

# 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 (CDL) 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.

Follow the steps below to register in the Clearinghouse as a SAP.

1

Visit <https://clearinghouse.fmcsa.dot.gov/> and click **Register**.

Use your Login.gov email address and password to log in. Or, if you need to create a new Login.gov account, do so now. You will automatically be brought back to the Clearinghouse to complete the registration process. For instructions, download the [Creating a Login.gov Account job aid](#).

The screenshot shows the homepage of the FMCSA Drug & Alcohol Clearinghouse. At the top, there is a navigation bar with the FMCSA logo and 'U.S. DOT Enforcement Users'. Below this is a dark blue header with 'DRUG & ALCOHOL CLEARINGHOUSE' and navigation links for 'Learn', 'About', and 'Contact'. The main content area features a large image of a commercial bus and the text 'Welcome to the Drug and Alcohol Clearinghouse'. Below this, there is a description of the clearinghouse as an online database. Two buttons, 'Register' and 'Log In', are prominently displayed. The 'Register' button is highlighted with a red box and a red line that connects to the number '1' in a red circle on the left side of the page. Below the buttons, there is a section titled 'What do you need to do?' with a list of actions: 'Record', 'Query', and 'Consent'. To the right of this list is a small image of three people in a vehicle and a list of icons with labels: 'Record', 'Consent', 'Query', and 'Safety'.



2

Once logged in to your Login.gov account, you will be asked to select your role. Select **Substance Abuse Professional (SAP)** 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 **Register as a SAP**.

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.

The screenshot shows the registration process for a Substance Abuse Professional (SAP) on the FMCSA Drug & Alcohol Clearinghouse. The page is titled "STEP 2 OF 6 Select Your Role". It features a progress bar with six steps: LOGIN.GOV, ROLE SELECTION (current step), IDENTITY VERIFICATION, CONTACT INFORMATION, QUALIFICATIONS, and TERMS & CONDITIONS. Below the progress bar, there are six role selection options, each with a radio button and an icon: Student Driver, Consortium/Third-Party Administrator (CTPA), Driver, Medical Review Officer (MRO), Employer, and Substance Abuse Professional (SAP). The "Substance Abuse Professional (SAP)" option is highlighted with a red box. Below the role selection options, there is a section titled "I will:" with four checked items: "Confirm my qualifications as a SAP, per § 40.281.", "Respond to driver designation requests.", "Report the date a driver's initial SAP assessment was completed.", and "Report the date a driver is determined eligible for RTD testing." Below this, there is a question "Are you a credentialed SAP?" with a checked "Yes, I am a credentialed SAP." option, also highlighted with a red box. At the bottom, there is a "Register as a SAP" button, also highlighted with a red box. A red line connects the number "2" in the top left to the "2" in the progress bar and the "Substance Abuse Professional (SAP)" role selection option.

United States Department of Transportation  
FMCSA  
Federal Motor Carrier Safety Administration

Register Log In  
U.S. DOT Enforcement Users

DRUG & ALCOHOL CLEARINGHOUSE  
My Profile Learn 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 2 3 4 5 6  
LOGIN.GOV ROLE SELECTION IDENTITY VERIFICATION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

**STEP 2 OF 6**  
**Select Your Role**

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

Student Driver Driver Employer  
Consortium/Third-Party Administrator (CTPA) Medical Review Officer (MRO) Substance Abuse Professional (SAP)

**I will:**

- ✓ Confirm my qualifications as a SAP, per § 40.281.
- ✓ Respond to driver designation requests.
- ✓ Report the date a driver's initial SAP assessment was completed.
- ✓ Report the date a driver is determined eligible for RTD testing.

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

Register as a SAP

If you will use the Clearinghouse on behalf of a credentialed SAP, request the SAP send you an invitation to register as their SAP Assistant ([download the job aid](#)).



3

The next step in the Clearinghouse registration process is to verify your identity. This step protects your data and ensures secure access to Clearinghouse information.

For instructions on this step, see the [Clearinghouse Identity Verification job aid](#). When you have successfully verified your identity, **check the box** and click **Next** to continue.

The screenshot shows the FMCSA Clearinghouse registration interface. At the top, it says "United States Department of Transportation" and "FMCSA Federal Motor Carrier Safety Administration". There are "Register" and "Log In" buttons for "U.S. DOT Enforcement Users". Below the header is a progress bar with six steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. IDENTITY VERIFICATION (highlighted), 4. CONTACT INFORMATION, 5. QUALIFICATIONS, and 6. TERMS & CONDITIONS. The main heading is "STEP 3 OF 6 Verify Your Identity". The text explains that FMCSA has implemented a new identity verification process for security. It provides four numbered instructions: 1. Have government-issued ID ready. 2. Use mobile camera to scan QR code. 3. QR code links to mobile app. 4. Click "Next" after successful verification. A QR code is shown on the right with the text "Click here if on mobile device". At the bottom, a form asks "Have you completed FMCSA Identity Verification?" with a checked checkbox and "Yes, I have followed the steps above and completed FMCSA Identity Verification." Below the checkbox are "Previous", "Next", and "Cancel" buttons. The footer contains contact information for the U.S. Department of Transportation and social media icons.



**4**

Enter your contact information and your company information and click **Next**. All fields are required unless otherwise noted. The following fields will be pre-filled and cannot be modified:

- **Name:** First Name, Middle Name, and Last Name are pulled from the information on the document you scanned in the Identity Verification step.
- **Email:** Email Address (Login.gov Username) is the email address you used to log in. If you plan to use a different email address for your Clearinghouse work, you will need to add this email address to your Login.gov account and begin registration again, using the new email address to log in.

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Federal Motor Carrier Safety Administration

Register | Log In  
U.S. DOT Enforcement Users

**DRUG & ALCOHOL  
CLEARINGHOUSE**

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

1 LOGIN.GOV

2 ROLE SELECTION

3 IDENTITY VERIFICATION

4 CONTACT INFORMATION

5 QUALIFICATIONS

6 TERMS & CONDITIONS

**STEP 4 OF 6**  
**Contact Information**

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

**Name/Phone/Email**

First Name  
ELIZABETH

Middle Name (Optional)  
ANNE

Last Name  
HACKER

Phone Number Type

Alternate Phone Number (Optional) Type

Email Address (Login.gov Username)  
11cee81b-68d0-40d0-815d-7bd2c042029a@example.com

**Company Information**

Affiliated Company Name

**Office Address**

Street

City

Country State ZIP Code

Select a state

**Additional Address**  No additional address

Previous

Next

Cancel

U.S. DEPARTMENT OF TRANSPORTATION  
**Federal Motor Carrier Safety Administration**  
1200 NEW JERSEY AVENUE, SE  
WASHINGTON, DC 20590  
202-366-4000

Subscribe To Email Update



5A

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

United States Department of Transportation

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Register Log In  
U.S. DOT Enforcement Users

DRUG & ALCOHOL CLEARINGHOUSE

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

LOGIN.GOV ROLE SELECTION IDENTITY VERIFICATION CONTACT INFORMATION **QUALIFICATIONS** TERMS & CONDITIONS

**STEP 5 OF 6**  
**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



5B

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**.

United States Department of Transportation

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Register Log In  
U.S. DOT Enforcement Users

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

1 2 3 4 5 6  
LOGIN.GOV ROLE SELECTION IDENTITY VERIFICATION CONTACT INFORMATION QUALIFICATIONS TERMS & CONDITIONS

### STEP 5 OF 6 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. I 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



6

Review the Clearinghouse terms and conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

### STEP 6 OF 6

#### Terms and Conditions

##### FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at [FMCSASecurity@dot.gov](mailto:FMCSASecurity@dot.gov).
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
  1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
  2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
  3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
  4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
  5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

##### Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).

I affirm that all the information provided is true and accept all of the terms above.

## 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. For instructions, download the How to [Report RTD Information job aid](#).