



## HOW TO BE NOT PROHIBITED AFTER A CLEARINGHOUSE VIOLATION

### \*\*\*UNEMPLOYED DRIVER PROCESS\*\*\*

1. ENSURE THE VIOLATION WAS CORRECTLY REPORTED.
2. SELECT A SAP – ASK FOR A COPY OF THEIR CURRENT SAP CERTIFICATE
3. DESIGNATE THE SAP IN YOUR CLEARINGHOUSE PORTAL – THE SAP MUST BE REGISTERED IN THE CLEARINGHOUSE AS A DOT-QUALIFIED SAP.
4. COMPLETE THE INITIAL SAP ASSESSMENT – AT THE END THE SAP MUST SPECIFY TREATMENT OR A DRUG/ALCOHOL EDUCATION PLAN.
5. COMPLETE THE TREATMENT OR DRUG/ALCOHOL EDUCATION
6. RETURN TO THE SAP FOR THE FOLLOW UP ASSESSMENT
7. OBTAIN COPIES OF THE INTIAL AND FOLLOW UP REPORTS FROM THE SAP; YOU ARE NOT ALLOWED TO SEE THE FOLLOW-UP TESTING PLAN.
8. REGISTER IN THE CLEARINGHOUSE AS AN EMPLOYER AND SELECT “REGISTER AS AN EMPLOYER AND DRIVER”
  - A. SELECT NO FOR “DO YOU HAVE/NEED A DOT NUMBER?”
  - B. SELECT NO FOR “DO YOU HAVE/NEED A CLEARINGHOUSE PORTAL?”
  - C. SELECT YES FOR “ARE YOU AN OWNER OPERATOR
9. DESIGNATE YOUR C/TPA AND CHECK THE THREE BOXES
10. PROVIDE C/TPA WITH YOUR SAP DOCUMENTS
11. C/TPA WILL SCHEDULE YOUR RETURN TO DUTY DRUG TEST
12. C/TPA WILL REPORT THE NEGATIVE TEST RESULT TO THE CLEARINGHOUSE
13. LOG INTO YOUR CLEARINGHOUSE ACCOUNT AND VERIFY YOU ARE NOT PROHIBITED.
14. CONTACT YOUR STATE LICENSING DEPARTMENT TO VERIFY THE DOWNGRADE PROCESS HAS BEEN STOPPED AND YOUR CDL IS ACTIVE.