

MONITOR INSTRUCTIONS FOR FILLING OUT COLLECTOR PROFICIENCY DEMONSTRATION CERTIFICATE

The “Collector Mocks Completion Certificate” provided in this course may be printed by the Monitor witnessing and attesting to the Collector Student’s mock collections.

It is the Collector student’s responsibility to ensure that they use a monitor who is properly qualified under the DOT rules.

Only after the qualified Monitor personally witnesses and documents the Collector’s five required, consecutive error-free mock collections, should the Monitor complete and sign the Collector’s certificate.

In addition to proof of completing proficiency and qualification training, the collector should keep a copy of the Mock Collections Documentation form (or other document attesting in writing that the mock collections were successfully completed error-free). It is recommended that collectors also keep a copy of each CCF used in training as further proof that they completed the required five mock collections error-free.

Certificate Sample:

<h1 style="margin: 0;">Certificate of Completion</h1>	
<p style="margin: 0;"><i>Awarded to</i></p> <hr style="width: 30%; margin: 0 auto;"/>	
<p style="margin: 0;"><i>For successful completion of</i></p>	
<p style="margin: 0;">Mock Urine Specimen Collections</p>	
<p style="margin: 0;">(Proficiency Demonstration)</p>	
<p style="margin: 0;">As required by 49 CFR Part § 40.33 (c)</p>	
<p style="margin: 0;">Department of Transportation (DOT) Regulations</p>	
<p style="margin: 0;">Qualified Monitor Signature: _____</p> <p style="margin: 0;">Monitor Printed Name: _____</p>	<p style="margin: 0;"><i>Awarded on</i> _____</p> <p style="margin: 0; font-size: small;">Expires five (5) years from the date above</p>