**How to Train Your Specimen Collectors**

 **…some recommendations from your instructor**

Remember, there are two components to Specimen Collector training for DOT drug testing.

(1)

For **component 1**, purchase an online Collector procedures course from Certified Training Solutions for each Collector that you want to train/certify. You will get these at a DISCOUNT. See your Trainer Resources Page for more info and link to purchase at a discount. You may also purchase these discount courses by phone (call 307-640-5859). Remind whoever you speak with that you completed our Trainer course and that you qualify for the discount price to purchase these courses.

The link to purchase discount courses online is at:

<http://www.certifiedtrainingsolutions.com/dot-specimen-collector-training-payment-69.html>

(2)

For **component 2**, we recommend scheduling a half-day, hands-on class. Be sure you have all your supplies (Federal CCFs, DOT split kits, a way to heat the “urine”, etc.)

Note: The Trainer/Training detailed class instructions are provided on your *Instructor Resource Page* will ‘walk you through’ teaching your hands-on class

Note: You will need to have your own supply of Federal kits and forms (likely from your HHS-accredited laboratory) for training your folks. We do not have enough training supplies to provide them to anyone other than those that we directly do the hands-on training for.

After your Collector trainees successfully complete both components of the training, issue a Certificate to each of them (keep a copy for yourself of the Certificate and all of the Collectors’ training records).

All forms/paperwork (including the blank Certificate for you to complete) are on your Trainer Resources page. (A link & password to this page will be emailed to you after you complete your hands-on training.)