

2009 Registration Form

CDL Drug and Alcohol Testing

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Workshop Locations:

Please be sure to mark the workshop you wish to attend.

- November 5/ Lackawanna County**
- November 6/ Lycoming County**
- November 9/ Crawford County**
- November 10/ Bedford County**

Registration Fee:

(includes tuition, materials and break)

\$50

Register Online at www.psats.org
or send registration and fee
(checks made payable to PSATS) to:
**The Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025



Pennsylvania State Association of
Township Supervisors
4855 Woodland Drive
Enola, PA 17025



RETURN SERVICE REQUESTED



CDL Drug and Alcohol Testing Supervisory Training

November 2009

CDL Drug and Alcohol Testing Supervisory Training

All employers with full- or part-time CDL employees are required by state and federal law to participate in a drug and alcohol testing program. Employers must also train all supervisory personnel in handling suspected or verified cases of on-the-job drug and/or alcohol use.

This workshop has been designed to address these federal requirements by providing supervisory personnel and employees with a working understanding of the state and federal CDL regulations, including the application of on-the-job probable cause procedures.

Participants will learn what to do if they suspect or verify that an employee is under the influence of drugs and/or alcohol while performing CDL duties. Each participant who completes the workshop will receive a certificate of attendance at supervisory personnel training for permanent retention in their employer's files.

Note: This workshop will also review the recent federal changes to the time limits for driving commercial motor vehicles.

Instructor

- **James Wheeler,**
Manager, CDL Program
PA State Association of Township Supervisors

Who Should Attend

This training is required at least once for all personnel who have any supervisory responsibilities for CDL employees. However, all CDL employees can benefit from attending this workshop.

Dates & Locations

If you need directions to any of the workshop locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **November 5, 2009 (Thursday)**
LACKAWANNA COUNTY
Ramada
820 Northern Boulevard
Clarks Summit, PA 18411
(570) 586-2730
www.ramadacls.com
- **November 6, 2009 (Friday)**
LYCOMING COUNTY
Holiday Inn Downtown
Williamsport
100 Pine Street
Williamsport, PA 17701
(570) 327-8231
- **November 9, 2009 (Monday)**
CRAWFORD COUNTY
Days Inn and Conference Center
18360 Conneaut Lake Road
Meadville, PA 16335
(814) 337-4264
www.daysinn.com
- **November 10, 2009 (Tuesday)**
BEDFORD COUNTY
The Arena
4407 Business Route 220N
Bedford, PA 15522
(814) 623-8074

Please note that a CDL Records Management Class will be held in each location in the afternoon of this training.

Elected officials that hire CDL employees could be deemed "supervisory personnel" and thus be required to take this training. Newly elected officials from municipalities with CDL employees are encouraged to attend, as should any other elected official or management employee who has not yet received this training.

Course Schedule

- **8:30 a.m.** Registration
- **9:00 a.m.** Program Begins
- **12:00 p.m.** Adjourn

Registration Information

The registration fee for this workshop is \$50 per person, which includes tuition, materials and break.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to 'PSATS' and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.psats.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at www.psats.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.psats.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$15 penalty. Those received within 48 hours of the session forfeit the full registration fee.

Accessibility & Other Needs

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

We will do everything possible to hold all scheduled classes. In the event of inclement weather at a specific location, please verify that the course is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop. If the course is cancelled due to weather, we will notify you as soon as possible to alert you of the rescheduled date.

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