

**BUREAU OF MOTORIST COMPLIANCE  
GUIDELINES FOR ADVANCED TRAINING**

Advanced training for DUI staff to maintain their certification requirements may be obtained through the following means:

1. Successful completion of an approved training event conducted by an authorized provider. Provider status is secured through the Bureau of Motorist Compliance.
2. Successful completion of a training event conducted by the Southeastern DUI Offender Systems Conference.
3. Successful completion of a training event offered for Category I credit by sponsors approved by the American Psychological Association and is substance abuse oriented and has received prior approval by the Bureau of Motorist Compliance.
4. Successful completion of certain substance abuse events sponsored by the National Council on Alcoholism and Drug Dependence, the National Highway Traffic Safety Administration, the Southeastern Conference on Alcohol and Drug Abuse (SECAD), Hazelden, the National Institute on Alcohol Abuse and Alcoholism, the Southeastern DUI Offender Systems Conference, and the National Institute on Drug Abuse. There must be prior approval by the Bureau of Motorist Compliance to receive certification credits for the event.

Documentation of Training

Regardless of the provider, the certified individual is responsible to submit to this office the documentation of attendance at that training. The documentation must include the following:

- a. Provider name
- b. Name of participant and certification number
- c. Title of event
- d. Date event began and date ended
- e. Contact hours (1 hour = 50 minutes)
- f. Letter or certificate of completion
- g. Level of certification requested for each event

The documentation must be received in this office no later than December 15 each year. It is recommended, however, that the documentation be submitted within 30 days following the training event.

#### Application for Provider Status

An individual or organization, including a DUI program, may apply for provider status. Only applicants planning to provide DUI specific information at an advanced level will be considered. The application is made to the Bureau of Motorist Compliance using the packet provided. The application packet is available by contacting that office at (850) 617-2505 or writing to Bureau of Motorist Compliance, Department of Highway Safety and Motor Vehicles, Room B-211, Tallahassee, Florida 32399-0571.

The applicant must submit the required application for provider status and all reference material. The application must also include the proposed evaluation form to be used by the provider for each event. A signed agreement must be submitted which binds the provider to the guidelines and the information presented on the application. A person in the provider organization must be identified to serve as the education director. Attendance must be documented at each event and the records (evaluation forms, attendance sheets, etc.) must be maintained for a period of three years by the provider organization. An identified monitor/track dean must be present at each approved individual training event sponsored by the provider organization.

Once the provider status is obtained, the provider is required to submit for each event they wish to conduct, an individual event application for approval. The application provides information on that specific trainer, the learning objectives of the course, and the agenda content toward those objectives. A decision will be provided no later than 60 days after the application is received by the Bureau of Motorist Compliance.

Once approval of a specific trainer and training event is granted, no revision to content, title, objectives, handouts, videos, etc. may be made without the prior approval of the Bureau of Motorist Compliance.

Dissemination of Information

The application for provider status is available in this office. Once the provider is accepted and the individual offerings approved, this office will include the approved training events in mailings to the DUI program. This listing will also be advertised in the DUI Tieline, and the newsletter for the Certification Board for Addiction Professionals of Florida. In addition, DUI program staff may call this office for this information.

Assistance Toward Certification

Assistance can be provided to an applicant toward the completion of the packet.

Certification of Other Offerings

If a certified DUI person becomes aware of a training event conducted by an organization (as identified on page 1, #4) that does not hold provider status with this office, a request may be submitted for approval prior to attendance.

This request must be made on the Application for Conference Approval providing information on the trainers, the objectives, the agenda, etc. That application can be obtained by contacting this office. The staff will review this for approval/disapproval. Notification will be provided no later than 60 days after the request is received. **Applications from non-providers will be restricted to ensure quality control of the training.** Examples of events in this category of non-provider status could be a conference conducted by the National Highway Traffic Safety Administration or the annual conference conducted by the National Council on Alcoholism and Drug Dependence.