Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

How to Designate a Substance Abuse Professional

The Return-to-Duty Process

A driver with a verified drug and alcohol program violation is prohibited from performing safety-sensitive functions until he or she completes the return-to-duty (RTD) process. The driver must be evaluated by a substance abuse professional (SAP), who also oversees the driver's treatment and education plan. The driver selects his or her SAP, either from the list of DOT-qualified SAPs provided by his or her employer (as required per § 40.287), or based on his or her own research. Learn more about the RTD process. Before the SAP can record information relating to the driver's RTD status, the driver must send a request to designate his or her SAP in the Clearinghouse. Once the SAP approves the driver's request, the SAP will be able to enter RTD information about the driver.

How a Driver Designates a SAP

The instructions below walk through how to designate a SAP in the Clearinghouse. To complete this action, a driver must be registered in the Clearinghouse. A driver must contact a SAP and establish a relationship prior to designating him or her in the Clearinghouse. When coordinating with your chosen SAP, be sure they have registered for the Clearinghouse, as a SAP must be registered to accept your designation request and enter information about your RTD process.
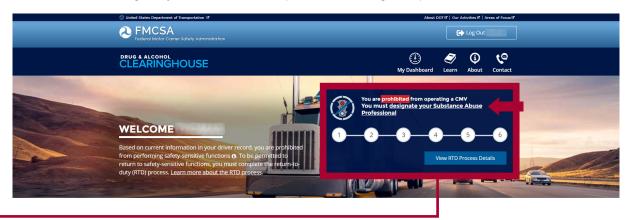
> ⚠ **NOT YET REGISTERED? VISIT THE REGISTER PAGE TO DOWNLOAD INSTRUCTIONS AND GET STARTED.**

1 **Log In and Access Your Driver Dashboard**
Visit https://clearinghouse.fmcsa.dot.gov. Click Log In and access the Clearinghouse using your login.gov username and password.

If you have a new violation in your Clearinghouse record, your Driver Dashboard will display a message prompting you to select a SAP. Click designate your substance abuse professional to begin the process.
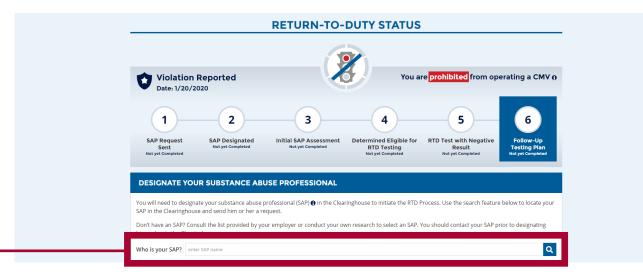
2 Designate Your SAP

Type the name of your SAP in the text box labeled Who is your SAP? If you enter enough characters of the SAP's name, a list of options will also appear.
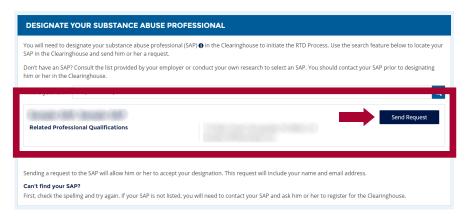
If you can't find your SAP, check the spelling and try again. Be sure to enter the name the SAP used to register in the Clearinghouse.

If your SAP is not listed, you will need to contact your SAP to ask him or her to register for the Clearinghouse.

RETURN-TO-DUTY STATUS

Violation Reported
Date: 1/20/2020

You are **prohibited** from operating a CMV ⓘ

1	2	3	4	5	6
SAP Request Sent	SAP Designated	Initial SAP Assessment	Determined Eligible for RTD Testing	RTD Test with Negative Result	Follow-Up Testing Plan
Not yet Completed	Not yet Completed	Not yet Completed	Not yet Completed	Not yet Completed	Not yet Completed

DESIGNATE YOUR SUBSTANCE ABUSE PROFESSIONAL

You will need to designate your substance abuse professional (SAP) ⓘ in the Clearinghouse to initiate the RTD Process. Use the search feature below to locate your SAP in the Clearinghouse and send him or her a request.

Don't have an SAP? Consult the list provided by your employer or conduct your own research to select an SAP. You should contact your SAP prior to designating him or her in the Clearinghouse.

Who is your SAP? | enter SAP name

Once you have identified your SAP, you will be prompted to send him or her a request. Review the displayed SAP information.

When you are ready to designate this SAP, click **Send Request.**

DESIGNATE YOUR SUBSTANCE ABUSE PROFESSIONAL

You will need to designate your substance abuse professional (SAP) ⓘ in the Clearinghouse to initiate the RTD Process. Use the search feature below to locate your SAP in the Clearinghouse and send him or her a request.

Don't have an SAP? Consult the list provided by your employer or conduct your own research to select an SAP. You should contact your SAP prior to designating him or her in the Clearinghouse.

Related Professional Qualifications   **Send Request**

Sending a request to the SAP will allow him or her to accept your designation. This request will include your name and email address.

Can't find your SAP?
First, check the spelling and try again. If your SAP is not listed, you will need to contact your SAP and ask him or her to register for the Clearinghouse.

Note: You cannot designate a different SAP in the Clearinghouse once the SAP accepts your designation request.

THE REQUEST HAS BEEN SENT

You will see a confirmation message once your SAP request has been sent. Your Driver Dashboard will indicate when the SAP approves this request and you are ready to move to the next step of the RTD process.
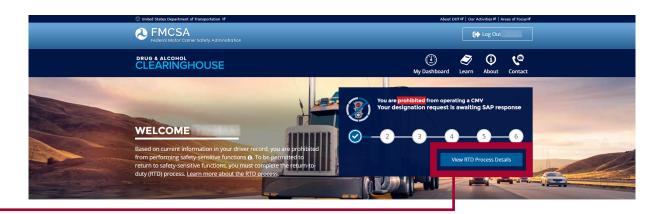
✅ **Request Sent**
Your designation request has been sent to the SAP. Your Driver Dashboard will indicate when the SAP accepts this request.

3 Return-to-Duty Status

Your Driver Dashboard will update to reflect that your request is awaiting a SAP response. For more detailed information, click View RTD Process Details.

Your return-to-duty status will reflect that your SAP request has been sent. This tracker will continue to display updates throughout your RTD process.

Once the SAP accepts the designation request, you will not be able to designate a different SAP. If, due to unforeseen circumstances, your designated SAP is not able to fulfill the requirements of overseeing your treatment and/or education plan, contact FMCSA for assistance.