



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# Certifications- Designated Employer Representative

A designated employer representative (DER) is the employee in a workplace who is authorized to determine when a safety-sensitive employee, as defined by federal transportation safety laws, may be removed from duty. The DER is appointed by his or her employer and is trained to recognize and act upon unsafe workplace situations involving the use or suspected use of drugs or alcohol by safety-sensitive employees. In addition to being authorized to remove employees immediately from safety-sensitive duties, the DER also performs other duties related to the administration of the employer's drugs and alcohol safety program.



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# Certifications- Designated Employer Representative

Either an employer or an authorized employee may serve as a workplace DER. The DER's authorization to take action is defined by U.S. 49 CFR Part 40. Pursuant to these Department of Transportation (DOT) rules, if drug or alcohol use is suspected, the DER may immediately remove an employee from covered duties or cause the person to be removed by a supervisor. A DER will also monitor the employer's compliance with DOT drugs and alcohol safety regulations, conduct or supervise the implementation of drug and alcohol testing, and educate employees regarding the workplace's drug and alcohol rules. When employee testing for drugs or alcohol is required, the results are sent to the DER for a determination of further action.

Employers may not subcontract or delegate DER responsibilities to any non-employee. A service agent is defined by the DOT as a non-employee who may provide testing or other support for an employer's drug and alcohol safety program. Because they are not employees, service agents may not serve as the DER.



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# Certifications- Designated Employer Representative

1. Take the DER course.  
<https://datia.memberclicks.net/designated-employer-representative--der--compliance>
2. Pass the DER exam.
3. You must take the renewal exam every 2 years.



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# Certifications- MRO Assistant

1. Go to: [http://datia.org/index.php?option=com\\_content&view=article&id=1837](http://datia.org/index.php?option=com_content&view=article&id=1837) to register for the MRO course. This course is a pre-requisite for the MRO certification. If you'd like to order the manual, you can do so here: [https://wpa.wpa.us/datia.biz/datia\\_publication\\_order.php](https://wpa.wpa.us/datia.biz/datia_publication_order.php)

Here is the list of requirements for the MRO certification.

- The MROCC Initial Certification examination is open to those physicians who have had appropriate MRO training from an MROCC-approved MRO training course sponsored by ACOEM, AOCOPM, or AAMRO. To apply for the initial certification examination a physician must:
- have graduated from a medical school or school of osteopathic medicine
- hold a current medical license (MD or DO) to practice within the U.S., its territories, a province of Canada, or a country in which the physician resides and practices
- have attended, within the past 12 months, an MROCC-approved MRO training course sponsored by ACOEM, AOCOPM or AAMRO (The DATIA MRO course fulfills this requirement)

2. Go to: <https://www.mrocc.org/getcertified.cfm> to take the exam. Below is the online exam information from the website.



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# Certifications- MRO Assistant

- INITIAL CERTIFICATION (Physicians who are being certified as an MRO for the first time)
- Available to physicians who have completed an MROCC-approved MRO training course within the last 12 months
- Convenient, web-based platform accessible from any computer
- Immediate pass/fail decision upon submission
- Open book format
- Consists of 110 multiple choice questions
- Examinees have up to 3 hours to complete
- Must be taken in one sitting (no logging on/off)
- One free retest is allowed
- Cost of the exam is \$595 (training course is a separate fee)



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# Accreditations

Why be accredited?

- Make your company more marketable and stand out from the crowd.
- Show your customers that your company follows the latest regulations and best practices.
- For some entities, like the United States Coast Guard (USCG), its employees must be drug tested by a company with ACF status.



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# DATIA Accredited Collection Facility (ACF)

The program enables collection facilities to assure their clients that they are committed to offering superior collection services. For some entities, like the United States Coast Guard (USCG), its employees must be drug tested by a company with ACF status.

<https://datia.memberclicks.net/acf>

The Accredited Collection Facility Program involves upholding the highest professional standards in the following two main areas: 1) the collection facility and its operation and 2) the collection facility's personnel. To obtain accredited status, collection facilities are required to adhere to strict standards in areas such as regulatory compliance, company services standards, specimen handling, operational practices, business ethics, and facility equipment.

1. The supervisor must be certified through DATIA as a CPCT.
2. The CPCT trains all collectors.
3. Submit the ACF Accreditation Application
4. All collectors take the certification exam and become CPCs.
5. Accredited Collection Facility Status is awarded once all collectors pass their exam and are CPCs.



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# Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP)

- The goal of the Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP) program is to have a national standards program for companies who provide drug free workplace program management services, to ensure they have company specific standard operating procedures, safeguards, knowledge and professional practices that keep their clients in compliance with federal drug and alcohol testing regulations. It also affords employers an assurance of quality. By utilizing a NAADATP provider, employers can rest assured that the provider of services is in full compliance with regulations.
- Application at <https://datia.memberclicks.net/naadatp>



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# Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP)

- Company owner(s) must be currently employed in a position with active participation in drug and alcohol testing program management.
- Company owner(s) must complete DATIA's Advanced Drug Testing Management Course OR the Consortia Third Party Administrator Best Practices Course.
- Company needs to acquire and maintain Errors and Omissions Insurance covering drug and alcohol testing with a minimum of \$500,000 coverage. A certificate of insurance must be submitted with the NAADATP application.
- Application and Signed copy of the Standards and Code of Conduct
- Application Fee:
  - \$0 for attendees of courses in the last 12 months
  - \$95 for all previous course attendees

\*Companies with 1-10 employees are required to have one (1) principal/owner attend at least one of the relevant DATIA courses. Companies with 11+ employees are required to have two (2) principals/owners meet the above requirements. In addition, for companies with multiple office locations, there must be one (1) principal/owner that has attended one of the relevant DATIA courses for a maximum of three (3) office locations within a 100-mile radius.



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# Redbook

- The Red Book is an inclusive guide to federal regulations for drug and alcohol testing. It includes 49 CFR Part 40 in its entirety, plus the regulations for all DOT testing modes, information for government contractors, and the Department of Health and Human Services' guidelines.
- It provides all the information you need to keep your company and your clients compliant with federal regulations. It is one-stop-shopping for questions about collection procedures, MRO review, the role of service agents, laboratories, chain of custody and more.
- \$195 (members) or \$295 (non-members), and one year of updates for your print Red Book is \$149.



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# Manuals

- All DATIA manuals and courses are in accordance with DOT and HHS regulations and industry best practices. The manuals are a great reference to keep current and are a study guide for exams.
- Auditing for Success
- Consortium/TPA Best Practices
- Certified Professional Collector
- Certified Professional Collector Trainer
- Designated Employer Representative
- DER Train the Trainer
- Ins and Outs of Drug and Alcohol Testing
- Excelling as a Medical Review Officer Assistant
- Supervisor Training
- Advanced Drug Testing Management



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# DATIA Focus E-magazine

- This E-magazine features in-depth articles on issues of importance to the industry. We hope you will be interested in providing your expertise and insight to readers of *DATIA focus*. The goal of *DATIA focus* is to offer guidance, education, and insight for providers of drug and alcohol testing services to work more efficiently and effectively, as well as to provide employers implementing drug and alcohol testing programs with education on best practices, industry standards, and lessons learned. *DATIA focus* offers readers innovation, solutions, and opportunities for growth. Submit your proposed article to Krystle at [info@datia.org](mailto:info@datia.org).



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# E-News

- Get the latest industry news and find out what is happening in DATIA E-news. This is a bi-weekly newsletter. E-mail Krystle at [info@datia.org](mailto:info@datia.org) if you have industry news to share or would like to place an ad in the next e-News.



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# Insurance

- DATIA has partnered with McGriff Insurance Services to offer professional liability insurance and a life and health insurance program that is designed specifically for drug and alcohol testing providers.
- <https://datia.memberclicks.net/insurance>



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# Questions?



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