

Monitor/Trainer Instructions for Completing Mock Tests (Proficiency Demonstration) with STT Students



Certified Training Solutions' Online STT Train-The-Trainer Course prepares the learner to act as the "Qualified Monitor" for other STT students in the future. The Certification is good for 5 years.

After completing our online STT Train-The-Trainer Procedures course, the *STT Trainer student* must complete STT training according to the DOT rules. This includes completion of their own proficiency demonstration with a qualified monitor within 30 days of completing the online procedures course. You must complete your proficiency demonstration/training on the specific ASD device(s) that you wish to use and train on (by Federal Regulation, STT training/certification is "device specific").

We offer proficiency training on several devices live or by webcam (additional fees apply). Please inquire.

After completing your own "Trainer" training, all you need to do for each person you wish to train (or re-train) as a STT for DOT alcohol testing is:

- 1 - Purchase an online STT procedures course from Certified Training Solutions (you now qualify to purchase the online procedures courses at a discounted rate of \$59.99 each),
- 2 - Then within 30 days of your student(s) completion of the online STT procedures course, schedule a time with your student(s) and complete their proficiency demonstration class following the instructions below.

All of the forms and documents you will need are included for you to save/print when you take our online STT Train-The-Trainer course.

This extremely detailed Trainer/Monitor Class Instruction Document outlines how to run your proficiency demonstration class with your STT Students -- to ensure compliance with the Federal Regulations.

Important Note: Our STT Train-The-Trainer course does NOT give you the materials or training, nor prepare you for teaching the Procedures training (component 1 of the DOT-required 2-part training). Rather, it is expected that our *STT Train-The-Trainer students* will continue to use Certified Training Solutions' online STT Procedures courses for each Screening Test Technician they train (you must purchase a new course for each STT student you wish to train). **This will ensure compliance and consistency in training to meet the Federal requirements for Screening Test Technicians under the Department of Transportation (DOT) testing program.**

Recommendations for the Monitor: Preparation

- Ensure that you are fully prepared for your class.
 - All materials should be ready and set up before you begin your session with the student(s).
 - Ensure that you have communicated with the student(s) in advance as to expectations and prerequisites.
- ➔ Students should have completed the online qualification training & basic information (procedures) training within the 30 days prior to the proficiency demonstration.
- ✓ Each student should have completed Certified Training Solutions' online Collector Training Course within the past 30 days. This will ensure that each student has the appropriate knowledge and training in procedures and rules & regulations to properly complete DOT tests/collections.

Contact us at 213-308-7630 or Email: Admin@CertifiedTrainingSolutions.com

- STT Trainer Students that have completed our "Trainer" course qualify for a reduced rate for purchasing the online STT Training courses. (Minimum of \$20 discount per course. Additional discounts available for larger group purchases.)

Save/use this link to purchase discount courses for \$59.99 each:

<http://www.certifiedtrainingsolutions.com/screening-test-technician-discount.html>

Preparation - Materials

You should have the following materials:

1. A class ***sign-in sheet***.
2. (Optional): **Class Agenda** for each student
3. (Optional): **Part 40 Excerpts/Handout** for each student (copy of the portion of the 49 CFR Part 40 Regulations that pertain to alcohol screening tests)
4. (Optional): **"Alcohol in the Body Handout"** for each student
5. Copy of NHTSA's CPL for Screening Devices – 1 per student
6. Copy of **QAP** for your device, for every student. (Contact your device's manufacturer for the most recent version of the QAP if it is not included in the package. Certified Training Solutions has some QAPs on file for various devices. If you are unable to obtain a copy of the QAP for your device, please email us to inquire whether we have a copy for you.)
7. Manufacturer's insert/instructions for your specific ASD. (This should be in the box with your devices.) Make a copy of the package insert/instructions for each student.

8. **STT Proficiency Record** (for documenting the mock tests)
 9. **DOT Alcohol Testing Forms (ATFs)** – 6-7 for each student (These should be the 3-part, carbonless copy forms available from your supplier.)
 10. Two (2) **Control Record forms** for each student.
 11. 7-9 Disposable Devices/ASDs for each student (or one reusable breath testing device for every 2 students)
 12. “Control Solutions” for your specific ASD. (See manufacturer’s instructions for conducting quality control checks on your specific device.)
 13. **Checklist for Conducting DOT Alcohol Screening Test** for each student.
 14. **Alcohol breath spray** (such as Binaca or Scope)
 15. **Mock scenarios/obstacle role handouts**
 16. **Medical/latex/surgical gloves** (Ample supply for students for each mock test. Various sizes.)
 17. **Pens & highlighters**
 18. **Self-check quiz – 1 for each student** (You should make a device-specific quiz to be used in your class, to ensure that students have an understanding of the device/proper use. Note: Certified Training Solutions has already prepared Quizzes for several ASD devices. You may check with us to see if we have a quiz for your device... we will be happy to share it with you, if we do. This will save you some time.)
 19. **A blank (or pre-typed) certificate** for each student for the proficiency demonstration.
- Most of the above documents are provided in the online course for you. Be sure to save/print these resource documents for future use.

Preparation - Supplies

1. Gather, print, and organize all of your supplies.
2. Be sure you order enough supplies in advance such as: At least 7-9 ASDs for each student (if using disposable devices), and DOT (3-part) ATFs.
 - If you need a referral/suggestion for where to buy these supplies, please contact Certified Training Solutions, and we will be happy to refer you to reputable suppliers of testing devices and forms.
 - If using a breath screening device, it is recommended that you have at least one device available for each 2 (pair of) students.

- ➔ You may want to have at least twice as many disposable ASDs and forms as you think you may need. Extras may be needed if a STT student has to start over.

Training Location

1. Choose a quiet place without interruptions for conducting the proficiency training (mock tests) with your student(s).
2. Ensure that the environment is one where students can focus and concentrate.
3. Arrive to your classroom/training location at least 30 minutes prior to the class starting time. This will give you ample opportunity to set out the student supplies and arrange the room.
4. **Prior to your class, verify** that each student has completed the required Qualification Training within the past 30 days. (For example, they should have their **Certificate** proving they successfully completed Certified Training Solutions’ online STT Procedures Training course within the past 30 days.)
 - a. If a student at your facility claims s/he has completed our online Procedures course, but does not present you with a Certificate or proof of completion, you may contact Certified Training Solutions to verify whether or not they have completed their course.

Beginning your class

- b. Start by introducing yourself and your qualifications.
 - c. Have student(s) introduce themselves (it is also good to know if each student is ‘new’ with using this particular device or if they have experience). Hint: If possible, pair-up less experienced STT students with more experienced or re-certification STTs.
 - d. **Students should** Sign in on the Sign-in Sheet. Pass around the sign-in sheet.
 - e. Recommended: Have students pull out their copy (which you provide to them) of the **Excerpts from the Part 40 rules** pertaining to alcohol testing. (Subparts: J, K, L, M, and N)
- We recommend that you brief through these sections of the regulations with your students and have them highlight some of the important points in the regulations, such as:

40.211(b)	40.223	40.225 (a)	40.229 (Highlight 1 st sentence)	40.235 (a)
40.213 (1 st sentence, (a), (b) (2), 4(c)... (2); (e); (g)	40.241... point out this is where the instructions begin for conducting a screening test. Highlight (e) and (g)	40.243	40.245 (point out that this section details how to conduct the test if using a saliva screening device)	40.247 (3), (i), (ii), (iii) (iv), (v), (vi) (vii)

<p>Subpart M: Highlight this heading and point out this is where the rules begin for BATs/the person who will conduct the confirmation test</p>	<p>Subpart N – Problems in Alcohol Testing (highlight heading). Point out this section addresses refusals, problems, flaws, etc.</p>	<p>40.263: (a), (b) Point out this section outlines how to handle an insufficient sample</p>	<p>40.267: Highlight heading and point out these are “fatal flaws”. Highlight: (a) (1), (2), (3), (4)</p>	<p>40.269: Highlight heading and point out these are “correctable flaws”. Highlight: (a), (b), (c)</p>
<p>40.271: (a), (1), (2), (3), (4), (b), and (b/2) Highlight last sentence regarding supply info on same business day...</p>	<p>40.273 (a)</p>	<p>40.275 (a)</p>	<p>40.277. Point out that only saliva or breath devices (approved) may be used for DOT testing. Blood, urine, etc. are NOT allowed.</p>	

- f. Review **“Alcohol in the Body Handout”** with students (or give them about 15 minutes to read this document).
- g. Show students the device that they will be trained on (i.e. Alco-screen 02, QED, etc.), then have them refer to their copy of **NHTSA’s Conforming Products List of Screening Devices** and locate your device name on the list and have them highlight the device name.
 - Point out that they are allowed to use this device for DOT alcohol testing since it is listed on the CPL.
- h. Review the Quality Assurance Plan (QAP) for your device with students.
 - Have them highlight important points such as:
 1. Device storage temperature requirements
 2. Device usage temperature requirements
 3. Shelf-life information
 4. Quality control solution and frequency information
 5. Quality control procedure information
- i. Review package insert/instructions for your device with students. Point out that they **MUST** follow the manufacturer’s instructions when using this device.
 - Discuss any special instructions for running Quality Control Checks on the device.
- j. Instruct students on proper way to conduct a ‘quality control’ procedure on the device. Demonstrate a proper quality control and record it in a Control Record/Log book. Show sample to your students. Then have each student practice 1-2 quality controls on their devices and record properly in sample Control Logs. Check to ensure they have properly recorded the Quality Control Checks in the log book. This is a legal record and must be recorded neatly and properly.

- k. Review Checklist for Conducting Alcohol Screening Tests. Stress the importance of following a checklist to ensure full compliance with the DOT testing process. Changing the order of steps or skipping steps in the DOT testing process is not allowed. (Note: You may check with Certified Training Solutions to see if we have a Protocol Checklist for conducting screening tests on your specific ASD, otherwise use the more 'generic' checklist that was provided in your online training course.)

Have students fill in the top of the “Screening Test Technician Proficiency Demonstration Record” (Name, date, Trainer name, location, device name).

Explain that this is the form they will use to record their DOT-required mock tests on their device. Instruct them not to initial by a test until after you have watched them perform each test and checked their paperwork to ensure that it is error-free.

It is suggested . . .

- ... that you then begin by doing a brief review of the proper way to complete the Federal Alcohol Testing Form (ATF); and then
- The Monitor/Instructor should perform a “mock” mock collection/test in front of the student(s).
 - You can use a student as a volunteer donor for this exercise.
- This will demonstrate for the student(s) how you expect them to complete their mock collections.
- Follow the checklist and perform a full, uneventful, negative test on a volunteer.
- Tell your students they should cooperate with their partner, unless you instruct them otherwise (such as on the final obstacle scenario). This will keep your class flowing better and allow others to concentrate. Students should remain task-focused, striving to conduct their mock tests seriously and flawlessly. Extra conversation that is unrelated to the class subject will only serve to distract other students and make the training course more stressful for everyone.

After your Demonstration and instructions to students, assign them to a partner (or you may act as the donor if you are training only one student).

Instruct the student(s) to conduct their first full mock test.

MOCK TEST #1: Uneventful screening test.

1. Each student should use their checklist for conducting DOT alcohol screening tests, follow step-by-step, and complete a full test with their partner. They should act as if they are doing a test on a real person throughout the process, handling the mock tests seriously.

2. Watch them closely to ensure they do not make mistakes. Guide students as they work through each mock test, as needed. When each test is completed, check over their paperwork (ATF) to ensure it is error-free.
3. After successful completion of the Mock Test, allow the student(s) to initial the area in mock test #1. Suggestion: Also have them write in the 'white space' the test result (i.e. "negative").
4. If your class consists of more than one student, make sure to have them switch roles for each mock test, so that each student acts as the STT and performs each mock test on their partner before moving on.
 - a. Hint: The entire class should stay on the same mock test at the same time. Wait until all students have completed Mock test #1 before moving onto mock test #2. That way, you will only have to give instructions for each mock test to the class one time.

MOCK TEST #2: Uneventful screening test.

1. The student should use their checklist for conducting DOT alcohol screening tests, follow step-by-step, and complete a full test with their partner. They should act as is they are doing a test on a real person throughout the process.
2. Watch them closely to ensure they do not make mistakes. Provide guidance and direction, as needed. When each test is completed, check over their paperwork (ATF) to ensure it is error-free.
3. After successful completion of the Mock Test, allow the student(s) to initial the area in mock test #2. Suggestion: Also have them write in the 'white space' the test result (i.e. "negative").
4. If students are 'paired up', make sure to have them switch roles for each mock test, so that each student acts as the STT and performs each mock test on their partner before moving on.
 - a. Hint: The entire class should stay on the same mock test at the same time. Wait until all students have completed Mock test #2 before moving onto mock test #3. That way, you will only have to give instructions for each mock test to the class one time.

MOCK TEST #3: Positive screening test

1. The student should use their checklist for conducting DOT alcohol screening tests, follow step-by-step, and complete a full test with their partner. They should act as is they are doing a test on a real person throughout the process.
2. Instruct students that person acting as the donor for this test will spray breath spray in his or her mouth about 30-60 seconds before placing the device in their mouth (or before blowing into the device, if it's a breath device). ONE good shot of alcohol breath spray is sufficient. Do not overdo it! Too much alcohol (unreasonably high levels may void some devices.)
 - a. Hint: One spray of breath spray in the mouth is good; then the donor should swallow and breath with his/her mouth open for about 30+ seconds before placing the device in their mouth to provide a sample.

3. For this test, be sure you instruct your student(s) that they must show the employee that this is a positive test – the result is greater than or equal to 0.02 – which requires a confirmation test on an EBT that prints.
 - a. The STT student must give the ‘donor’ their 15-minute wait instructions (*i.e. “Don’t eat, drink, smoke, chew, put anything in your mouth, and try not to belch. These instructions are for your benefit to reduce the possibility of mouth alcohol. After we complete this paperwork, you will be transported to a breath alcohol technician and must submit to a confirmation test on a breath testing device. This is a DOT requirement...”*)
 - b. The STT should write in Step 3 Remarks that they gave the employee their 15-minute wait instructions.
 - c. After the STT fills out and signs Step 3, the STT should read Step 4 to the employee and have the employee/donor sign Step 4.
4. Watch them closely to ensure they do not make mistakes. Provide guidance and direction, as needed. When each test is completed, check over their paperwork (ATF) to ensure it is error-free.
5. After successful completion of the Mock Test, allow the student(s) to initial the area in mock test #3.
 - a. Suggestion: Also have them write in the ‘white space’ the test result (*i.e. “≥ 0.02” or “0.049...” or whatever the result was, if using a device that provides a specific numerical result*).
6. If students are ‘paired up’, make sure to have them switch roles for each mock test, so that each student acts as the STT and performs each mock test on their partner before moving on.
 - a. Hint: The entire class should stay on the same mock test at the same time. Wait until all students have completed Mock test #3 before moving onto mock test #4. That way, you will only have to give instructions for each mock test to the class one time.

MOCK TEST #4: Uncompleted Test, Inadequate Saliva (or breath)

1. The student should use their checklist for conducting DOT alcohol screening tests, follow step-by-step, and complete a full test with their partner. They should act as if they are doing a test on a real person throughout the process.
2. Instruct “donors” in this mock test that they will purposely NOT provide an adequate breath or saliva sample (depending on your device).
 - a. Saliva devices: Donors should pretend to swab the device around their mouth, but not really get it wet enough to activate the device. They will pretend they are really trying, but they just happen to have a very dry mouth.
 - i. After the 1st insufficient saliva sample, the STT should then attempt to collect the donor’s saliva him/herself, but with no luck. (Again, the donor will pretend they have really dry mouth and simply do not have enough saliva to activate the test.) You may instruct your donor and STT to sort of ‘pretend’ to swab around inside their mouth collecting saliva to ensure that the device does not activate.

- ii. After 2 attempts at using a saliva device (1 by the donor and 1 by the STT), the STT will note in Remarks the situation, and then explain to the donor that they will be required to go to a BAT and have a test on a breath alcohol testing device.
 - b. Breath devices: Donors should provide very short, inadequate breath samples that will not activate the device/trigger a result. They should be given 2-3 chances, with the STT re-instructing the donor between each attempt. (Note: DOT rules require that the donor be given at least 2 attempts to blow. They may be offered 3 attempts.)
 - i. After 2-3 “insufficient breath” attempts, the STT will note Remarks, (i.e. “Insufficient breath sample, 3 attempts.”)
3. Watch them closely to ensure they do not make mistakes. Provide guidance and direction, as needed. When each test is completed, check over their paperwork (ATF) to ensure it is error-free.
4. In these “Insufficient Sample” situations, the STT will still fill out and sign Step 3; and the donor is still provided their copy of the completed ATF. (The donor does not sign Step 4 in this case.)
5. After successful completion of the Mock Test, allow the student to initial the area in mock test #4.
6. If students are ‘paired up’, make sure to have them switch roles for each mock test, so that each student acts as the STT and performs each mock test on their partner before moving on.

MOCK TEST #5: Obstacle Scenario

1. Hand out “obstacle scenarios” to each student. Instruct them not to show their ‘obstacle’ to their partner. Explain that we do an obstacle scenario because not all tests go smooth every time, and this will give them practice handling and documenting situations in which the donor may not cooperate or something unexpected occurs.
 - a. Certified Training Solutions provides STT Instructor students with Obstacle Scenarios for use in their classes. If you do not have them, check your Resource page or email us to request the obstacle scenarios. You may also make up your own “obstacle scenarios”.
2. The student should use their checklist for conducting DOT alcohol screening tests, follow step-by-step, and complete a full test with their partner. They should act as if they are doing a test on a real person throughout the process.
3. Depending on their specific obstacle, the STT should document appropriately in the Remarks on the ATF, provide any appropriate warnings to the donor, and handle the situation according to the Regulations. Remember: The STTs role is to attempt to get a valid test completed. If they cannot do that (say due to lack of cooperation by a donor), they must give appropriate warnings and document appropriately.
4. Watch them closely to ensure they do not make mistakes. Provide guidance and direction, as needed. When each test is completed, check over their paperwork (ATF) to ensure it is error-free.
5. After successful completion of the Mock Test, allow the student(s) to initial the area in mock test #5. Suggestion: Also have them write in the ‘white space’ the test result (i.e. “Test Refusal, donor uncooperative” or “Donor would not sign Step 2 of ATF; test refusal” ...).

6. If students are 'paired up', make sure to have them switch roles for each mock test, so that each student acts as the STT and performs each mock test on their partner before moving on.

Suggested: Each student should keep Copy 1 of each completed ATF for their own training records.

Once all mock collections are completed, for all students, ensure each student has initialed by each mock test on their **Proficiency Demonstration Record form**, and that the Instructor/You have also initialed by each one. Then the STT student and the Instructor should sign and date the form. Collect these forms and provide copies, if desired, to each student of his/her form.

Ask if students have any questions before the final quiz. Answer questions.

(Optional: Quiz review with your students.)

Hand out your device Quiz. Check (grade) quizzes and ensure that each STT student passed with a score of 80% or better. (If anyone scores less than 80%, you may allow them to re-test after reviewing the material ... i.e. The package insert, the QAP, etc.)

You should only "Certify" students who exhibit a firm grasp of both the DOT rules and regulations, testing procedures, and the compliant use of their testing device.

Provide Certificates of Completion to each student that successfully completed the course/training. You should keep a copy of each person's Certificate in your own Trainer records.

Congratulations!

Notes:

STT Trainers should keep copies of all class paperwork, documentation, and certificate for each person they train for 5-7 years minimum.

If you need further assistance and/or guidance in your own training, please refer to the DOT rules, or you may call Certified Training Solutions for guidance. If you decide that you would rather have a professional trainer train your group/staff as STTs, we offer onsite and webcam training for additional fees. Please inquire.



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