

STUDENT SYLLABUS & REGISTRATION PACKET

[USDOT]-COMPLIANT

CLASS ENROLLMENT



SYLLABUS

DOT- Certified Urine Specimen Collection &(CPCT) Instructor Training

8.00 contact hour(s) certified accredited course.

Day 1

Introduction

- **Collections**
 - **Collection supplies**
 - **The 3 different types of collection**
 - **Detailed Observed collection**
 - **Custody and Control Forms**
 - **Federal drug testing custody and control form (CCF)**
 - **Non-federally regulated custody and control form**
 - **Exceptions**
 - **Completing a federally regulated custody and control form**
 - **Requirements for the Collection Site (20 minute video training)**
 - **Five areas having prerequisites for proper collection**
 - **Collection site security requirements**
 - **Other collection site requirements**
 - **Rules for collectors**
- Instructor demonstrates and completes the ending process of a collection**

END OF DAY 1

TAKE HOME LITERATURE (Homework assignment)

- **Donor Identification**
 - **Acceptable forms of identification**
 - **Unacceptable forms of identification**
- **Steps for Typical Urine Collection**
 - **Steps for Typical Urine Collection**
 - **Collectors preparations**
 - **Donor Preparation**
 - **The collection kit**
 - **Specimen integrity**
 - **Specimen temperatures**
 - **Collector disperses specimen to bottle(s)**
 - **Collector supplies**
 - **Completion process**
 - **Distribution of custody and control form**
- **Fatal Flaws**
 - **Accidental Spills**
 - **Fatal Flaws and Correctable Flaws**
- **Special Collection Situations**
 - **When problems occur**
 - **Medications**
 - **Refusal to test**
 - **Situations not considered as refusal**
 - **Shy bladder**
 - **Observed collection scenarios**
 - **Responsibilities and requirements for collectors**

3- PART TESTING INCLUDES: Exam, Collection site integrity & 5 mock testing.

Day2

➤ **Testing Exam**

Those who successfully complete the exam with an 80% or better will receive a Certificate as for (DOT) Federally Regulated Urine Specimen Collector, you will be notified immediately by the Instructor if you have passed or failed. If student receive a passing grade a certificate will be mailed out to them within 3-5 days of completion. Retesting is available at no additional cost.

➤ **COLLECTION SITE INTEGRITY TESTING**: Securing the stall of a collection site evaluation.

In order for you to qualify as a Drug Screen Collector, a student must in the presence of your qualified collector or instructor* perform flawlessly the following five types of mock collections:

Student Hands-on demonstration

➤ **5 required mock collection demonstration**

1. Two uneventful collections.
2. One collection in which the quantity of specimen is not sufficient.
3. One collection in which the temperature of the specimen is out of range.
4. One collection in which the donor refuses to sign either the donor certification on the pink copy of the CCF or refuses to initial the security strips.

The successful completion of the five collection scenarios must be documented. The checklist in your official training documents will track your completion of these five collections.

Students completing our drug screen Instructor Train the trainer course receive the following training materials:

- Instructor's Manual, Lesson structure notes and training forms.
- Check lists review guide for completing 5 mock collections.
- Participant Exam and Answer key on CD.
- 3 Print/edit CD's (Includes: Cert & Doc edit, study guide, workplace posters, & DOT Video
- A listing as an Instructor in our Database.

Instructor will teach students how to structure their training classes appropriately

END OF DAY 2

Course Info

This course carries the following continuing education credits:

Contact Hours: 8.00 hour(s)

California Accrediting Agency #0001

Course Number: 578-001-03

- Florida Board of Clinical Laboratory Science CE - General: 8.00 hour(s)
Course Number: 20-214865
- Course Instructors for Southern California: Schneise Deal, Camille Calvin, Phocion Blackshear, Michael Donahue & Darnell Carter.

Intended Audience : Students learning to perform USDOT- Compliant Urine Specimen Collection and have a high school diploma or equivalent to.

Level of Instruction: Basic. The course follows the "Urine Specimen Collection Guidelines" for the U.S. Department of Transportation Workplace Drug Testing Programs (49 CFR Part 40).

Objectives

- The student will be able to describe the three types of collections.
- The student will be familiar with the different types of custody and control forms. And know how to complete them properly.
- The student will know and understand the correct sequence of a proper drug screen collection.
- The student will know how to recognize and handle unusual collection situations.

§ 40.33 What training requirements must a collector meet?

To be permitted to act as a collector in the DOT drug testing program, you must meet each of the requirements of this section:

(a) Basic information. You must be knowledgeable about this part, the current “DOT Urine Specimen Collection Procedures Guidelines,” and DOT agency regulations applicable to the employers for whom you perform collections, and you must keep current on any changes to these materials. The DOT Urine Specimen Collection Procedures Guidelines document is available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE, Washington DC, 20590, 202-366-3784, or on the ODAPC web site (<http://www.dot.gov/ost/dapc>).

(b) Qualification training. You must receive qualification training meeting the requirements of this paragraph. Qualification training must provide instruction on the following subjects:

(1) All steps necessary to complete a collection correctly and the proper completion and transmission of the CCF;

(2) “Problem” collections (e.g., situations like “shy bladder” and attempts to tamper with a specimen);

(3) Fatal flaws, correctable flaws, and how to correct problems in collections; and

(4) The collector's responsibility for maintaining the integrity of the collection process, ensuring the privacy of employees being tested, ensuring the security of the specimen, and avoiding conduct or statements that could be viewed as offensive or inappropriate;

(c) Initial Proficiency Demonstration. Following your completion of qualification training under paragraph (b) of this section, you must demonstrate proficiency in collections under this part by completing five consecutive error-free mock collections.

(1) The five mock collections must include two uneventful collection scenarios, one insufficient quantity of urine scenario, one temperature out of range scenario, and one scenario in which the employee refuses to sign the CCF and initial the specimen bottle tamper-evident seal.

(2) Trainer or Instructor must monitor and evaluate your performance, in person or by a means that provides real-time observation and interaction between the instructor and trainee, and attest in writing that the mock collections are “error-free.”

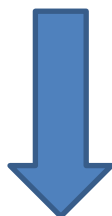
Students must complete the entire 2 day course, including the 5 error-free mocks and a passing exam grade in order to receive a “Certificate of completion” & accreditations. All study materials are included with this course.

We have 3 classroom LOCATIONS:

**In the city of Hollywood CA /Panorama City/& Mid -Wilshire District.
(Your designated training instructor will contact you with further classroom details).**

Have a successful 2-day class and a rewarding lifetime career!!!

**Please fill out the registration enrollment form on next page and
bring with you to class along with a notebook and pen.**



STUDENT REGISTRATION FORM

First Name _____ Last Name _____ MI _____

Date of Birth ____ / ____ / ____ (Male/Female)

Mailing Address: _____

City/Province _____ State _____ Zip Code _____

Country _____ Email _____

Phone: Home _____ Cell _____

COURSE SELECTIONS

(If course number is unknown, print title and dates of occurrence)

Course Number	Title	Day / Class Time	Tuition
49 CFR Part 40 578-001-19(03)	D.O.T Urine Specimen Collection Training		\$450.00
	Certificate Course		

Total tuition due **\$450.00**

PAYMENT INFORMATION

MAKE money orders PAYABLE TO: TTC training classes

Cash Amount \$ _____ Money Order amount \$ _____ **Credit Card: Visa /MasterCard /AMEX/**

Discover # _____

Account Number Exp. # ____ / _____

Cardholder Name _____ Amount \$ _____

If paid online using PayPal secure link, please sign here: _____

Employer Sponsored applicant: Name of Company/Organization _____

Address _____ City _____ State _____ Zip code _____

Contact person _____ Position _____ Phone Number _____

Employer contribution to student tuition: Amount \$ _____

Mailing Address: 17450 Burbank Blvd Ste. #215, Encino CA, 91316

Attn: Registration Office

Registrar: Ann Davis (TTC #0509)

To pay online please go to our Website: www.testingcollectors.com