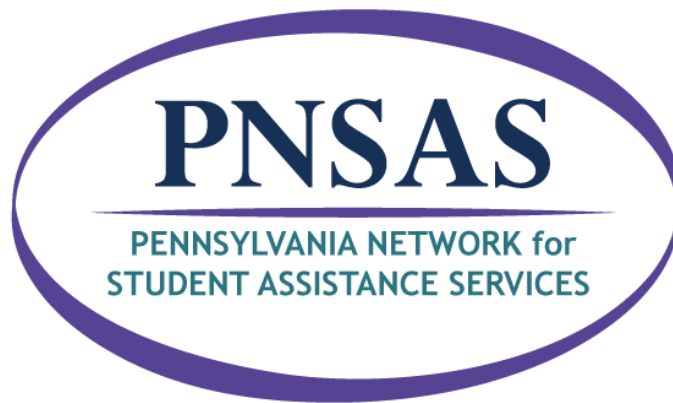


2025-2026

**Pennsylvania Approved SAP Training Provider
(PASTP)**

Handbook & Agreement



Pennsylvania Network for Student Assistance Services (PNSAS)

Interagency Committee

Department of Drug & Alcohol Programs * Department of Education * Department of Human Services

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I. PREFACE

The Pennsylvania Network for Student Assistance Services (PNSAS) is responsible for the implementation and oversight of SAP and SAP Training in Pennsylvania. PNSAS includes the following:

1. **Interagency:** Representatives from the Department of Drug and Alcohol Programs, Department of Education, and Department of Human Services.
2. **Regional Coordinators:** Regional Coordinators assist with implementation and provide technical assistance at the county and local levels. A map of the SAP regions which includes the list of Interagency members, and the Regional Coordinators can be found on the PNSAS website at <https://pnsas.org/PNSAS>.
3. **PA Approved SAP Training Providers (PASTPs):** These trainers provide the PNSAS approved SAP training at the local level across the Commonwealth. For purposes of this document, “PASTP” refers to the PA Approved SAP Training Providers.

SAP Training is required of any individual that sits on a SAP team. The PASTPs provide the approved PNSAS SAP K-12 Training throughout the state. See the current list of PASTPs on the PNSAS website Calendar and Events tab: <https://pnsas.org/Calendar-Events>.

II. PASTP GUIDELINES

A. Requirements

As set forth by the PNSAS Interagency Committee, your agency agrees to the following assurances to maintain status as a PA Approved SAP Training Provider (PASTP):

1. Train to fidelity and adhere to PNSAS-SAP K-12 Training design, as well as procedure guidelines established and outlined in this handbook.
2. Utilize the most current PNSAS-SAP K-12 Training materials, including trainer and participant LiveBinders, training welcome and follow-up email templates, facilitator guide, training slides, activity packets, resources, and evaluation. Training materials cannot be altered or used outside of SAP training, and additional materials (e.g, resources, brochures, PowerPoints, curriculum etc.) cannot be added or disseminated.
3. Ensure training team members promote SAP best practices as outlined by PNSAS.
4. Maintain training team members status that meets PNSAS established qualifications and is approved prior to conducting training.
5. For your agency to maintain training status, conduct a minimum of one (1) SAP training July 1, 2025- June 30, 2026.
6. For your training team members to maintain training status, they must be present for an entire training and provide at least 25% of the content.

7. All training team members are required to attend the PASTP virtual meeting on April 30, 2026, 9:00 am -3:00 pm. In the event of an agency not having any training team members, then an agency representative must attend.
8. Participate in PNSAS staff observations during 2025-26.
9. Submit training dates on the “Event Template” tab of the Event Template and Spreadsheet to RA-PWOMHSASStudentAssPr@pa.gov and copy your Regional Coordinator a minimum of forty-five (45) days in advance of SAP training.
10. Complete and submit the “Training Spreadsheet” and “Agenda” tab of the Event Template and Spreadsheet to your Regional Coordinator, ralves@pa.gov, and RA-PWOMHSASStudentAssPr@pa.gov no later than one (1) month after each training in order to secure Act 48 or Act 45 credit hours and PNSAS SAP K-12 Training certificates.

B. Online Training

All PASTPs have the option to provide PNSAS SAP K-12 Training online. PNSAS does not permit the recording of online training.

C. Agency Contracted Services

PASTPs can utilize qualified personnel, either by employment or contract, to carry out the required SAP training. Below is a chart of specific areas that can and cannot be contracted.

Services	Allowable Contracted Services	Non-allowable Contracted Services
Administrative tasks such as printing manuals, materials, etc.	✓	
Training venue	✓	
Food	✓	
Registration	✓	
Training team members(s)*	✓	
Oversight and management of all training details (other than what is listed above)		✓
Communication with PNSAS (including submission of Combined SAP Training Event Template and Spreadsheet)		✓
Receiving payment for SAP Training		✓

*Training team members are permitted to contract with only one PASTP. In an emergency, training team member(s) from one PASTP can cover in the absence of another PASTP’s training team member(s). PASTPs must inform their Regional Coordinator in advance of any training where a training team member from another PASTP will be covering for their training team member due to an emergency.

D. Event Template and Spreadsheet.

PASTPs are required to submit an Event Template with completed information for each training a minimum of forty-five (45) calendar days in advance of the scheduled training date. The training

dates will be posted on the PNSAS website. Any changes to the training information must be submitted on a revised template as per instructions on the form. This includes cancellations due to inclement weather, scheduling, or changes in location.

E. Required Meeting

All training team members are required to attend the PASTP virtual meeting on April 30, 2026, 9:00 am - 3:00 pm. In the event of an agency not having any training team members, then an agency representative must attend.

F. Training Team Members

The agency will follow the Training of Trainers (TOT) application and process established.

III. TRAINING TEAM REQUIREMENTS

All training team members must:

1. Complete the SAP TOT and have a current SAP training certificate for two-day training design (or have an exemption letter from PASTP).
2. Sign the 2025-26 agreement and provide their email contact.
3. Train to fidelity and adhere to PNSAS-SAP K-12 Training design, as well as procedure guidelines established and outlined in this handbook.
4. Utilize the most current PNSAS-SAP K-12 Training materials, including trainer and participant LiveBinders, training welcome and follow-up email templates, facilitator guide, training slides, activity packets, resources, and evaluation. Training materials cannot be altered or used outside of SAP training, and additional materials (e.g., resources, brochures, PowerPoints, curriculum etc.) cannot be added or disseminated.
5. Attend the PASTP virtual meeting on April 30, 2026, 9:00 am - 3:00 pm.
6. Be present for an entire training and provide at least 25% of the content to maintain training team member status for their agency.

IV. SUPPORT TEAM

The role of a support team member is to assist the training team with logistics, technology, break-out rooms etc. Support team members may not train on content or answer questions related to SAP. It is the responsibility of the training team members to ensure that any support team members understand the parameters of their role during training.

V. TRAINING LOGISTICS

A. Scheduling

Training may be scheduled as either two (2) full days or four (4) half days. The two training days (or four training half days) must be scheduled no longer than two weeks after the first day of training.

B. Participants

PASTPs may offer PNSAS SAP K-12 Training to any prospective participant. A school district that is a PASTP may only provide training to district staff, not external participants.

If an in-person or online training registration exceeds thirty (30) participants, the PASTP must email their Regional Coordinator in advance for approval with details on the names of training and support team members that will be present throughout the training to support the number of participants.

The following are the PNSAS approved trainer/staff to participant ratios:

1. 0-30 participants = minimum of 1 training team member and 1 support team member to assist
2. 31-50 participants = minimum of 2 training team members and at least 1 support team member to assist (must ensure enough support to monitor small group activities)
3. 50 + participants = SAP training has a maximum of 50 participants. Any exceptions require justification to be provided to your Regional Coordinator for Interagency approval. Requests for an exception must be submitted at least thirty (30) days prior to the first day of training.

C. Training Evaluation

PASTPs will administer the PNSAS training evaluation to participants at the end of every SAP training that is delivered. Participants may access this evaluation via the link in LiveBinder or the QR code on the last slide of the training. PASTPs are responsible for allotting sufficient time (approximately 5 minutes) for completion of the evaluation.

PNSAS is responsible for oversight and management of the evaluation and will provide PASTPs with training-specific data monthly. PNSAS will also review aggregate data by PASTPs and across PASTPs for quality improvement purposes.

D. Participant Attendance and Engagement

It is best for a participant to attend and complete the SAP training for which they registered not only to support continuity of information but also to avoid delays to active participation as a SAP team member.

PASTPs are responsible for ensuring that all participants are in attendance and actively engaged for the duration of training to receive their SAP Training certificate and Act 48/Act 45 continuing education, if applicable. For in-person and online training, PASTPs should check-in with groups during activities to address questions, support engagement, and ensure that participants are on task.

Particularly for online training, PASTPs should strongly encourage participants to be on camera for the duration of training, due to the interactive nature of training. Given that some participants may choose not to be on camera or may not be able to be on camera for some or all of SAP Training, PASTPs are responsible for confirming that these participants are present for the duration of training. It may be appropriate for PASTPs to periodically check-in with participants that are not on camera and/or are not participating to ensure safety and well-being, and to address any concerns.

E. Protocol for participants making up training time/day(s)

If the participant misses less than one hour of training time (whether training occurs across two days or four days), they may complete SAP training, receive a training certificate, and earn Act 48 or Act 45 credits. In this circumstance, the PASTP is responsible for coordinating a time (e.g., during a scheduled break or lunch, at the end of the day, etc.) to review the missed content with that participant and answer any questions.

If a participant misses more than one hour of training time, they are not permitted to attend the remainder of the training. If this occurs within the first six point five (6.5) hours of the training, the participant will need to retake the full training. If this occurs within the second six point five (6.5) hours on day two of training, the participant will need to retake those 6.5 hours (i.e., day two) only. In this case, a participant not able to complete the second half (i.e., day two) of SAP training will have six (6) months from the date of first attending training to attend another SAP training and complete the second half (i.e., day two).

PASTPs must inform their Regional Coordinator of a participant who missed and will make-up training date(s) at a subsequent training. It is recommended that PASTPs copy the Regional Coordinator on emails to a participant regarding making up missed training day(s).

Once a participant's make up training has been completed, the PASTP will insert that participant's name on the Event Template and Spreadsheet with the training date corresponding to the last day attended, which should be the day that the full SAP training will have been completed. In other words, the PASTP will include the participant on the spreadsheet for the training that includes the final day completed, as opposed to the spreadsheet that includes the initial day(s) completed. Also, insert a note in the spreadsheet explaining the make-up days and list the actual dates of the training the participant attended.

VI. DOCUMENTATION

A. Event Template and Spreadsheet

The “Event Template” located on the PNSAS site must be submitted a minimum of forty-five (45) calendar days prior to all SAP K-12 Trainings, whether open or private. The template includes instructions for completion, and it will be used to verify training prior to issuance of certificates. Any changes to training data must be submitted on a revised Event Template and Spreadsheet immediately (i.e., cancelled a day due to inclement weather). Each PASTP must complete and submit the “Training Spreadsheet” section of the Event Template and Spreadsheet within 30 days following the completion of training to RA-PWOMHSASStudentAssPr@pa.gov, ralves@pa.gov and the Regional Coordinator in order to process the PNSAS SAP Certificate and Act 48 or Act 45 hours. Failure to submit a complete and finalized spreadsheet within the required timeline will result in a delay or possibly prohibit the issuance of certificates.

B. PNSAS SAP Certificates

Upon completion of the training and submission of the Event Template and Spreadsheet, PNSAS will prepare a SAP certificate for eligible participants within six weeks of the spreadsheet being submitted by the PASTP. PNSAS will forward these certificates to the PASTP for distribution. If there are any delays, PASTPs will be notified.

C. ACT 48

Pennsylvania Department of Education (PDE) certificated professionals are eligible for thirteen (13) Act 48 credit hours upon completion of SAP Training. PDE will issue Act 48 hours to eligible training participants only after they have satisfactorily completed the two (2) days of training.

D. ACT 45

For school and system leaders who are required to obtain Act 45 hours, 14 hours of continuing education credit is available following completion of training and approved completion of the SAP Fidelity Checklist. After completing the checklist and emailing the completed form to RA-EDSAFESCHOOLSREP@pa.gov credit hours will be automatically uploaded to the PERMS system. PDE will issue Act 45 hours to eligible participants only after they have satisfactorily completed the two days of training and emailed the SAP Fidelity Checklist.

VII. TECHNICAL ASSISTANCE AND MONITORING

Monitoring will not occur in 2025-26, but PNSAS staff will be observing training and providing written feedback. Regional Coordinators are available for technical assistance and support as needed.

VIII. COMPLIANCE AND TRAINING STATUS

PASTPs are expected to meet the requirements laid out in this Handbook. A PASTP that does not meet the requirements will be notified by PNSAS in writing and will be subject to implementation of a plan of correction, suspension, or removal as a PASTP.

A. Implementation of Plan of Correction

A PASTP that has been notified in writing of area(s) that are out of compliance with this Handbook have thirty (30) working days to submit a plan of correction. This plan of correction will be submitted to the Regional Coordinator and Interagency as appropriate.

1. PASTPs will be notified in writing by the Regional Coordinator within fifteen (15) working days if the plan of correction has been accepted or denied.
2. If denied, the letter will outline requirements and/or suggestions for correction(s). The correction(s) must be submitted within fifteen (15) working days.
3. Failure to submit a plan of correction within required time frames or correct areas non-compliance can result in suspension of training privileges.
4. After the PASTPs plan of correction is accepted, the Agency should send evidence of completion for each item to the Regional Coordinator.

B. Suspension/Removal from Training System

The suspension or removal process can be initiated by PNSAS for a variety of reasons. Possible reasons for suspension include, but are not limited to, a pattern of failure to:

1. Sign and submit the signature page of the Handbook by the due date.
2. Deliver a minimum of one SAP training per state fiscal year (July 1 to June 30).
3. Attend required Training Provider meetings.
4. Comply with the PNSAS SAP K-12 Training standardization and procedures, and train to fidelity.
5. Submit the Event Submission Template at least forty-five (45) calendar days prior to each training.
6. Submit the SAP Training Spreadsheet within thirty (30) days following training.
7. Follow the SAP training certificate, Act 48, and Act 45 process.
8. Comply with observation feedback provided.
9. Complete and implement the plan of correction requested by the timeline set by PNSAS.
10. Maintain professional conduct and compliance with Pennsylvania Approved SAP Trainer requirements.

The following will occur if an Agency is suspended or removed:

Suspension

1. A PASTP will be notified in writing from PNSAS Interagency of the suspension, including the length of the suspension.
2. A PASTP and its training team are prohibited from conducting SAP training during suspension.
3. A PASTP can exercise the appeal process outlined below.
4. A PASTP must develop a plan to correct areas of non-compliance. The plan shall be submitted to the Regional Coordinator and the Interagency by the date specified in the written notice from PNSAS Interagency about the suspension.
5. Within fifteen (15) working days, the PASTP will be notified in writing whether their plan was accepted.
6. Once the plan and all items are approved, the PASTP will receive within fifteen (15) working days written notification from PNSAS Interagency that the suspension has been lifted and SAP training can be resumed.
7. If a plan and items for correction are not approved by the end of the suspension time frame, the training status may be revoked.

Removal

1. A PASTP will be notified in writing from PNSAS Interagency of the removal.
2. A PASTP can exercise the appeal process outlined below.

C. Appeal Process

If a PASTP's training status has been suspended or revoked for any reason, the following appeal process is available:

1. The PASTP may submit a written request to Interagency at RA-PWOMHSASSTUASSTPR@pa.gov and copy their Regional Coordinator within thirty (30) working days of receipt of the notice of suspension or removal. The request should include the reason(s) for appeal and provide any supporting documentation.
2. Interagency may schedule a review meeting with the PASTP to review the documentation.
3. Interagency will provide a final decision in writing within thirty (30) working days. No further appeals will be accepted.

D. Voluntary Inactive Training Status

To voluntarily inactivate the PASTP's training status, follow these steps:

1. Deliver certificates for all previously held trainings prior to becoming inactive.

2. Notify the Regional Coordinator of intent to become inactive. Include the timeframe and a plan to resume training at the conclusion of the indicated timeframe. The timeframe cannot exceed two (2) years.
3. Regional Coordinator will confirm receipt of the notice. PASTPs are encouraged to continue to attend required meetings during the inactive period. If they cannot attend it is up to the PASTP to obtain information from missed meetings.

A PASTP can spend a maximum of two (2) years on voluntary inactive status. If training has not been completed within two (2) years, the PASTP may be permanently removed from the PA Approved SAP Training Provider System.

E. Voluntary Request for Removal from the PA Approved SAP Training Provider System

PASTPs may request voluntary removal from the PA Approved Training Provider System when circumstances prevent the Agency from fulfilling the requirements. If a PASTP wishes to be removed from the PA Approved SAP Training Provider System, it can do so by following these steps:

1. Email Interagency at RA-PWOMHSASStuAsstPr@pa.gov stating the Agency's reason for removal from the training system. Copy the designated Regional Coordinator.
2. Interagency will respond in writing with confirmation of the request.

**PA Approved SAP Training Provider
Handbook & Agreement – Signature Page
July 1, 2025- June 30, 2026**

Agency Director:

IMPORTANT Your signature below indicates you have read, understood and agreed to the expectations and responsibilities outlined in this PASTP Handbook. PASTPs may not independently add training team members outside of the PNSAS approval and TOT process.

Name of Agency	Address
Agency Director Name	Email
Phone	Agency Director Signature and Date

Training Team Member(s):

IMPORTANT Your signature below indicates you have read, understood and agreed to your responsibilities outlined in this PASTP Handbook.

Name	Email	Signature and Date