

# Breath Alcohol Technician (BAT) Course Outline

## Certified Training Solutions

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This course contains an Introduction and seven (7) learning units [also called modules in the learning management system]. There is a quiz after each Unit. The Learner must pass each quiz with a score of 80% or better.

**Bonus:** This course also includes an 8<sup>th</sup> module outlining the requirements for the BAT's proficiency demonstration, along with free documentation forms for completing the Device Proficiency Training with your qualified Trainer. Certified Training Solutions' qualified Instructors also provide Instrument Proficiency Training on select devices for an additional fee.

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### Introduction and Definitions

#### Module 1: Introduction and Overview

- The alcohol misuse rules.
- Who is affected by the alcohol misuse rules.
- The operating administrations of the Department of Transportation
- The types of testing are required.
- What conduct is prohibited by employees.
- What the consequences are to employees for violating the rules.
- What the training requirements are for: qualification training, refresher training, and error-correction training.

#### Module 2: EBT Methodology

- What devices you may use for breath alcohol tests.
- The different types of breath testing devices.
- How a breath testing device measures alcohol concentration.
- How results using an EBT are interpreted.

#### Module 3: Preparing for Testing, EBT Functional Requirements, Quality Assurance Plans (QAPs) for EBTs, The Alcohol Testing Location, and Introduction To The ATF

- The functional requirements that EBTs must meet.
- Be able to explain what a Quality Assurance Plan (QAP) is.
- What the requirements are for your alcohol testing location.
- What the Alcohol Testing Form (ATF) is.

**Module 4: The first steps for breath testing, Conducting a screening test on an EBT that does not meet requirements for a confirmation test, Conducting a screening test on an EBT that does meet requirements for a confirmation test, Completing a screening test, Completing the Alcohol Testing Form (ATF)**

- The first steps and procedures used for conducting alcohol screening tests
- How to conduct a screening test on:
- A device that does not meet the requirements for a confirmation test, and
- A device that does meet the requirements for a confirmation test.
- How to properly complete a screening test and document appropriately on the ATF, including how to document the test results

**Module 5: Conducting a Confirmation Test**

- How to properly conduct and document a confirmation test.
- What a properly completed ATF looks like.
- How to transmit results to the DER.
- How to handle certain problem situations in the testing process.

**Module 6: Obstacles to Completing a Test**

- How to properly handle and document test refusals and uncompleted tests.
- The procedures if an employee cannot provide an adequate amount of breath.
- The procedures for invalid or cancelled tests.

**Module 7: Disclosure of Information and Keeping Records**

- What records must be maintained
- How long you must keep certain records
- What the procedures are for maintaining and disclosing records on EBTs, BATs, and employee test results

**Module 8: Proficiency Training in Your Device (informational Section Only)**

- The Device Proficiency Training must be completed with a qualified Trainer on the specific device you will use for DOT testing. This online course does not include your device proficiency training; however, this module includes the details you need to know and documents you may want to use in your training.
- Certified Training Solutions offers instrument proficiency demonstration training on select devices either via web cam or live. Please contact us if you would like a price quote for Device Proficiency Training. Email: [Admin@CertifiedTrainingSolutions.com](mailto:Admin@CertifiedTrainingSolutions.com)

Note: The course is self-paced, so actual completion times may vary by Learner. However, the course is expected to take the average person about seven (7) hours to complete.