**DRUG AND ALCOHOL TESTING PROGRAM**

**TRAINING FOLDER**

This folder should contain all Federal Transit Administration Drug and Alcohol Testing Program training documentation: copies of all certificates, sign-in sheets, training outlines, and agendas.

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| **FOLDER CONTENTS** | |
| 1. Required Safety-Sensitive Training  2. Refresher / Update Training | 3. Reasonable Suspicion Determination Training  4. Management Training |

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| **RETENTION OF RECORDS** |
| All training records must be retained a minimum of **Two Years.**  **Best practice is to maintain all training records throughout period of employment.** |