

# **SAPAA's 2010 Annual Conference and Training Institute**



**October 17-21, 2010  
Tropicana Hotel**

**October 17, Sunday, 5:00 PM - 7:00 PM Informal Meet & Greet, Beer/ Wine Cheese**

**October 18, Monday, General Session & Exhibit Reception**

**October 19, Tuesday, General Session & Exhibits,  
Halloween Costume Party, Heavy hors d'oeuvres and Prizes for Best Costumes**

**October 20, Wednesday, ODAPC Presentation of All that is New  
& Training Institute Workshops**

**October 21, Thursday, Training Institute Workshops**

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The Occupational Health Center

Mary Lynn Brown-Ybos, C-SAPA  
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Dear Industry Leaders:

SAPAA is pleased to host your 2010 Annual Conference at the Tropicana Hotel in Las Vegas, Nevada. The hotel will have just completed a multimillion dollar renovation.

SAPAA will have the latest and greatest products for review by industry vendors exhibiting during the Opening Reception, Monday, October 18, 2010, 4:00 PM - 7:00 PM, breakfast with the exhibitors Tuesday, October 19, 7:30 AM - 9:00 AM, and a break with the exhibitors 10:15 AM - 10:45 AM. You do not want to miss visiting each and every one to see what is new.

Be sure to wear your best halloween costume for the halloween party (great food and drink to keep your goulish spirits high), prizes awarded for best costumes. Party starts at 6:00 PM and haunts to 10:00 PM, Tuesday night, October 19th.

Please take time to review the General Session agenda for Monday, Tuesday, & Wednesday. We think you will find this agenda filled with topics you do not want to miss.

Take special note of the workshops/courses that the Training Institute is offering. There are many that will give you the edge up. Remember, what you learn from the courses in Vegas should not stay in Vegas.

Best to all and hope to see you soon,

Best regards,

SAPAA Board of Directors

Mary, Josephine (Jo), Bob, Linda, Allison, Don, Barbara, Thomas (Tommy), Ben, Joe, Nolan, Donna, Jana, C.B. Thuss (Chip), and Mary B.

*SAPAA is the Industry Association to go to for critical information and Industry best practices!*

*Jo Kenney, SVP Compliance, First Advantage*

# SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

## October 20-21, 2010

### Walk the Talk

**Instructor-Elizabeth Emerson**

**Wednesday, October 20, 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.'

### “MRO Teams and Non-Negative Results: Cases, Scenarios, and Role Playing”

**Instructor-James L. Ferguson, D.O., FASAM  
Chief MRO**

**Wednesday, October 20, 2010: 1:00 PM - 5:00 PM**

This will be an informal afternoon designed for MROs and MRO Assistants that will have a mix of didactic presentations, case reviews and role playing. At the end of the workshop, participants will be able to:

- Be knowledgeable about DOT regulations as they refer to the MRO.
- Understand the concept of an MRO Team.
- Be knowledgeable about how the MRO Team can conduct MRO Reviews efficiently and in full compliance with regulations.
- Understand the role of each member of the MRO Team and the requirements and restrictions on those Team members.
- Discuss management of actual cases and be able to respond to common questions from donors, employers and auditors.
- Understand the role of the MRO Team in the overall function of a TPA.
- Be able to discuss the differences between workplace drug testing programs, fit for duty programs, and monitoring programs.
- Be familiar with the latest information on the interpretation of positive drug tests, split sample testing, alcohol testing, and review of invalid, adulterated, and substituted specimens.

### PHMSA MIS Reporting and Audit Checklist:

**Instructor-Stanley Kastanas**

**Wednesday, October 20, 2010: 1:00 PM - 5:00 PM**

This workshop is a must for any PHMSA/OPS regulated employers [e.g., operators, contractors and subcontractors] or any Consortia/TPA who are service providers for these employers. You will learn what components of a drug and alcohol program are scrutinized during a federal audit and the lessons learned. Part of the workshop will include how to ensure contractor compliance. The other part will include an interactive workshop to discuss the new Contractor reporting of MIS data, electronic vs. paper filing options, lessons learned from the CY2009 MIS reporting, and roundtable discussions on improving the CY2010 MIS reporting due by March 15, 2011.

### Drug and Alcohol Program Audit Workshop

**Instructor- Mary Hines & Linda Richardson**

**Wednesday, October 20, 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.

### Medical Marijuana and the Drug Free Workplace Workshop

**Instructor- Thomas (Tommy) Eden III, Esq.**

**Wednesday, October 20, 2010: 1:00 PM - 3:00 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

October 20-21, 2010 *continued*

## DFWP State Law Workshop:*offered twice*

**Instructor- Josephine Elizabeth Kenney, J.D.**

**Wednesday, October 20, 2010: 1:00 PM - 5:00 PM**

**Thursday, October 21, 2010: 8:00 AM - 12:00 PM**

This Workshop will review what you need to know about the legal and regulatory authority for Drug Free Workplace program administration. The following matters will be covered: 1) State Law Compliance Issues, 2) Specimen Type Methodology Considerations, 3) Specimen Type Policy Considerations, and the State Laws and Implementing regulations on Alternative specimens and Methodologies/Matrices.

## MRO & DER Interaction

**Instructor-Thomas (Tommy) Eden, III, Esq.  
& Chip Thuss, M.D.**

**Thursday, October 21, 2010: 1:00 PM - 5:00 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.

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

**Instructor- Mary Hines & Dennis Kerns**

**Thursday, October 21, 2010: 1:00 PM - 5:00 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 choose to do so.

## Collection Personnel Training Course: For Instructors

**Instructor- Elizabeth Emerson**

**Thursday, October 21, 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 & Linda Richardson**

**Thursday, October 21, 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 to 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?

## DER Basic Course Workshop

**Instructor-Thomas (Tommy) Eden, III, Esq.**

**Thursday, October 21, 2010: 8:00 AM - 10:00 AM**

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

# SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

October 20-21, 2010 continued

## Roles & Responsibilities - The Basics

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

**Thursday, October 21, 2010: 1:00 PM - 3:00 PM**

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**

**Thursday, October 21, 2010: 3:00 PM - 5:00 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 employees to easily understand the components of DOT drug and alcohol testing and what their responsibilities are 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.

## Employment Screening from National & State

### Law Perspective; Employment Screening

#### Trends and Forecast for 2011.

**Moderator- Caryl McMains and 4 panelists.**

**Thursday, October 21, 2010: 8:00 AM - 10:00 AM**

**Session I:** Basic Screening Operations meeting FCRA is a good foundation, however with new State Laws just knowing FCRA isn't good enough to be compliant any longer. You will hear about how records are gathered and compliance in reporting them.

**Session II:** Learn what industry experts are seeing as developed trends in 2010 and hear their forecast for 2011.

## MRO Assistant Course **\*\*Updated\*\***

**Instructor- Jeff Sims, C-SAPA**

**Thursday, October 21, 2010: 8:00 AM - 12:00 PM**

The SAPAA MRO Assistant Course is designed to properly train the support staff of a Medical Review Officer office. Training will focus on the key industry knowledge areas that will include the history, industry terms and definitions, the collection process, laboratory analysis and alternative specimen, medical review officer responsibilities, and troubleshooting problems throughout the drug testing process. After completion of the course, the student will be prepared and eligible to take the MRO Assistant certification exam through the Medical Review Officer Certification Council (MROCC).

## Drug Testing and the ADA Amendments of 2008 (and California FEHA):*offered twice*

**Instructor- Thomas (Tommy) Eden III, Esq.**

**Wednesday, October 20, 2010: 3:00 PM - 5:00 PM**

**Thursday, October 21, 2010: 10:00 AM - 12:00 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.

## Marketing Your In-house Program or TPA Services

**Instructor-Dennis Kerns**

**Thursday, October 21, 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 work.

## The DER\*\*\*The Practical Approach

**Instructor-Barbara Crews**

**Thursday, October 21, 2010: 1:00 PM - 5:00 PM**

Combining DOT Rules and regulations with the Practical Approach and Application of being a DER--understanding and applying your role as a Designated Employer Representative (DER).

This course will be monitored by an experienced DER recently of a Major Inter-national Trucking Corporation with 45,000 drivers. Course will include (with handouts) the following:

\*True Stories,\*Video/DVD Review,\*Collection Service Requirements,\*Positives---Immediate Actions by DER, as well as Rehabilitation Needs,\*Post Accident Testing Actions,\*Direct Observation Testing Situations,\*Drivers Fitness for Duty,\*How the DER's job impacts the Company

A must for every DER to view the day to day life of a DER and how to deal with the unexpected.

# SAPAA 2010 TRAINING INSTITUTE COURSE AGENDA

October 21, 2010 continued

## SAE/SAP Qualification Course

**Instructor-Elizabeth Emerson**

**Thursday, October 21, 2010: 1:00 AM - 5:00 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

**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.

# SAPAA 2010 Conference

## General Session Agenda

### Sunday, October 17, 2010, Meet & Greet

5:00 PM - 7:00 PM **Beer, Wine & Cheese get-together**

### Monday, October 18, 2010

7:30AM - 9:00 AM **Breakfast Provided**

9:00AM - 9:15 AM **Welcome, SAPAA President, Mary Hines**

9:15AM - 10:15 AM **Union Pacific Railroad-Investigation and Arbitrations**, Tom Cote, *Manager of Safety Services for Commuter Operations in Chicago*

10:15AM - 10:30 AM **Morning Break**

10:30AM - 11:30 AM **“Things I Didn’t Know When I Became An MRO,”** Benjamin Gerson, M.D., *University Services*;  
Stuart Hoffman, M.D., *LexisNexis*

11:30AM - 1:00 PM **Lunch, SAPAA Membership Meeting & Board of Directors Elections**

1:15PM - 2:00PM **Marijuana Legalization Movement/How it is Impacting Employers and Their Drug Free Workplace Programs**, Calvina Fay, *Executive Director, Drug Free America Foundation*

2:00PM - 2:45PM **Club Drugs/Coroner Perspective**, P. Michael Murphy, DBA Coroner, *Clark county Office of the Coroner/Medical Examiner*

2:45PM - 3:00PM **Break, Board of Directors Election Ballots Picked Up**

3:00PM - 3:45PM **2010 Industry Survey on Drug Testing**, William Current, *WFC & Associates*

4:00PM - 7:00PM **Opening Reception with Exhibitors**

### Tuesday, October 19, 2010

7:30AM- 9:00AM **Breakfast with Exhibitors**

9:00AM- 9:15AM **Welcome**

9:15AM- 10:15AM **DER Municipalities Best Practices Panel**

10:15AM- 10:45AM **Break with Exhibitors**

10:45AM- 11:30AM **ADA Up-dates**, Thomas (Tommy) Eden, III, Esq., *Capell & Howard, P.C.*

11:30AM- 1:00PM **Lunch, Introduction of new SAPAA Board of Directors**

1:15PM - 2:15PM **SAPAA Jeopardy-** Todd Shoulberg, *Senior Director of Sales, ClearStar.net, Contestants (chosen at random)*  
*In a Jeopardy style game show with questions relating to SAPAA and the drug screening industry. Hundreds of dollars worth of cash and prizes.*

2:15PM - 2:30PM **Break**

2:30PM - 4:30PM **DOT Agencies Plus USCG, FMCSA**-Jim Kennan; **FTA**-Gerald Powers; **FRA**-Lamar Allen, **FAA**-Rafael Ramos,*invited*;  
**PHMSA**-Stanley Kastanas; **USCG**-Robert Schoening

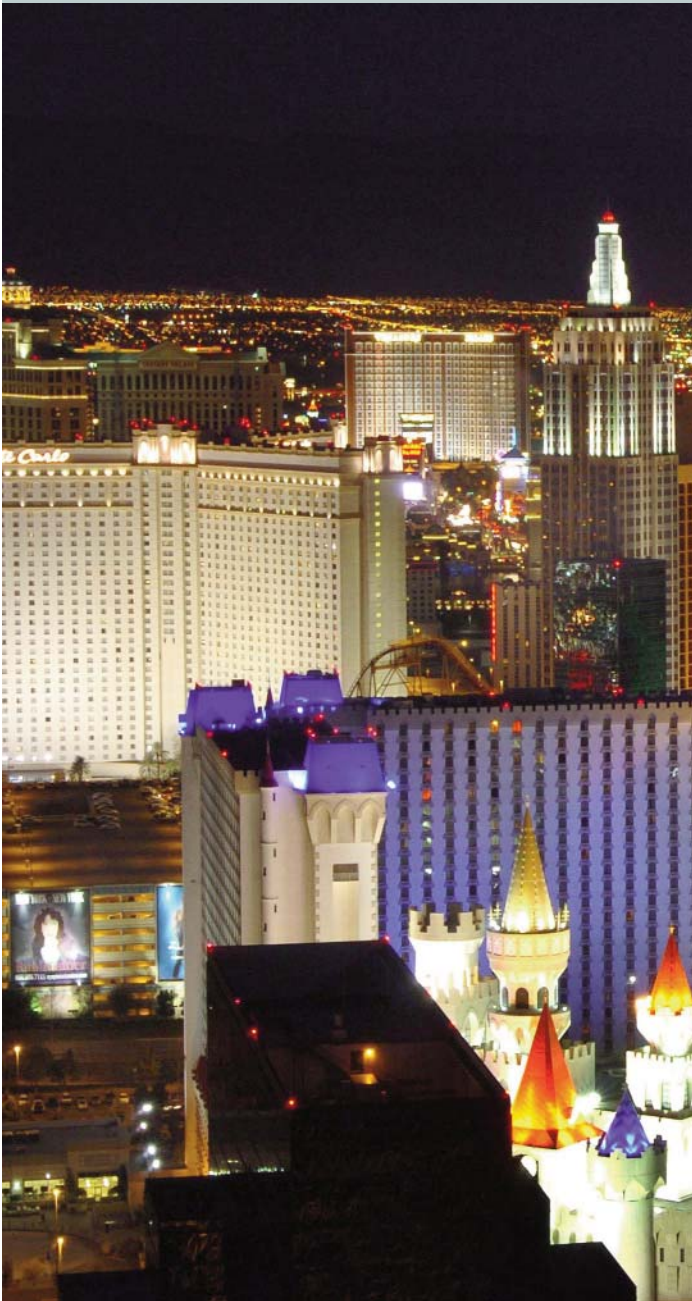
**6:00 PM- 10:00 PM Halloween Costume Contest & Party**

### Wednesday, October 20, 2010

8:30AM- 11:30AM **ODAPC - All that is New**, Patrice M. Kelly, *Deputy Director, U.S. D.O.T., Office of Drug & Alcohol Policy & Compliance*

# SAPAA 2010 ANNUAL CONFERENCE

October 20-21, 2010



## SAPACC EXAMS

SUBSTANCE ABUSE PROGRAM ADMINISTRATOR  
(C-SAPA) CERTIFICATION EXAM & C-DAPA EXAM  
WEDNESDAY, OCTOBER 20, 2010  
1:00 PM - 5:00 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](http://www.sapacc.org)) and fax to SAPACC.
- \* Deadline for New C-SAPA Candidate Application is September 01, 2010.

ALL THOSE WISHING TO TAKE AN EXAM FOR  
C-SAPA OR C-DAPA 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.

# SAPAA 2010 ANNUAL CONFERENCE

## Tropicana Hotel

3801 Las Vegas Boulevard South  
Las Vegas, NV 89109  
1-800-634-4000

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

**\*\*\*All room reservations must be made  
no later than \*\*\*\*September 15, 2010\*\*\*\***

Guest Room Rates: Start at \$109.00. Room rates are subject to applicable taxes. Complimentary Internet Services for SAPAA Guests.

Note: There is a daily resort fee of \$7.99 per room per day which will be charged to the individual's folio which covers costs associated with amenities of the hotel. The fee is subject to Clark County Room Tax, which is currently 12%. The resort fee covers:

- \* 2 Beverages at any Tropicana Lounge
- \* Unlimited Local Guestroom Calls
- \* Incoming & Outgoing Faxes
- \* Daily Access to the Fitness Center

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.

### Halloween Party and Costume Contest

Tuesday, October 19, 2010, Time: As the moon rises.

Bring your best haunting costume so you can scare the moonlight out of everyone, or just come as you are and have fun. There will be great prizes for best costume (s). Plenty of meat for you Zombie types and lots of liquid nourishment for those with fangs.

This full moon gathering of the "SAPAA Ghouls and Gals" will begin at 6:00 PM and howl to 10:00 PM or longer if your craving is not satisfied.

You don't want to miss this annual ghoulish fest.

Note: To insure an accurate count of participants for food and drink there will be a nominal charge of \$25.00 each.

## CEUs/PDHs

DER Basic 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
Drug Free Workplace State Law Workshop	4 hrs
Walk the Talk	4 hrs
Drug & Alcohol Program Audit	4 hrs
MRO/DER Interaction	4 hrs
CPTC-Instructor	3.75 hrs
Marketing Your In-house Program or TPA Services	4 hrs
How to Audit Your Collection Site	4 hrs
MRO Teams and Non-Negative Results: Cases, Scenarios, and Role Playing	4 hrs
PHMSA MIS Reporting and Audit Checklist	4 hrs
Employment Screening from National & State Law....	4 hrs
DER---The Practical Approach	4 hrs
MRO Assistant	4 hrs
Drug & Alcohol Awareness, Reasonable Suspicion Supervisor Train the Trainer	4 hrs
Medical Marijuana and the Drug Free Workplace	2 hrs
General Session Presentations	13 hrs

### SAPACC EXAMS FOR C-SAPA & C-DAPA CERTIFICATION

Wednesday, October 20, 2010 1:00 PM-5:00 PM  
Go to [www.sapacc.org](http://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 Sept. 01, 2010  
Registration.....\$400.00

## 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](http://www.sapaa.com).

### Labs/Workshops

#### Registration Desk Open at:

Sunday, October 17.....10:00 AM - 5:00 PM  
Monday, October 18 ..... 7:00 AM - 2:00 PM  
Tuesday, October 19.....7:30 AM - 3:00 PM

### 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](http://www.sapaa.com).

# SAPAA 2010 Annual Conference & Training Institute

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 \_\_\_\_\_ [ ] TPA, [ ] DER, [ ] MRO, [ ] MRO Assist., [ ] Collector  
 [ ] In-house Admin., [ ] Lab, [ ] SAP, [ ] EAP, Vendor

Training Institute	Mbr Fee	Non-Mbr Fee	Your Payment
<u>Wednesday, October 20, 2010: 1:00 PM - 3:00PM</u>			
<input type="checkbox"/> Medical Marijuana and the Drug Free Workplace.....	\$145	\$245.....	\$ _____
<u>Wednesday, October 20, 2010: 3:00 PM - 5:00 PM</u>			
<input type="checkbox"/> Drug Testing and the ADA Amendments of 2008.....	\$145	\$245.....	\$ _____
<u>Wednesday, October 20, 2010: 1:00 PM - 5:00 PM</u>			
<input type="checkbox"/> MRO Teams and Non-Negative Results: Cases, Scenarios, and Role Playing.....	\$145	\$245.....	\$ _____
<input type="checkbox"/> Drug and Alcohol Program Audit.....	\$145	\$245.....	\$ _____
<input type="checkbox"/> DFWP State Law Workshop.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> Walk the Talk.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> PHMSA MIS Reporting and Audit Checklist.....	\$Limited Seating	\$no charge	\$ _____
<u>Thursday, October 21, 2010: 8:00 AM - 10:00 AM</u>			
<input type="checkbox"/> DER Basic.....	\$145	\$245.....	\$ _____
<input type="checkbox"/> Employment Screening From National and State Law Perspective & developed trends in 2010 and forecast for 2011.....	\$145	\$245.....	\$ _____
<u>Thursday, October 21, 2010: 10:00 AM - 12:00 PM</u>			
<input type="checkbox"/> Drug Testing and the ADA Amendments of 2008.....	\$145	\$245.....	\$ _____
<u>Thursday, October 21, 2010: 8:00 AM - 12:00 PM</u>			
<input type="checkbox"/> Marketing Your In-house Program or TPA Services (guerrilla marketing tactics).....	\$145	\$245.....	\$ _____
<input type="checkbox"/> DFWP State Law Workshop.....	\$295	\$495.....	\$ _____
<input type="checkbox"/> Collection Personnel Training Course-Instructors.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> MRO Assistant Training.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> How to Audit Your Collection Site.....	\$295	\$395.....	\$ _____
<u>Thursday, October 21, 2010: 1:00 PM - 3:00 PM</u>			
<input type="checkbox"/> Roles & Responsibilities the Basics.....	\$145	\$245.....	\$ _____
<u>Thursday, October 21, 2010: 3:00 PM - 5:00 PM</u>			
<input type="checkbox"/> What Employees Should Know About Drug & Alcohol Testing .....	\$145	\$245.....	\$ _____
<u>Thursday, October 21, 2010: 1:00 PM - 5:00 PM</u>			
<input type="checkbox"/> MRO/DER Interaction.....	\$295	\$395.....	\$ _____
<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 Train the Trainer.....	\$295	\$395.....	\$ _____
<input type="checkbox"/> The DER--A Practical Approach.....	\$295	\$395.....	\$ _____
<input checked="" type="checkbox"/> Yes, I will attend the Halloween Costume Contest/Party, TUESDAY, 6:00 PM - 10:00 PM.....	\$25.00	\$ _____	\$ _____

**Conference Early Bird Registration before September 18, 2010**

<input type="checkbox"/> SAPAA Member .....	\$495	\$ _____
<input type="checkbox"/> SAPAA Member--Second attendee from the same company. ....	\$395	\$ _____
<input type="checkbox"/> Non-Member .....	\$595	\$ _____
<input type="checkbox"/> Non-Member--Second Attendee from the same company. ....	\$495	\$ _____

**Conference --Regular Registration (postmarked after September 19, 2010)**

<input type="checkbox"/> SAPAA Member .....	\$550	\$ _____
<input type="checkbox"/> SAPAA Member--Second attendee from the same company . ....	\$495	\$ _____
<input type="checkbox"/> Non-Member .....	\$675	\$ _____
<input type="checkbox"/> Non-Member--Second Attendee from the same company. ....	\$575	\$ _____
<input type="checkbox"/> Non-Industry Spouse or Guest. ....	\$125	\$ _____

**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

By Credit Card [ ] VISA [ ] MasterCard [ ] American Express

**PRINT CLEARLY PLEASE**

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Signature \_\_\_\_\_

**Cancellation Policy**

If written notification of cancellation is postmarked by September 01, 2010 a full refund less a \$50.00 administrative fee will be given.

No refunds will be given after September 01, 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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Anchorage, AK 99503  
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907-729-5501

Concentra Medical Centers  
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Addison, TX 75001  
Marc Perstein-972-720-7911

a'TEST consultants, inc.  
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North Little Rock, AR 72114  
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