

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: SAPs

Substance abuse professionals (SAPs) must be registered before they can be designated by a driver in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. A SAP should not confirm a designation without having established a working relationship with that driver. Once designated, a SAP can report in the Clearinghouse a driver's initial assessment completion date and the date a driver is eligible for return-to-duty testing.

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

1

Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration page. At the top, there are 'Register' and 'Login' buttons. Below the header, the main heading reads 'Register for the Clearinghouse now and be ready for implementation'. A red box highlights the 'Go to login.gov' button. To the right, there is a 'GOVERNMENT PERSONNEL' section with text: 'FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.' Below this, there is a 'Why register now?' section with three columns: 'DRIVERS' (steering wheel icon), 'EMPLOYERS' (truck icon), and 'SAPS & MROS' (organizational chart icon).



2

On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In** and **go to step 10**.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User login](#)

Email address

Password Show password

Sign In

Don't have an account? **Create an account**

[Sign in with your government employee ID](#)

[Back to The FMCSA Drug & Alcohol...](#)

[Forgot your password?](#)

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Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User login](#)

STEP 1 OF 4

Enter your email address

Email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

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Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit [www.login.gov/help](#)

[About login.gov](#) | [Privacy policy](#)



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Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

The screenshot shows the 'STEP 2 OF 4' screen titled 'Create a strong password'. It includes a success message: 'You have confirmed your email address'. Below this, it states: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. There is a 'Password' input field with a 'Show password' checkbox. The password strength is indicated as 'Great!' with a green progress bar. A blue 'Continue' button is at the bottom. There is also a link for 'Password safety tips' and a 'Cancel account creation' link at the bottom left.

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Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

The screenshot shows the 'STEP 3 OF 4' screen titled 'First authentication method setup (1 of 2)'. It includes the instruction: 'Add a second layer of security so only you can sign in to your account.' Below this, it states: 'You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.' There are five radio button options: 'Phone', 'Authentication application', 'Security key', 'Government employees', and 'I don't have any of the above'. Each option has a brief description. A blue 'Continue' button is at the bottom. There is also a 'Cancel account creation' link at the bottom left.



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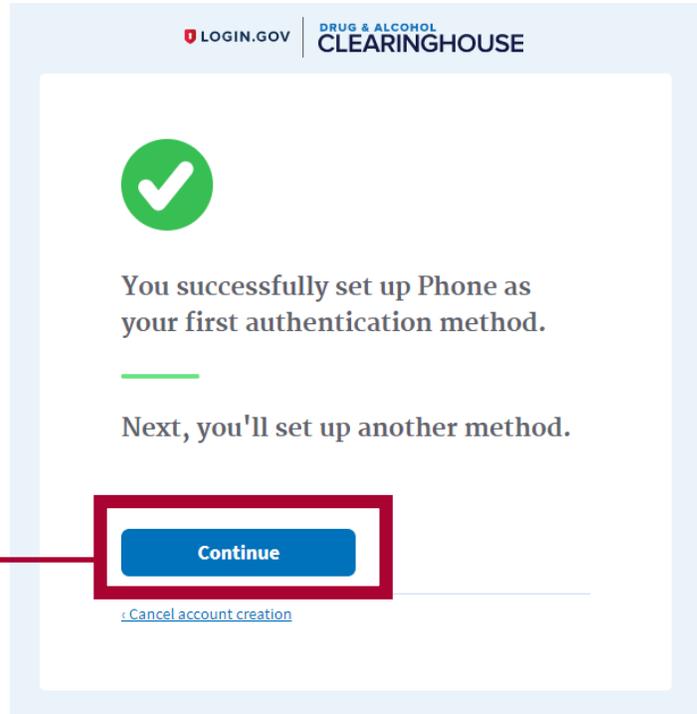
Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' of the registration process. At the top, it displays the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' title. The main heading is 'Enter your security code'. Below this, it states: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field, there is a 'Get another code' button with a refresh icon and a 'Remember this browser' checkbox. At the bottom, there is a link: 'Entered the wrong phone number? [Use another phone number](#)' and another link: '[Choose another option](#)'.



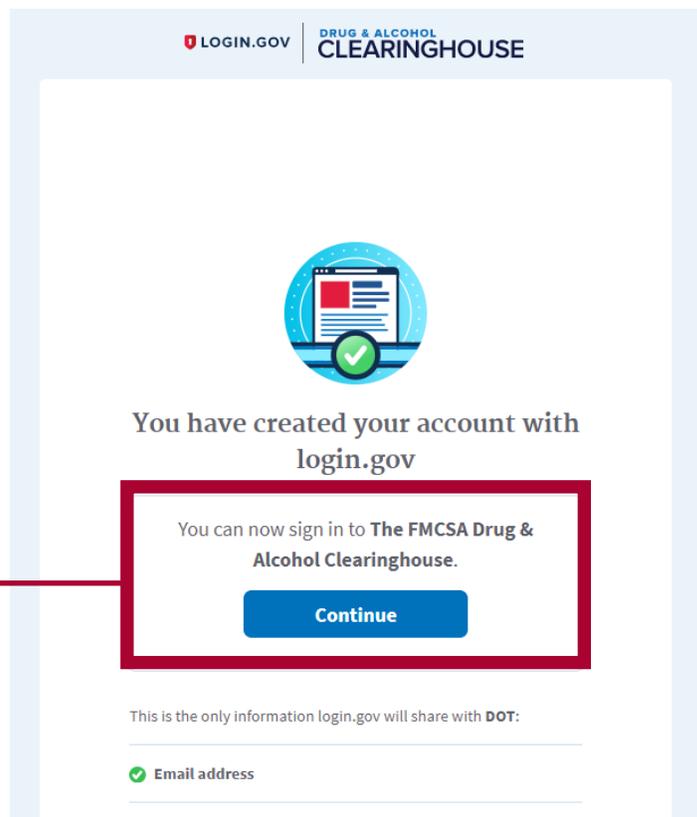
8

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**



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You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.





Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

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Select your role (**substance abuse professional**). To continue with registration, you must confirm that you are a credentialed SAP. **Check the box** to confirm that you are a credentialed SAP, and click **Next**.

If you are not a credentialed SAP, but will enter information in the Clearinghouse on behalf of a credentialed SAP, do not proceed with this registration. Contact the SAP that you will enter information on behalf of and request an invitation to register as a Clearinghouse Assistant for the SAP.

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[Register](#) [Login](#)

DRUG & ALCOHOL CLEARINGHOUSE

[FAQ](#) [About](#) [Contact](#)

Thank you! You are now logged into your login.gov account.
Follow the steps below to complete your Clearinghouse registration.

Do you need help? [Download step-by-step instructions for SAP registration.](#)

1 LOGIN.GOV **2** ROLE SELECTION **3** CONTACT INFORMATION **4** QUALIFICATIONS **5** TERMS & CONDITIONS

2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

Employer

Driver

Consortium/Third-Party Administrator (CTPA)

Medical Review Officer (MRO)

Substance Abuse Professional (SAP)

To complete your Clearinghouse registration you will need:

- Your SAP license information
- Confirmation of required training and examination, and basic knowledge as defined in § 40.281

Can you certify your SAP qualifications?
SAPs who use this registration process will be required to self-certify their qualifications and confirm their credentials and basic knowledge, as required by § 40.281.

SAPs can also invite users who will serve in an Assistant role. Assistants will enter information in the Clearinghouse on the SAP's behalf. If you are not a credentialed SAP, do not complete this registration. Contact the SAP you will work under and request that he or she send you an invitation to complete your Clearinghouse registration as a SAP Assistant.

Are you a credentialed SAP?
 Yes, I am a credentialed SAP.

[Next](#) [Cancel](#)



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Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

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Do you need help? Download step-by-step instructions for SAP registration.

1 2 **3** 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name/Phone/Email	Company Information
First Name	Affiliated Company Name
Middle Name (Optional)	
Last Name	Office Address
Phone Number	Street
Type	City
Alternate Phone Number (Optional)	Country
Type	State
	ZIP Code
Email Address (Login.gov Username)	Additional Address
user@company.com	<input checked="" type="checkbox"/> No additional address

Previous Next Cancel



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Enter your SAP credential information; select the plus sign to enter more credentials. **Check the box** to confirm you meet the basic knowledge criteria, as defined in § [40.281](#), and click **Next**.

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Do you need help? Download step-by-step instructions for SAP registration.

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LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

4. Qualifications (1 of 2)

To complete your SAP duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

SAP Credentials

You must have one of the following credentials, as defined in § 40.281. Select your credentials from the list below and where it was issued.

Credentials	Country	State
Select credentials	Select a country	Select a state

SAP Basic Knowledge Confirmation

You must confirm you possess the basic knowledge as described below, and as defined in § 40.281.

I confirm that I meet ALL of the SAP basic knowledge criteria listed below.

- I am knowledgeable about and have clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.
- I am knowledgeable about 49 CFR Part 40, the DOT agency regulations applicable to the employers for whom I evaluate employees, and the DOT SAP Guidelines. I keep current on any changes to these materials. I also subscribe to the ODAPC list-serve.

DOT agency regulations, DOT SAP Guidelines, and other materials are available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE., Washington DC, 20590, 202-366-3784, or on the ODAPC website.

Previous **Next** Cancel



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Check the boxes to confirm you meet the SAP training and examination, continuing education, and documentation requirements, as defined in § 40.281, and click **Next**.

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Do you need help? Download step-by-step instructions for SAP registration.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

4. Qualifications (2 of 2)

To complete your SAP duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

SAP Training and Examination Information

You must complete SAP qualifications and an examination as defined in § 40.281.

I have satisfactorily completed SAP qualification training on ALL of the following subjects:

- i. Background, rationale, and coverage of the Department's drug and alcohol testing program;
- ii. 49 CFR Part 40 and DOT agency drug and alcohol testing rules;
- iii. Key DOT drug testing requirements, including collections, laboratory testing, MRO review, and problems in drug testing;
- iv. Key DOT alcohol testing requirements, including the testing process, the role of BATs and STTs, and problems in alcohol tests;
- v. SAP qualifications and prohibitions;
- vi. The role of the SAP in the return-to-duty process, including the initial employee evaluation, referrals for education and/or treatment, the follow-up evaluation, continuing treatment recommendations, and the follow-up testing plan;
- vii. SAP consultation and communication with employers, MROs, and treatment providers;
- viii. Reporting and recordkeeping requirements;
- ix. Issues that SAPs confront in carrying out their duties under the program.

I have satisfactorily completed a SAP examination administered by a nationally recognized professional or training organization. The examination comprehensively covered all elements of qualification training listed above.

SAP Continuing Education

You must complete continuing education, as specified § 40.281.

I have completed the required continuing education within the 3-year period from the date on which I satisfactorily complete the SAP examination.

During each 3-year period from the date on which you satisfactorily complete the examination, you must complete continuing education consisting of at least 12 professional development hours (e.g., CEUs) relevant to performing SAP functions.

1. This continuing education must include material concerning new technologies, interpretations, recent guidance, rule changes, and other information about developments in SAP practice, pertaining to the DOT program, since the time you met the qualification training requirements of this section.
2. Your continuing education activities must include documentable assessment tools to assist you in determining whether you have adequately learned the material.

SAP Documentation

You must maintain proper documentation as specified in § 40.281. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or contemplating using your services.

I maintain documentation showing I currently meet all of the SAP license/credential, training and examination, and continuing education requirements. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or contemplating using your services.

Previous Next Cancel



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Review the Clearinghouse terms and conditions. **Check the box** to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows the FMCSA registration interface. At the top, there are 'Register' and 'Login' buttons. Below is the 'DRUG & ALCOHOL CLEARINGHOUSE' header with 'FAQ', 'About', and 'Contact' links. A progress bar indicates five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, QUALIFICATIONS, and TERMS & CONDITIONS (the current step). The '5. Terms and Conditions' section includes the 'FMCSA IT Rules of Behavior' and 'Drug and Alcohol Clearinghouse Terms of Use'. At the bottom, a red box highlights a checkbox labeled 'I affirm that all the information provided is true and accept all of the terms above' and 'I Agree' buttons.

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you can invite/manage your Clearinghouse Assistants, approve designations from CDL drivers, as well as report a driver's initial assessment completion date and the date a driver is eligible for return-to-duty testing.