

SUBSTANCE ABUSE PROGRAM ADMINISTRATORS ASSOCIATION

SAPAA's 2010 TRAINING INSTITUTE LEARNING LABS & WORKSHOPS

THE POINT OF CONTACT TO TEST YOUR KNOWLEDGE

*IRVINE, CALIFORNIA
CROWNE PLAZA*

**February 23, Tuesday,
Learning Labs and Workshops, all day**

**February 24, Wednesday,
Learning Labs and Workshops, half day
*Afternoon***

Tour of Varian, Inc., Automated Manufacturing Facility

**February 25, Thursday,
Learning Labs and Workshop, half day**

SAP's

DER's

SAE's

In-House Administrators

Collectors

MRO's

Business Development



CEO'S



VARIAN

Board of Directors

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Mary Ellen Hines, C-SI
SimplePath

President-Elect

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Mary Lynn Brown-Ybos, C-SAPA
DISA, Inc.

FROM THE SAPAA TRAINING INSTITUTE

WELCOME INDUSTRY LEADERS,

The SAPAA Training Institute is pleased to host three fantastic days of workshops and a tour of Varian, Inc., State of the Art Automated Manufacturing Facility. This year we have nine new workshops to choose from designed to increase your competitiveness in the industry. We are confident that you will leave with a great deal of not only new but also useful information!

The Training Institute committee members are working hard to create exciting and fresh workshops that will enhance both your knowledge and professionalism. This takes a great deal of time and patience and since the committee members are volunteers (and have to find time after taking care of their own businesses) we hope you will appreciate their efforts.

Don't forget that SAPAA and the Training Institute are always looking for new workshop ideas that can be developed and would be beneficial to the professionals in our industry. You have the opportunity to help shape the course and direction that SAPAA takes in the future so be critical, make suggestions write us a note if you would like to participate or if you have suggestions for the Training Institute!

We hope you will find these new workshops interesting and beneficial and we look forward to seeing you in California for some fun and learning.

Best regards,

SAPAA Training Institute

" Why SAPAA? The world of Drug and Alcohol Testing is ever changing. Those involved in providing services to employers must stay on top of these changes or risk the liability of their mistakes.

SAPAA helps all involved stay on top. SAPAA is a must - it's your Profit Protector."

___ W.J. Judge
LawsInHand Information Service

Monday, February 22, 2010

1:00 PM - 5:00 PM Registration

Tuesday, February 23, 2010

7:00 AM - 7:50 AM Registration, **Continental Breakfast Provided**

8:00 AM - 10:00 AM DER Basic Course Workshop (2 hours)

8:00 AM - 12:00 PM SAP/SAE Qualification Workshop (SAE required if providing services to Nuclear Regulatory Employees)

8:00 AM - 12:00 PM Drug & Alcohol Awareness, Reasonable Suspicion Supervisor Train the Trainer

8:00 AM - 10:00 AM Roles & Responsibilities - The Basics (2 hours)

10:00 AM - 12:00 PM What Employees Should Know About Drug & Alcohol Testing (2 hours)

10:00 AM - 12:00 PM California Drug Free Policy Development Workshop (2 hours)

12:00 PM - 1:00 PM **Lunch Provided**

1:00 AM - 3:00 PM Drug Testing and the ADA Amendments of 2008 and California FEHA (2 hours)

1:00 PM - 5:00 PM Walk the Talk

1:00 PM - 5:00 PM Drug & Alcohol Program Audit

1:00 PM - 5:00 PM State Laws Up-date

3:00 PM - 5:00 PM Medical Marijuana and the Drug Free Workplace Workshop (2 hours)

Wednesday, February 24, 2010

7:00 AM - 7:50 AM Registration, **Continental Breakfast Provided**

8:00 AM - 10:00 AM Impact of DHHS/SAMHSA Changes (2 hours)

8:00 AM - 12:00 PM MRO/DER Interaction

8:00 AM - 12:00 PM State Review and the Intoxication Defense To Workers Compensation Claims

8:00 AM - 12:00 PM CPTC-Instructor

10:00 AM - 12:00 PM How To Sell Alternative Drug Testing and Grow Your Business in the Process (2 hours) *Limited Seating*

12:00 PM - 2:00 PM **Lunch, Provided**

2:00 PM - 5:00 PM Varian, Inc., Manufacturing Facility Tour & Reception (Transportation Provided)

Thursday, February 25, 2010

7:00 AM - 7:45 AM **Continental Breakfast, Provided**

8:00 AM - 12:00 PM Marketing Your Program or Services

8:00 AM - 12:00 PM Program Basics for In-House Managers

8:00 AM - 12:00 PM SAP/SAE Qualification Workshop (SAE required if providing services to Nuclear Regulatory Employees)

8:00 AM - 12:00 PM How to Audit Your Collection Site

2:00 PM - 6:00 PM SAPACC hosting C-SAPAA Exam

SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

February 23-25, 2010

MRO & DER Interaction

Instructor-Thomas (Tommy) Eden, III & ???

Tuesday, February 24, 2010: 8:00 AM - 12:00 PM

This is an advanced workshop designed to be attended by the MRO, MRO assistant and DER to jointly gain a thorough understanding of their respective responsibilities and choices under the new 49 CFR Part 40 DOT regulations (and state law when applicable), and jointly adopt protocols concerning the 10 most difficult drug testing scenarios, including:

- 1) Protocol to handle the shy bladder incident;
- 2) Protocol to handle the medical marijuana claim;
- 3) Protocol on the medical specialist referral request;
- 4) Protocols for direct observation collections involving differing levels of dilute specimens;
- 5) Protocols between the MRO and DER to locate a missing donor;
- 6) Protocols on formatting and transmitting drug test results to the DER and donor;
- 7) Protocols to respond to civil and criminal subpoenas;
- 8) Split Specimen protocols to be decided between the MRO and DER;
- 9) Coordinating MRO litigation/claims expert support;
- 10) Protocols when the MRO discovers a safety threat but a negative test result.

This workshop will provide a copy of the updated Part 40 Made EZ CD Rom, suggested protocols, letters and notices and guidance from an experienced Drug Testing Attorney and Certified MRO on adoption of Protocols in each of the above scenarios.

State Review and the Intoxication Defense To Workers Compensation Claims

Instructor- William J. Judge, Esq.

Wednesday, February 24, 2010: 8:00 AM - 12:00 PM

Everyone is struggling today. Headlines everywhere talk of cutting costs, laying workers off and closing doors. One place employers could find money but inexplicably are ignoring is workers compensation. How? Drug Testing!!

Topic Areas:

1. Introduction-Overview and Insurance perspective
2. Legal Framework- History of the legal defense, defense elements, state differences
3. Insurance Framework
4. How to Get There- Written Policies, State Drug Testing Laws
5. The Insurance Process, The Claims Process, What You need to do, When You must do it

Collection Personnel Training Course: For Instructors

Instructor- Mary Hines

Wednesday, February 24, 2010: 8:00 AM - 12:00 PM

All new DOT requirements for training and qualification will be included. The curriculum trains instructors in the proper DOT procedures for conducting urine specimen collections. Non-DOT specimen collection will also be reviewed. Students will pay special attention to unusual collection situations. Proper teaching techniques will be included. A certificate of completion and qualification is issued to each student who successfully completes the course. **Must** have prior collection experience.

How to Audit Your Collection Site:

Instructor- Mary Hines

Thursday, February 25, 2010: 8:00 AM - 12:00 PM

There are a variety of ways to audit your collection sites ensuring compliance with Federal regulations. Some audits are performed in person, on paper and using undercover donors.

The collection site audit workshop will bring you up to date regarding available tools, and include a discussion of methods. Come prepared to participate in the discussions!

Hot topics will include:

Do you know where your collection site is located? Does it provide easy access?

Have you paid a personal visit see if the facility meets DOT collection site requirements?

Have you properly checked the credentials of the collectors, BAT's/STT's?

Are there procedures in place to ensure only qualified personnel are used?

How does the site track error correction training?

What procedures do you follow to prevent subversion and fraud in the notification and testing process?

Drug & Alcohol Awareness, Reasonable Suspicion Supervisor Train the Trainer:

Instructor- Mary Hines

Tuesday, February 23, 2010: 8:00 AM - 12:00 PM

Students will be provided with all materials necessary to conduct the required DOT Supervisor Training. Students will be provided with CD, DVD, and written materials. Class up your training to a multimedia presentation with the materials provided by the SAPAA Training Institute. After completion of this course you will be able to certify your students through SAPAA, for a small fee, if you chose to do so...

SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

February 23 - 25, 2010 continued

Walk the Talk

Instructor-Elizabeth Emerson

Tuesday, February 23, 2010: 1:00 PM - 5:00 PM

Translating what collectors, BATs, DERs have learned in process and procedures through the years. Sharing the very essence of accuracy and integrity for compliant workplace drug & alcohol testing.

This course reminds us that:

Service agents and DERs may know the rules, but what happens when something unusual occurs. We judge ourselves by our intentions, but others judge us by our actions. Are we accurate, do we know how to handle these unusual situations. Rules, regulations, state laws are just words...unless you live by them. You have to Walk The Talk.

WALK the TALK will inspire collectors, BATs, DERs both intellectually and visually, to reflect on their professional skills and processes. In an open forum, share experiences and learn from others what to do when a situation occurs that falls under the category of 'just when you think you've heard it all.'

Drug and Alcohol Program Audit

Workshop

Instructor- Mary Hines

Tuesday, February 23, 2010: 1:00 PM - 5:00 PM

Drug and Alcohol Program Audit Workshop.

This is a hands-on workshop, so come prepared to work! (Two hands, eyeglasses etc) This class is for both In-house administrators and TPA's.

The class outline is as follows:

The Basics - What is involved in a program audit?

The GANG - Who from your group will be at the In-Brief and Out-Brief?

Be the perfect witness - Honesty is the best policy! -

Be confident in what you know -

The students will be divided into small groups. Each group will be given an audit letter and a box of files.

Each group will organize their records for audit. This will involve hunting down results from the MRO, Correcting Lab records, random selection records, training records.

There will be props of LAB, MRO, HR etc. After each group is finished the class will perform a mock audit and point out any opportunities for improvement!

Each student will be able to return to their business and do a mock audit, proactively, to see how they are doing. Service agents will be able to help their clients with mock audits of programs to see where any weaknesses may be and correct prior to an official audit!

This is a 4 hour workshop.

Program Basics for In-house Managers

Instructor- William J. Judge, Esq.

Thursday, February 25, 2010: 8:00 AM - 12:00 PM

This course will attempt to familiarize the Company Program Manager (CPM) with the issues related to their non-regulated drug and alcohol tests. So much focus is put on the DOT/regu- lated tests that we often fail to recognize that the vast majority of tests are non-regulated and that there are state and local rules that apply to those tests.

Recent court decisions where employers have been hit with \$500,000-plus judgments makes this a must course for any employer conducting non-regulated drug/alcohol testing.

- I. The General Legal Framework
 - a. Regulated v Non-Regulated testing
 - b. Major Mistakes employers make
- II. Testing Goals
 - a. Limit Liability (The nature of the liability)
 - b. Maximize Financial Benefits of Testing
 1. Unemployment
 2. Workers Compensation
- III. Test Policy
 - a. What Rules Apply?
 - b. The Who, What, Where, When & How of the program
 - c. Unions
 - d. Education/Training
- IV. Test Procedures
 - a. Test Providers - Local rules?
 - b. Monitoring your provider - who works for whom?
- V. After the Positive - Now What?
 - a. Limitations on discipline.
 - b. Treatment - Last Chance Agreements

DER Basic Course Workshop

Instructor-Thomas (Tommy) Eden, III

Tuesday, February 23, 2010: 8:00 AM - 10:00 AM

This course covers due diligence, new hiring procedures, adul- teration/substitution, post-accident drug testing, MRO/DER interaction, positive drug alcohol test, reasonable suspicion test- ing. A must for all DER's

SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

February 23 - 25, 2010 continued

How to Sell Alternative Drug Testing and Grow Your Business in the Process

Instructor- Joe Plaia, Bill Current

Wednesday, February 24, 2010: 10:00 AM - 12:00 PM

In today's economic conditions growing numbers of employers are looking for ways to streamline the process of drug testing while continuing to enjoy the benefits that come from drug testing. This has resulted in an increased interest in on-site, point-of-the-collection testing as well as oral fluid testing. Many drug testing providers have responded to the demand but few are well prepared to take full advantage of the trend. How do you sell alternative testing methods? Which companies are your best target markets and what should your approach be? How can you demonstrate the ROI value of alternative testing compared to traditional lab-based urine testing? What states laws pose a challenge to selling alternative testing and which states actually make it easy to sell?

This workshop will present the pros and cons of the various alternative testing methods from a sales and marketing perspective. Attendees will learn about the applicable state laws and how to take full advantage of them in promoting alternative testing. They will also learn how to demonstrate the ROI value of alternative testing and who is most likely to respond favorably to it.

Attendees will gain from this workshop a clearer understanding of the trends that indicate a growing interest in alternative testing and how to take full advantage of them to help grow their businesses.

Impact of DHHS/SAMHSA Changes

Instructor-Dennis Kerns

Wednesday, February 24, 2010: 8:00 AM - 10:00 AM

DHHS has updated the guidelines for SAMHSA laboratories. Find out what the changes are and how they will impact the industry. Expanded testing, lower cutoff levels, and more!! These changes will go into effect in May of 2010 so get prepared.

Marketing Your In-house Program or TPA Services

Instructor-Dennis Kerns

Thursday, February 25, 2010: 8:00 AM - 12:00 PM

Whether you are running an in-house drug testing program or you are a service provider trying to sell your services you can learn marketing techniques that won't break the bank. Learn what Guerrilla Marketing techniques are and how you can apply them to your situation. Learn what others have done and what works and what doesn't.

Roles & Responsibilities - The Basics

Instructor-Linda Richardson, C-SAPA, C-SI

Tuesday, February 23, 2010: 8:00 AM -10:00 AM

Detailed Description - The Roles and Responsibilities - The Basics course will guide those new to the drug and alcohol testing industry through the processes and give detailed accountability to each component of drug and alcohol testing. The course will cover each role and responsibility for:

- The Collector
- The BAT
- The Laboratory
- The MRO
- The SAP

Once this course has been completed, the student will have a thorough working knowledge of who participates in the process, what their specific roles are and the responsibilities those roles carry. This course is a must for anyone who has been placed in a position that requires an overall understanding of how the pieces fit together in the drug and alcohol testing process.

What Employees Should Know About Drug & Alcohol Testing

Instructor-Linda Richardson, C-SAPA, C-SI

Tuesday, February 23, 2010: 10:00 AM -12:00 PM

Many employers find it difficult to explain why DOT drug and alcohol testing is required and how it is accomplished. This course is designed to assist employers in providing information and education to employees. The student will learn how to communicate the regulations to employees in an easy to understand format. It allows the components of DOT drug and alcohol testing to easily understand what is expected of them when testing is required. It outlines the responsibility of an employee and the role they play in ensuring public safety while performing safety-sensitive functions. Some of the material explored in the course covers who is involved in the process, what happens to them in the event of a positive or refusal, what actions constitute a refusal to test, where they can go if they need help.

State Law Update:

Instructor- William J. Judge, Esq.

Monday, February 23, 2010: 1:00 PM - 5:00 PM

With over 550 state laws affecting workplace drug/alcohol testing things change frequently. This course will talk about the laws, regulations and court decisions in the various states and how they impact your program along with what's new from the '09 legislative sessions.

SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

February 23 - 25, 2010 continued

California Drug Free Policy Development Workshop

Instructor- Thomas (Tommy) Eden III

Tuesday, February 23, 2010: 10:00 AM - 12:00 PM

This Course taught by an experienced drug and alcohol testing attorney will examine best practices in policy drafting both for regulated and non-regulated employers with employees in the State of California. The course will cover alternative testing policy language, safety sensitive policy language, prescription medication pre-duty disclosure recommendations, workers comp and unemployment compensation disqualification policy language, governmental entity policy development precautions and other related topics.

Drug Testing and the ADA Amendments of 2008 (and California FEHA)

Instructor- Thomas (Tommy) Eden III

Tuesday, February 23, 2010: 1:00 PM - 3:00 PM

This Course taught by an experienced drug and alcohol testing attorney, who also practices as a management labor attorney, will examine the new ADA amendments of 2008, together with the California FEHA, and their impact on regulated and non-regulated drug and alcohol testing. The course will offer practical risk reduction solutions to this most difficult area of the law and practice. A case study on how to properly conduct an interactive discussion under the ADA with an employee will be presented.

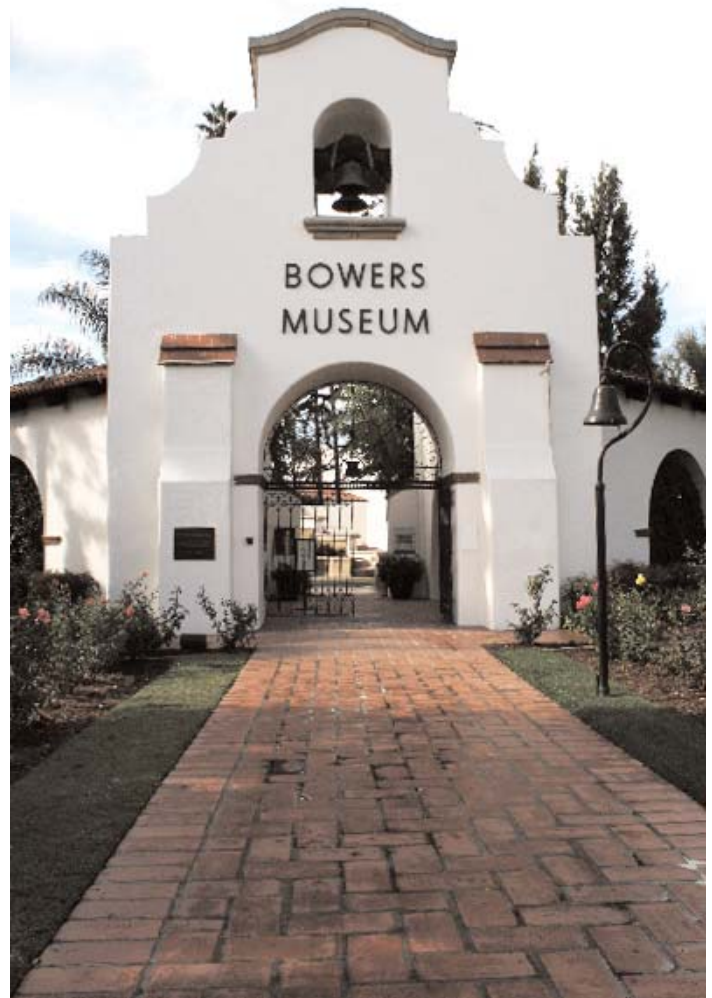


Medical Marijuana and the Drug Free Workplace Workshop

Instructor- Thomas (Tommy) Eden III

Tuesday, February 23, 2010: 3:00 PM - 5:00 PM

This Course taught by an experienced drug and alcohol testing attorney will survey the various medical marijuana laws and cases across the United States that impact workplace drug testing and offer practical solutions. There will be a discussion of the ADA and its impact on medical marijuana testing.



SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

February 23 - 25, 2010 continued

SAE/SAP Qualification Course

Instructor-Elizabeth Emerson

Tuesday, February 23, 2010: 8:00 AM - 12:00 PM

Thursday, February 25, 2010: 8:00 AM - 12:00 PM

The Nuclear Regulatory Commission (NRC) has published a completely re-organized and significantly revised amendment to the Fitness for Duty (FFD) rule. The amended Part 26 (10 CFR Part 26 Final Rule) was implemented March 31, 2009. Among other changes, the new regulations require nuclear power plant licensees and certain other entities subject to NRC regulation to:

- * Develop and implement programs for the management of fatigue
- * Implement FFD programs for new nuclear power plant construction activities
- * Expand drug testing procedures to deter and detect potential attempts to subvert the testing process

As part of the new rule, the NRC expanded requirements for Substance Abuse Experts (SAE) who are authorized to make determinations of fitness in at least the following circumstances:

- * When an individual has violated the substance abuse provisions of a licensee's or other entity's FFD policy; and
- * When an individual may be impaired by alcohol, prescription or over-the-counter medications, or illegal drugs

These requirements must met by March 31, 2010

Any SAE who makes determinations of fitness must be qualified to:

- (1) Demonstrate knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled-substance abuse disorders;
- (2) Demonstrate knowledge of the SAE function as it relates to the public's interests in the duties performed by the individuals who are subject to this subpart; and
- (3) Demonstrate knowledge of Part 26 and any changes thereto.

SAEs must receive qualification training on the following subjects:

- (1) Background, rationale, and scope of Part 26;
- (2) Key drug testing requirements including specimen collection, laboratory testing, MRO review, and problems in drug testing;
- (3) Key alcohol testing requirements, including specimen collection, the testing process, and problems in alcohol tests;
- (4) SAE qualifications and prohibitions;
- (5) The role of the SAE in making determinations of fitness and the return-to-duty process, including the initial evaluation, referrals for education and/or treatment, the follow-up evaluation, continuing treatment recommendations, and the follow-up testing plan;
- (6) Procedures for SAE consultation and communication with licensees or other entities, MROs, and treatment providers;
- (7) Reporting and recordkeeping requirements; and
- (8) Issues that SAEs confront in carrying out their duties.

The SAE/SAP course provides everything necessary to qualify SAEs in their new role with the NRC as well as other Federal or State rules.

SAPACC EXAMS

SUBSTANCE ABUSE PROGRAM ADMINISTRATOR
(C-SAPA) CERTIFICATION EXAM
FEBRUARY 25, 2009, THURSDAY
2:00 PM - 6:00 PM

- * For individuals seeking C-SAPA Substance Abuse Program Administrator Certification.
- * Certification is based on 4000-6000 hours of verifiable experience in drug and alcohol testing program administration, plus successful completion of the C-SAPA Certification Examination. (Attending the SAPAA Drug & Alcohol Industry Training Course is optional.)
- * Must complete a separate C-SAPA Candidate Application (available on line at www.sapacc.org) and fax to SAPACC.
- * Deadline for New C-SAPA Candidate Application is January 25, 2009.

ALL THOSE WISHING TO TAKE AN EXAM FOR
C-SAPA CERTIFICATION MUST CONTACT
SAPACC AT 1-866-538-4788

What is SAPACC?

SAPACC, the Substance Abuse Program Administrators' Certification Commission, is the national (U.S.) certifying body for substance abuse program administrators (SAPAs) who have chosen to be recognized as specialists with demonstrated proficiency in their field. It 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. SAPACC established a national certification program for SAPAs and administers national examinations for SAPAs and Substance Abuse Professionals (SAPs).

Why certify?

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

The "consumer" for this service may have little or no understanding of the needs, yet must choose a "provider" who is truly knowledgeable. Certification by a recognized, reputable body thus becomes a major contributor to the consumer's ability to recognize an acceptable provider.

Organizations which hire or contract for the services of a SAPA have a standard of demonstrated capability if the individual is a holder of a C-SAPA certification.

****VARIAN, INC. TOUR****

2:00 PM- 5:00 PM
WEDNESDAY, FEBRUARY 24, 2010
MEET IN LOBBY, TRANSPORTATION PROVIDED BY VARIAN

Varian has been manufacturing drug abuse testing instruments, devices, and systems for over 20 years. The Lake Forest Facility is the primary location of the manufacturing of the consumable product lines including drugs of abuse testing devices. You will see an automated manufacturing facility that is FDA and ISO certified. Systems and processes designed to produce mass quantities while ensuring quality, consistency, and reliability.

1. Wet Chemistry Room:

This is the beginning of the process, where all of the chemistry menus are formulated and applied to membrane rolls.

2. CupKit Automation area:

Where the treated rolls are converted into strips, and inserted into the cards.

3. TesTstik Automation area:

Where the treated rolls are converted into strips and applied into the TesTstik housing.

4. Onsite-OH Automation:

Where the Onsite-OH is manufactured.

5. OraLab + Manufacturing:

Where the manual assembly is done.

6. Toxi-Lab Presentation:

7. Toxi-Lab Chromatogram Manufacturing:

Where the silica media and drug strips are converted into Toxi-Grams

8. Toxi-Tubes Manufacturing:

Where the liquid-liquid extraction tubes are made.

9. QC/Instrumentation Room:

Where we conduct regular testing, using Capillary LC, LC, LCMS, GC, GCMS, and TriStar surface analysis.

SAPAA 2010 TRAINING INSTITUTE & LEARNING LABS

Crowne Plaza Hotel 17941 Von Karman Avenue Irvine, CA 92614

When calling to make your room reservation identify yourself as an attendee of SAPAA .

*****All room reservations must be made
no later than .*** February 16, 2010*****

Guest Room Rates: Start at \$99.00. Note: parking \$8.00 Per day.
Room rates are subject to applicable taxes.

A guarantee on each reservation will be in the form of an advance deposit for the payment of the first night's room and tax, either by cash or major credit card, or pre-arrangements made with the hotel's credit department. A deposit will be charged to the credit card at the time of reservation. In addition, the Hotel will bill one night's room and tax for any guest who fails to check-in on their scheduled arrival date. Any remaining nights of "no show" reservation will be canceled.

The Crowne Plaza Irvine Hotel John Wayne Orange County Airport, is a beautiful high rise that puts you near great beaches popular shopping malls and an array of dining options. The Crowne Plaza Irvine is in the heart of Orange County, minutes from Newport Beach, the South Coast Plaza Mall. The Crowne Plaza Irvine airport hotel is centrally located in the Irvine Business Center, nearby companies such as, Parker Hannifin, Nortel Networks, and UC Irvine.

The Crowne Plaza Irvine is a full-service Orange County hotel featuring 335 elegantly appointed guestrooms, with many amenities to please the business and leisure traveler. These appointments include, complimentary wireless high-speed Internet in all guest rooms and lobby area. Guests can relax in our tranquil atrium lobby lounge, or enjoy the multi use sports court, which features basketball, small court tennis and other court games. The state-of-the art fitness equipment with personal TV screens will make your workout seem effortless. The indoor pool provides year round enjoyment or relaxation on our serene sun deck. Hotel offers covered valet parking and complimentary hotel shuttle service to local business.

As a Priority Club member you will receive Priority Club points or miles on qualifying rates. The Crowne Plaza is 100% smoke free.

CEUs/PDHs

DER Basic Workshop	2 hrs
California Drug Free Policy Development Workshop	2 hrs
SAP/SAE Qualification Workshop	4 hrs
Roles & Responsibilities - The Basics	2 hrs
What Employees Should Know About Drug & Alcohol Testing	2 hrs
Drug Testing and the ADA Amendments of 2008 and California FEHA	2 hrs
Medical Marijuana and the Drug Free Workplace Workshop	2 hrs
Walk the Talk	4 hrs
Drug & Alcohol Program Audit	4 hrs
State Laws Up-date	4 hrs
MRO/DER Interaction	4 hrs
State Review and the Intoxication Defense to Workers Compensation Claims	3.75 hrs
CPTC-Instructor	3.75 hrs
How to Sell Alternative Drug Testing and Grow Your Business in the Process	2 hrs
Varian, Inc., Manufacturing Facility Tour	2 hrs
Marketing Your In-house Program or TPA Services	4 hrs
Program Basics for In-house Managers	4 hrs
How to Audit Your Collection Site	4 hrs

Learning Lab/Workshop Information

PRE-REGISTRATION

To pre-register, complete the enclosed registration form and return it with your check (made payable to SAPAA) or credit card information to SAPAA, 1014 Whispering Oak Drive, Bardstown, KY 40004 (800) 672-7229, (281) 664-3152 Fax, www.sapaa.com.

Labs/Workshops

Registration Desk Open at:

Monday, February 22.....1:00 AM - 5:00 AM
Tuesday, February 23.....7:00 AM - 7:50 AM
Wednesday, February 24.....7:00 AM - 7:50 AM

Note: Workshop fees include continental breakfast, lunch, afternoon breaks, tour/reception.

Meeting Attire

The attire for the conference is business casual.

Questions

If you have questions, please contact SAPAA, 1014 Whispering Oak Drive, Bardstown, KY, 40004 (800) 672-7229. (281) 664-3152 Fax, www.sapaa.com.

SAPACC EXAMS FOR C-SAPA CERTIFICATION

Thursday, February 25, 2010 2:00 PM-6:00 PM
Go to www.sapacc.org or call 1-866-538-4788 to receive more information on qualification requirements and to make application. All applications must be received before **February 11, 2010.**
Registration.....\$400.00

SAPAA 2010 Training Institute & Learning Labs

Please use a separate page for each registrant

Attendee Full Name _____ First Conference [] yes [] no

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

Note: If you wish "C-SAPA" on your badge please print next to your name above.

First Name as Preferred on badge _____

Training Institute	Member Fee	Non-Member Fee	Your Payment
<u>Tuesday, February 23, 2010: 8:00 AM - 10:00 AM</u>			
<input type="checkbox"/> DER Basic course Workshop.....	\$145	\$245.....	\$ _____
<input type="checkbox"/> Roles & Responsibilities - The Basics.....	\$145	\$245.....	\$ _____
<u>Tuesday, February 23, 2010: 10:00 AM - 12:00 PM</u>			
<input type="checkbox"/> California Drug Free Policy Development Workshop.....	\$145	\$245.....	\$ _____
<input type="checkbox"/> What Employees Should Know About Drug & Alcohol Testing.....	\$145	\$245.....	\$ _____
<u>Tuesday, February 23, 2010: 8:00 AM - 12:00 PM</u>			
<input type="checkbox"/> SAP/SAE Qualification Workshop(SAE required if providing services to Nuclear Regulatory Employees).....	\$295	\$395.....	\$ _____
<input type="checkbox"/> Drug & Alcohol Awareness, Reasonable Suspicion Supervisor Train the Trainer.....	\$495	\$895.....	\$ _____
<u>Tuesday, February 23, 2010: 1:00 PM - 3:00 PM</u>			
<input type="checkbox"/> Drug Testing and the ADA Amendments of 2008 and California FEHA.....	\$145	\$245.....	\$ _____
<u>Tuesday, February 23, 2010: 1:00 PM - 5:00 PM</u>			
<input type="checkbox"/> Walk the Talk.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> Drug & Alcohol Program Audit.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> State Laws Up-date.....	\$295	\$395.....	\$ _____
<u>Tuesday, February 23, 2010: 3:00 PM - 5:00 PM</u>			
<input type="checkbox"/> Medical Marijuana and the Drug Free Workplace Workshop.....	\$145	\$245.....	\$ _____
<u>Wednesday, February 24, 2010: 8:00 AM - 10:00 AM</u>			
<input type="checkbox"/> Impact of DHHS/SAMHSA Changes.....	\$145	\$245.....	\$ _____
<u>Wednesday, February 24, 2010: 10:00 AM - 12:00 PM</u>			
<input type="checkbox"/> How To Sell Alternative Drug Testing and Grow Your Business in the Process, <i>Limited Seating</i>	\$n/c	\$n/c.....	\$ <u>n/c</u>
<u>Wednesday, February 24, 2010: 8:00 AM - 12:00 PM</u>			
<input type="checkbox"/> MRO/DER Interaction.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> State Review and the Intoxication Defense To Workers Compensation Claims.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> Collection Personnel Training Course-Instructors.....	\$295	\$395.....	\$ _____
<input checked="" type="checkbox"/> Yes, I will attend the Varian Manufacturing Facility Tour.....		\$	<u>n/c</u>
<u>Thursday, February 25, 2010: 8:00 AM - 12:00 PM</u>			
<input type="checkbox"/> Marketing Your Program or Services.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> Program Basics for In-House Managers.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> How to Audit Your Collection Sites.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> SAP/SAE Qualification Workshop(SAE required if providing services to Nuclear Regulatory Employees).....	\$295	\$395.....	\$ _____

Payment Information

*To pay by check, payable to SAPAA, mail your payment and registration form to: SAPAA 1014 Whispering Oak Drive, Bardstown, KY 40004.

* If paying by credit card, you may fax this form to: (281) 664-3152. You will receive written confirmation of your registration upon receipt.

By Check (payable to SAPAA) # _____ Check Amount _____ [] Company Check [] Personal Check

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Name as it appears on the card _____

Signature _____

Cancellation Policy

If written notification of cancellation is postmarked by January 24, 2010 a full refund less a \$50.00 administrative fee will be given.

No refunds will be given after January 24, 2010. If you are unable to attend and your company wishes to transfer your registration to another individual, written notification is required. Please forward registration forms to: SAPAA 1014 Whispering Oak Drive, Bardstown, KY 40004, 800-672-7229 Fax: **281-664-3152**.

Attendees may receive either continuing education hours or professional development hours based on the individual's professional affiliation.

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