

## DOT Specimen Collector “Proficiency Demonstration” Web Cam Training Requirements

YOU MUST AGREE TO ALL TERMS WITHIN THIS DOCUMENT AND ENSURE THAT YOU MEET ALL REQUIREMENTS (TECHNOLOGY AND SUPPLIES) BEFORE SCHEDULING WEBCAM TRAINING.

- (1) For the web-cam training, you must have a high-speed internet connection available that will not be interrupted, along with a good computer/laptop to connect to your Instructor (computer should be no more than 2-3 years old).
- You should have a hard-wired internet connection (like the computer plugged in with an Ethernet cord).
    - Due to the ‘up and down’ nature of Wi-Fi, Wi-Fi is not recommended.
    - Mobile hot spots are not acceptable for webcam training and do not provide a reliable connection to allow the class to proceed.
  - On your end, you must also have a good, movable web cam. [A web cam integrated in a laptop or on a computer monitor is not acceptable, as it does not allow the Trainer to see everything they need to see, such as having you move the camera to different angles and locations while they watch your required mock tests and view your completion of the necessary forms.] It needs to be at least 30 FPS video resolution.
    - You can typically find reasonably priced web cams at WalMart or Best Buy for under \$40.
  - An iPad or tablet is NOT acceptable (causes the picture to be too pixelated).

**IMPORTANT:** You should work with your IT Department in advance to ensure that all firewalls are “off” or set to allow you to access outside websites, services, internet videos, etc. BEFORE the date of the training. We will not have time to deal with firewall issues on the day of training. If we are unable to complete the class at the scheduled date & time due to security settings, firewalls, inadequate connections or equipment on your end, no refund will be provided and another class date and time must be scheduled – and paid for again.

(2) You can get a camera with a built-in microphone, or you can attach a separate microphone to your computer (this is preferred) if one of sufficient quality is not built in. And you will also need adequate speakers to hear me on your end. [We must be able to talk to and hear each other.]

(3) We will use ZOOM.US for the webcam session. The day of training, you will be emailed a link to click to log on to the session with your Instructor.  
As a back-up: If you do not already have one, you should create a Free Skype account and download Skype onto the computer you will be using for our web cam training. I will need to know your Skype user name, so I can send you a contact request. Please let me know what your user name is (or will be, once you create it).

- A “test” call with all students will be made a few days in advance of the scheduled training to ensure that the student(s) have properly working equipment and connections on their end.

(4) It is ideal to have 2 students taking the class(es) on your end. If I will be training only one student, during the portion of the class in which we do the “mock collections”, your student will need another person to act as the subject/donor being tested. This person must be readily available for the duration of the class.

(5) Specimen Collector proficiency training via web cam is about 3.5 to 4.5 hours – the same as a face-to-face class. It may take longer if we experience technical difficulties. (Instructors are in various time zones, but we can be flexible with scheduling.) The student should not be interrupted during their web cam training session or expected to do “other work”.

(6) The student must provide class materials on their end. Some forms/paperwork are either emailed or shipped to the student in advance. The student must have immediate access to a printer, fax, and telephone during the entire training session. The Instructor must be provided with a telephone number (such as a cell) that the Instructor can call instantly during the class if we lose connection on webcam.

The exam(s) are typically sent in sealed envelopes or emailed and password-protected. Exams are to be opened in front of the web cam, under the Instructor’s supervision, only when directed. The instructor watches the student take the exam and, when completed, the student must immediately fax (or scan and email) the exam back to the Instructor.

(7) The cost of the Specimen Collector training class is as follows:

- **One Person (1 student): \$350.00**

Note: If there is only one student taking the class, you must have another person to sit with the collector student and act as their ‘donor’ during the class.

- **Two People (2 students at same time/same session): \$250.00 each**

This fee does NOT include the required Online Procedures Training course, which must be completed in advance of the webcam proficiency training class (\$89.99 for Regular Collector training; \$179.99 for Collector Train-The-Trainer). It is expected that all students wishing to complete the 2<sup>nd</sup> portion of the DOT-required training for specimen collectors (the proficiency demonstration) via webcam already have a thorough knowledge of the DOT’s Collection Procedures and the regulations pertaining to such. Therefore, completion of the 1<sup>st</sup> training component (the online Procedures Course) must be completed (and the Regulations require that the 1<sup>st</sup> component is completed within 30 days prior to the Proficiency Demonstration training, your webcam session).

The fee must be paid in advance to secure your requested training date. We accept credit cards.

(8) Supplies you must have on your end include:

- At least 12 Federal Custody and Control Forms (CCFs). These must be the official DOT CCFs (5-part carbonless copy forms obtained from your HHS-accredited lab).
- At least 12 Split Specimen collection kits (DOT) from your lab.
- Ballpoint pens, highlighter, and Sharpie marker.
- One of the following, (either A or B)
  - (A): Five ‘donors’ (for each collector student) who will urinate for the student during the class time and fill out the paperwork, pretending to be the real donor for the 5 required mock collections (make sure there is a restroom very closeby!); or
  - (B): A way to make ‘fake urine’ and one ‘donor’ that acts as the person you will be collecting from for the duration of training. (To make fake urine, you must

have a way heat it – such as a microwave or a hotpot – and a pitcher and cup for mixing the fluid to get correct temperature readings. You can use water with a splash of coffee or dark-colored soda pop to make it seem authentic. If using this method, please practice in advance heating and mixing the water to ensure that you are able to quickly get temp readings on the cups. We don't want to waste instructor/class time with students trying to figure out for the first time how to get proper temp readings if using fake urine.)

- It is **very important** that you practice several mock collections in advance – on your own -- by following the collection checklist provided in your online procedures course, step-by-step, to ensure that you are fully prepared to immediately and flawlessly perform your required mock collections under the instructor's observation when your webcam class starts.

**IMPORTANT NOTICE:** Upon purchase of webcam training, customer agrees to have all required materials, supplies, and technical requirements in place, fully functional, and ready at the scheduled training date/time. At the start of the webcam training session, if the Instructor finds that the student(s) are not prepared for webcam training and cannot meet all technical requirements and/or do not have all required supplies needed for training, the training session will need to be rescheduled, and the webcam training fee must be paid again. (We apologize for this, but we hope you understand that we have set aside time for you and scheduled an instructor for your entire training session. The instructor's time must still be compensated, and we cannot lose money due to lack of preparation on the students' end.) To alleviate this situation, we send out emails and information outlining, in detail, the student(s) requirements that must be lined up & obtained on the trainee's end before the training. It is the student/trainee's responsibility to ensure they meet these requirements. If you must re-schedule/change a session, to avoid a cancellation penalty, the session must be rescheduled no later than seven (7) days prior to the currently scheduled training date.

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If you do not have your account set up yet a HHS-Accredited Laboratory, you may find the list of accredited labs at:

<http://www.dot.gov/odapc/labs>

You may choose any laboratory you wish; however, we have found the following laboratory easy to work with:

**Aegis Sciences Corporation**

Kyle Killett, Regional Sales Manager

515 Great Circle Rd.

Nashville, TN 37228

Direct: [615.545.7357](tel:615.545.7357) Toll Free: [800.533.7052](tel:800.533.7052)

If you wish for **Certified Training Solutions** to supply you with Federal CCFs and Collection kits for your webcam training, you may order a training supply of kits and forms from us for \$35.00 for 10 kits and 10 forms.