
SPECIMEN COLLECTION COLLECTOR CERTIFICATION & FACILITY ACCREDITATION

Committed To Quality



DATIA

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[HTTP://DATIA.ORG](http://datia.org)

In an effort to raise the level of accuracy of specimen collections, DATIA designed a comprehensive collector certification program that covers all aspects of the collection process.

Why Certification and Accreditation?

The Accredited Collection Facility Program and the Certified Professional Collector® programs, administered by the Drug & Alcohol Testing Industry Association (DATIA), were created by quality-minded leaders in the drug and alcohol testing industry interested in raising the level of accuracy in urine specimen collections. The programs enable collection facilities to assure their clients that they are committed to offering superior collection services.

The programs involve 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. All accredited collection facilities are required to maintain a staff of Certified Professional Collectors® (CPC) and a Certified Professional Collector Trainer® (CPCT). To obtain accredited status, collection facilities are also required to adhere to strict standards in areas such as regulatory compliance, company services standards, specimen handling, operational practices, business ethics, and facility equipment.

Through these programs, Certification provides the individual collector with recognition for their excellence and adherence to industry standards, and the company receives recognition through Accreditation.

The Collector Training Course

The most crucial aspect of the Accredited Collection Facility Program is the Collector Training Course. In an effort to raise the level of accuracy and the quality of specimen collections, DATIA designed a comprehensive collector training course that covers all aspects of the collection process for both Department of Transportation (DOT) and non-DOT collections. Course participants will master proper collection procedures from completing the Chain of Custody Form to handling difficult collection situations.

Program Goals

The Department of Transportation has identified the collection process as the weakest link in the drug testing process. The Accredited Collection Facility Program and Certified Professional Collector® program seek to strengthen this weak link by ensuring that specimen collectors are highly trained and educated in federal drug testing guidelines and procedures.

The Accreditation and Certification programs will allow for an improvement in the working relationship between laboratories, medical review officers, consortia/third party administrators, and collection facilities. When specific areas of error in the collection process are identified, DATIA will act as a resource to inform the industry and develop solutions to the problems.

DATIA's Accreditation and Certification programs will help laboratories, MROs, C/TPAs, and employers identify collection facilities that are committed to offering high quality collection services. One of the most frustrating and costly aspects of workplace drug testing is the high incidence of rejected specimens due to errors at the collection site. Use of an Accredited Collection Facility staffed with Certified Professional Collectors® will reduce the number of rejected specimens, thereby saving everyone time and resources.

Collector Certification Categories

DATIA offers three levels of certification for specimen collectors, the Certified Professional Collector® (CPC), the Certified Professional Collector Trainer® (CPCT), and the Regional Certified Professional Collector Trainer® (R-CPCT). All certifications provide comprehensive instruction and proficiency testing on the key elements and skills necessary to perform specimen collections in a manner that ensures the security of the specimen and the privacy of the donor. CPCT and R-CPCT certifications require additional experience and training in both specimen collections and the aspects of providing comprehensive training to fellow company employed collectors. Requirements for earning the R-CPCT certification are provided to CPCTs upon completing the certification process.

Certification Requirements

CPCT:

1. Currently employed in a position with active participation in collection services;
2. Possess understanding of DOT and HHS specimen collection requirements;
3. Completed 100 specimen collections and 6 months active participation in specimen collection services (must meet this requirement before attending a CPCT Training seminar);
4. Successfully completed the DATIA CPCT Training Seminar; and
5. Earned a passing score on the CPCT examination.
6. Successfully completed 5 error free mock collections.

CPC:

1. Currently employed in a position with active participation in collection services;
2. Possess understanding of DOT and HHS specimen collection requirements;
3. Successfully completed training by either a current CPCT employed by the same company, or an R-CPCT, and
4. Earned a passing score on the CPC examination.
5. Successfully completed 5 error free mock collections.

CPCT Training Course

The DATIA CPCT Training Course is held regionally approximately every other month. No courses are held in June, July, or August. For a list of current courses, please visit datia.org.

The fee for the CPCT Training Course is \$329 for DATIA members and \$429 for non-members.

CPC Training Course

CPCTs may train collectors within their own company using the DATIA CPC Training Manuals in preparation for the DATIA CPC Examination. R-CPCTs may also train collectors outside of their company. The course must follow the curriculum within the manual, and should include instruction on company specific procedures and forms. Collectors trained by CPCTs outside of their company are not eligible to sit for the DATIA CPC Examination. In addition, the DATIA name and DATIA CPC Training Manuals are not to be used by CPCTs if they train collectors outside of their company - only R-CPCTs are authorized to do this.

Examination Fees

CPCT Examination

\$0 if taken within 60 days of CPCT Training Seminar
\$95 at all other times

CPC Examination (fees are per candidate)

1-5 Candidates	\$95	16-25 Candidates	\$50
6-10 Candidates	\$80	26-50 Candidates	\$35
11-15 Candidates	\$65	50+ Candidates	– Call

To qualify for discounted fees, the minimum number of collectors for the tier must be submitted at one time. Once a tier has been reached, the fee remains in effect for the current certification year. For example, a company that has submitted 22 registrations and hires a new employee one month later may register the single employee at the 16-25 tier rate.

Certification Examination

DATIA offers the Certification examination 24/7 via its online exam system at datia-exams.org.

All questions and answers on the certification exam are derived from the standards taught in the DATIA CPCT Training Course and contained in the CPCT and Collector manuals.

Examination Scoring and Reporting

Candidates who take the online exam will receive immediate notification of their exam score, and all certification candidates will receive written notification of their exam scores within 2 weeks of taking the exam. No scores will be report-

ed over the phone before this time.

The notification will indicate the number of questions missed and whether this constitutes a passing or failing score. Information on a candidate's examination can only be provided to the candidate, or in the case of a CPC candidate, to the candidate and/or the CPCT who provided the candidate's training. DATIA staff can provide the correct answer to a question missed and any materials to support the answer, but does not have the authority to overturn an answer. (See Appeals process below).

Pass - Fail Standard

The passing score on the certification examination is based on a minimal level of knowledge that is expected of passing candidates. Each candidate is measured against a standard of knowledge, not against the performance of other individuals taking the examination.

The examinations are designed to ensure that all aspects of the collection process are covered with an equal amount of questions on each criterion. The test questions do not stress one area of the collection process over another.

Appeals Process

Within 30 days of announcing examination results, unsuccessful candidates may appeal their results to the DATIA Specimen Collection Committee. Candidates should submit the question that is being appealed and any documents to support the answer provided by the candidate. These materials should be sent to the attention of the DATIA Education Committee at DATIA's headquarters.

The committee will review the appeal and respond to the candidate within 30 days. The committee's decision is the final decision and cannot be further appealed by the candidate.

Examination Honor System

Candidates for collector certification are required to sign a statement verifying that they have not received any assistance in completing the certification exam beyond the allowed reference materials. Specifically, candidates are not permitted to seek assistance from other collectors, jointly complete exams, or use exams taken previously by themselves or other candidates when completing the exam. Use of any of these means is considered cheating.

If a candidate is suspected of cheating in completing the exam, he/she will be given the reasons for such suspicion and offered the opportunity to explain the circumstances. All information concerning the reasons for suspicion and follow-up information from the candidate will be forwarded to the DATIA Education Committee (candidate's name and any identifying information will be withheld), who will vote and determine if cheating has occurred.

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If the committee determines that cheating has occurred, the candidate will be ineligible for certification until the next certification year. If the committee determines that cheating did not occur, the candidate's score on the exam will stand.

Reexamination

Candidates who fail to achieve a passing score on the certification exam will be offered the opportunity to take the exam within 60 days for no charge. The second exam will cover the same material as the original exam, but will contain different questions.

Should a candidate register to take the retest after the 60-day period has elapsed, the candidate must remit the full certification fee with the registration form.

A candidate can only take the certification exam twice during the certification year, which runs June 1 to May 31. Should a candidate fail to pass the examination after two attempts in one certification year, he/she will need to wait until the following June to reregister for the examination.

Certification Renewal

Both CPCTs and CPCs are required to be recertified each June. This recertification is achieved through a certification renewal exam conducted online. Attendance at a DATIA training seminar is not required for renewal. DATIA CPCTs and CPCs will be notified beginning two months prior to their certification expiration of the need to recertify.

The renewal exam will be the same as the initial certification exam for the current year. This examination will cover items intrinsic in the specimen collection process to include any and all new regulations, guidelines, and or procedures that have been enacted since the candidate received their initial certification. All of the above policies and procedures apply when recertifying. Certification examination fees also apply to recertification.

Facility Accreditation Eligibility Requirements

To be eligible for Accreditation, applicants must be an active drug testing specimen collection facility. For organizations with multiple facilities, each facility must apply for accreditation separately. Each facility must have a CPCT on staff. For organizations with multiple facilities seeking accreditation, there must be one CPCT per every three facilities in a 100 mile radius.

Steps to Achieve Accreditation Status

1. Supervisor, or other eligible collector, attends the DATIA CPCT Training Seminar
2. Supervisor, or other eligible collector, takes and passes the collector certification exam, thus achieving CPCT certification.
3. Facility's CPCT trains remainder of collection personnel

at the facility, and registers them to take the certification examination through DATIA.

4. Each trained collector takes and passes the certification exam and is awarded the CPC certification.
5. Facility completes Accreditation Application and forwards to DATIA with any corresponding documents.
6. DATIA evaluates application to ensure completeness and, upon successful review, grants Accreditation. DATIA sends facility Accreditation plaque, press release, and decal.

Accreditation Fees

There is no separate fee for Accreditation of the facility. Each facility only needs to submit the application with verification that the requirements are met once all collectors have been certified.

Accreditation Renewal Process

1. Facility's CPCT registers all collection personnel (CPCT, CPC, and any new collection personnel) for the DATIA collector certification renewal exam.
2. Renewal candidates take and pass the collector certification renewal exam.
3. Facility completes Accreditation Renewal Form and forward to DATIA with any corresponding documents.
4. DATIA evaluates the renewal form to ensure completeness and, upon successful review, grants Accreditation renewal.