

2024-2025

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



July 2024

Pennsylvania Network for Student Assistance Services

**Departments of:
Drug & Alcohol Programs, Education, and 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:** Nine (9) 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, the undersigned 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 the PASTP 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 cannot be added or disseminated.
3. Provide agency representation at both virtual PASTP meetings in 2024-25 (August 22, 2024, 8:30 am-12:00pm and April 30, 2025, 9:00am-3:00pm). During 2024-25, all lead trainers are required to attend these meetings, and training team members are strongly encouraged to attend, as well.
4. Any training team member that was not in attendance at the May 2024 PASTP meeting must attend one of the monthly technical assistance sessions offered by PNSAS from July through December 2024. Lead Trainers and training team members that attended the May 2024 PASTP meeting are welcome.

5. Maintain Lead Trainer(s) that meet PNSAS established qualifications.
6. While official monitoring will not occur during the 2024-2025 school year, PNSAS staff are available and may attend any PNSAS-SAP K-12 Training to observe, provide support, and offer feedback to PASTPs. PASTPs will be contacted in advance to coordinate attendance.
7. Conduct at least one (1) SAP Training per year (August 1, 2024- June 30, 2025).
8. 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.
9. Complete and submit the “Training Spreadsheet” tab of the Event Template and Spreadsheet to your Regional Coordinator, ralves@pa.gov, and RA-PWOMHSASStudentAssPr@pa.gov 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.
10. Share a summary of any SAP training evaluations conducted in addition to the PNSAS SAP K-12 Training evaluation with your designated Regional Coordinator within thirty (30) calendar days of each SAP Training.
11. In the event the PASTP withdraws from the PNSAS SAP Training System, provide PNSAS with the summarized list of names of participants trained, date trained, and if SAP certificate was provided.

Interagency reserves the right to revoke or suspend training status if there is a breach of agreement.

B. Online Training

All PASTPs are permitted to provide PNSAS SAP K-12 Training online. The previously required Online Application is now void. PNSAS does not permit the recording of online trainings. See the PNSAS SAP K-12 Training Facilitator Guide for additional expectations and guidelines for online training.

C. Agency Contracted Services

PASTPs can utilize qualified personnel, either by employment or contract, to carry out the required training with fidelity. 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 member(s) to support Lead Trainer and participants	✓	
Lead Trainer is only permitted to contract with one Agency.	✓	

Lead Trainer from one Agency can cover in the absence of another Agency's Lead Trainer ONLY in an emergency situation	✓	
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		✓

D. Letter of Assurance (LOA)

The Letter of Assurance, which outlines the requirements for continuing the Agency's status as a PASTP, must be signed by the Agency Director, approved Lead Trainer(s), and training team members.

Changes to the Agency name, Agency Director, Lead Trainer(s), and/or training team members require notification to the designated PNSAS Regional Coordinator and submission of a revised LOA as soon as possible. The uploaded LOA should be submitted to RA-PWOMHSASStuAssPr@pa.gov.

E. Combined SAP Training Event Template and Spreadsheet.

PASTPs are required to submit all SAP K-12 Trainings 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 revisions to any part of a training cycle of administrative change must be submitted on a revised template. This includes cancellations due to inclement weather, scheduling, changes in location, Lead Trainer, etc. See Section IV for more information on the Training Procedures.

F. Agency Attendance and Required Meetings

Provide agency representation at both virtual PASTP meetings in 2024-25 (August 22, 2024, 8:30 am-12:00pm and April 30, 2025 9:00am-3:00pm). During 2024-25, all lead trainers are required to attend these meetings, and training team members are strongly encouraged to attend, as well.

In the case where a Lead Trainer is unable to attend the required meetings, they must notify their Regional Coordinator as soon as possible and identify an Agency representative to attend in their place.

An Agency not represented at any of the meetings will be subject to suspension of PASTP trainer status.

G. Lead Trainer

During 2024/25 the Lead Trainer application process is on hold. Exceptions may be considered. Please contact your Regional Coordinator.

1. Process to Request a new Lead Trainer

- a. An agency currently with one or two Lead Trainers:
 - i. Contact your designated Regional Coordinator for a Lead Trainer Application.
 - ii. Potential Lead Trainer must complete the application and submit all required documentation. Applications will be reviewed by a PNSAS Review Team. Approval/denial will be communicated in writing to the agency.
 - iii. A revised Letter of Assurance must reflect any newly approved Lead Trainer.
 - b. Any Agency currently with three (3) or more Lead Trainers:
 - i. Submit in writing to the designated Regional Coordinator and Interagency outlining the rationale of the need and duties of an additional Lead Trainer, including how the distribution of the workload for the Agency will be coordinated and accomplished.
 - 1. If request for an application is approved by Interagency:
 - a. The Regional Coordinator will send the Agency the Lead Trainer Application.
 - b. Potential Lead Trainer must complete the application and submit all required documentation. Applications will be reviewed by a PNSAS Review Team. Approval/denial will be communicated in writing to the agency.
 - c. A revised Letter of Assurance must reflect any newly approved Lead Trainer.
2. Change in Lead Trainer
- a. When an approved Lead Trainer leaves the PASTP or is reassigned, the PASTP will notify the assigned Regional Coordinator of the vacancy. If the Agency only had one (1) Lead Trainer, an application for a new Lead Trainer must be made and approved prior to any SAP Training being scheduled or delivered. In addition, the PASTP will submit an updated Letter of Assurance, indicating the new Lead Trainer. A Lead Trainer from one Agency may cover in the absence of another PASTPs Lead Trainer ONLY in an emergency situation following communication with the Regional Coordinator. See Lead Trainer Section II for additional information.
3. Reinstatement of Lead Trainer Status
- a. A PASTP that intends to bring on an individual who previously served as a Lead Trainer for another PASTP, a Lead Trainer that is returning to the same PASTP or a new PASTP.
 - i. The lead trainer must have been a lead trainer in good standing within the past 2 years. (See Lead Trainer Section II. D. of this manual.)
 - ii. The PASTP can request to have the lead trainer's status reinstated by submitting a request to their PNSAS Regional Coordinator and allowing

at least 30 days for review. If accepted, there is no need to complete a Lead Trainer application.

- iii. Upon reinstatement, it is the PASTP's responsibility to ensure the lead trainer is current on all changes/updates to the training system. Within 30 days of the reinstatement, the PASTP shall submit a revised LOA and communicate to the Regional Coordinator the plan to update the new lead trainer.

III. LEAD TRAINER GUIDELINES

A. Requirements

1. Ensure that all training team members adhere to the PNSAS SAP K-12 Training design and materials. Slides may not be altered in any way or used outside of SAP Training. Additional materials should not be added to SAP Training or disseminated as part of SAP Training.
2. Ensure the Lead Trainer and any training team member(s) represent PNSAS while training.
3. Deliver a minimum of one (1) two-day SAP Training per year.
4. Ideally, the same Lead Trainer should be present for the entire training. At a minimum one (1) Lead Trainer must be identified, responsible, and in attendance for each day.
5. Attend mandatory PA Approved SAP Training Provider meetings.

B. Attendance at PA Approved SAP Training Provider Meeting

During 2024/25 all Lead Trainers are required to attend the annual virtual August 22, 2024 (8:30am-12pm noon) meeting and the April 30, 2025 (9:00am-3:00pm).

In the case of an emergency where a Lead Trainer is unable to attend the required meetings, they must notify their Regional Coordinator as soon as possible and identify an Agency representative to attend in their place.

C. Inactive Lead Trainer Status

If a Lead Trainer does not or cannot fulfill the role of Lead Trainer, he/she may submit a written request to the designated Regional Coordinator explaining the reason to become inactive for up to one (1) year. If there are no other Lead Trainers at the Agency, the Agency as well would become inactive. (See Section VIII. C.)

If the Lead Trainer would like to reactivate after the one year, he/she must email a request to be reactivated to the Regional Coordinator. This request must be submitted within thirty (30) days of the last date of the one-year inactive status. If a request is not submitted within thirty (30) days, the

Lead Trainer will result in removal as a lead trainer. Interagency will review the request and notify the person of the final determination within thirty (30) days.

If reactivated, the Lead Trainer is responsible for learning about any changes or new information relevant to the role as Lead Trainer. It is the responsibility of the Lead Trainer to assure preparedness, in collaboration with the designated Regional Coordinator.

D. Reinstatement of Lead Trainer Status

A Lead Trainer in good standing may be eligible to reinstate his/her Lead Trainer status. The time frame to request a reinstatement is valid for up to two years after leaving the role of Lead Trainer. If a Lead Trainer went on “inactive status” for a year, this would count towards one of the years in the reinstatement. Good standing refers to maintaining professional conduct with no outstanding corrective action, disciplinary, or ethical violations. Agencies must email their Regional Coordinator with their request to have a Lead Trainer be reinstated for their PASTP. The Regional Coordinator and Interagency will review requests on a case-by-case basis within forty-five (45) days of receipt and reserves the right to require additional information. Interagency will notify the PASTP and Lead Trainer the decision of the reinstatement request.

IV. TRAINING TEAM

A. Requirements for Training Team Members

1. Any training team member must have completed SAP Training conducted by a PASTP and must work closely with their Lead Trainer(s) to ensure they are implementing the revised SAP training with fidelity.
2. Training team members must sign the 2024-2025 LOA and provide their email contact.
3. Any training team members not in attendance at the May 2024 PASTP meeting must attend one of the monthly technical assistance sessions offered by PNSAS from July through December 2024.

V. TRAINING PROCEDURES

A. Fidelity

PNSAS SAP K-12 Training is a standardized model. PASTPs must train to fidelity and adhere to PNSAS SAP K-12 Training design, as well as procedure guidelines established and outlined in this handbook.

PASTPs must 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 cannot be added or disseminated.

B. 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

C. Participants

Participants are provided standardized information about PNSAS SAP K-12 Training via the PNSAS website and may opt to attend training by any PASTP. Participants are informed that costs may vary by PASTP.

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 twenty-five (25) participants, the PASTP must email their Regional Coordinator in advance with details on the names of Lead Trainers and other staff/training 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. 0-25 participants = 1 Lead Trainer and at least 1 training team member or support staff to assist
2. 26-50 participants = 1 Lead Trainer and at least 2 training team members or support staff to assist (or 2 lead trainers and additional support staff if needed to monitor small group activities)
3. 50 + participants = SAP training has a maximum of 50 participants. Any exceptions require justification to be provided via the PASTPs Regional Coordinator to PNSAS Interagency for approval. Requests for an exception must be submitted at least thirty (30) days prior to the first day of training.

D. 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.

E. 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 in order to receive their SAP Training certificate and Act 48/Act 45 continuing education, if applicable. For in person and online trainings, PASTPs should check-in with groups during activities to address questions, support engagement, and ensure that participants are on task. Particularly for online trainings, 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.

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

SAP training is now two days, and the content builds across the two days. 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 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 would 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 would 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 a 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 Combined SAP Training 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 the training the participant attended.

VI. DOCUMENTATION

A. Combined SAP Training 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 trainings prior to issuance of certificates. Any changes to a training data must be submitted on a revised Event Template and Spreadsheet immediately (i.e., cancelled a day due to inclement weather).

Failure to submit within the required timeline will result in the following:

- A. Citation during the PNSAS monitoring process (note that monitoring will not occur during the 2024-2025 year).
- B. Delay or possibly prohibit the issuance of certificates.
- C. Each PASTP must complete and submit the “Training Spreadsheet” section of the Combined SAP Training 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. The spreadsheet is to be submitted no more than once for each training.

B. PNSAS SAP Certificates

Upon completion of the training and submission of the SAP Training 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 and assignment.

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 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.

E. Records

The PASTP must keep a record of all participants trained, all participants that received a SAP certificate, and date of training. This record should be available upon request by PNSAS.

VII. TECHNICAL ASSISTANCE AND MONITORING

Sections B (below) is not applicable during the 2024-2025 school year as formal monitoring will not occur.

A. Technical Assistance

PNSAS is committed to providing technical assistance to PASTPs during the 2024-2025 school year. Multiple technical assistance options are available as outlined below”

1. Virtual Technical Assistance Sessions
 - a. PNSAS will provide virtual ninety (90) minute technical assistance sessions monthly from July through December 2024. PASTP training team members are required to attend at least one (1) session. Lead Trainers are encouraged to attend at least one (1) session. PNSAS will provide pertinent information about the training within these sessions, leaving time for trainer Q&A.
2. Centralized Technical Assistance Team
 - a. PNSAS has established a centralized technical assistance team to serve as a point of contact for PNSAS SAP K-12 Training questions from PASTPs to ensure standardized responses. PASTPs are strongly encouraged to contact the centralized technical assistance team directly via the established [Training Questions Form](#). Responses will be provided within a timely manner.
3. Attendance at PNSAS SAP K-12 Training
 - a. PNSAS Staff are available and may attend PNSAS SAP K-12 Training during 2024-2025 school year to observe, provide support, and offer feedback to PASTPs. PASTPs will be contacted in advance to coordinate attendance.

B. Monitoring (*will not occur during the 2024-2025 school year)

1. Requirements

PASTPs are monitored at least every two (2) years, with additional monitoring visits taking place as determined by PNAS. Contact your Regional Coordinator for a copy of the monitoring document.

The purpose of monitoring is to:

- a. Ensure that the SAP K-12 Training is being delivered to fidelity.

- b. Provide technical assistance to PASTP to enhance the quality of SAP training.
 - c. Review adherence to the submission of events templates and participant spreadsheets. Issue PASTP re-authorization.
2. Process
- a. Regional Coordinator will provide an email notification to the PASTP when a biennial monitoring visit is scheduled. PNSAS reserves the right to observe or monitor all or part of SAP Training at any time with or without notice.
 - b. After the monitoring visit, the PASTP director and Lead Trainer will receive an email with an attached written report of the monitoring visit. The report will include any areas of training that do not follow fidelity to the SAP training model, suggestions, and areas of recommendation. That report will need to be reviewed, signed by the Lead Trainer, and returned via email to the Regional Coordinator that conducted the monitoring.
 - c. If all areas of training follow fidelity to the SAP training model, the Agency will sign the monitoring report and email the signature page to the Regional Coordinator. Interagency will email a re-authorization letter to the PASTP.
 - d. If the monitoring report indicates area(s) of training that do not follow fidelity to the SAP training model, the PASTP must email the Regional Coordinator a plan of correction to address each area(s) not meeting fidelity. (See Section VIII. A)
 - e. Regional Coordinator must review and approve the plan of correction (the Regional Coordinator may consult with Interagency if needed). The Regional Coordinator will email the PASTP if the plan is approved or if there are any required revisions to the plan. Once the plan is approved, the PASTP will collaborate with the Regional Coordinator until it is assured that training meets the fidelity of the model.
 - f. No further SAP training can occur until the plan of correction and successful assurance of fidelity to the SAP training model is implemented.
 - g. Once the plan and fidelity of implementation has been approved by the Regional Coordinator, they will notify Interagency, who will then email a re-authorization letter to the PASTP.
 - h. Regional Coordinator may observe/monitor to confirm that fidelity has been met.
 - i. Interagency reserves the right to suspend or revoke the authorization of a PASTP because of not meeting fidelity to the SAP training model. (Refer to section “Compliance and Training Status”, “Involuntary Suspension of Training”)

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 and is notified by PNSAS in writing will be subject to implementation of a plan 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 of 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/or 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. Voluntary Inactive Training Status

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

1. Delivery of certificates for all previously held trainings must be completed 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.

C. 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. A summarized list of all participant names, dates trained, and confirmation certificate was delivered for their agency must be submitted to their Regional Coordinator prior to removal from the training system.

3. Interagency will respond in writing with confirmation of the request.

D. 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, failure to:

1. Sign and submit the annual Letter of Assurance (LOA) by the due date.
2. Offer or 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 Event Submission Template at least forty-five (45) calendar days prior to each training.
6. Submit SAP Training Spreadsheet within thirty (30) days following a training.
7. Follow the SAP training certificate, Act 48, and Act 45 process.
8. Comply with monitoring process.
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 removed or suspended:

Removal

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

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 in Section VIII item E.
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.

A PASTP whose training status has been revoked is not eligible to re-apply to the PA Approved SAP Training Provider System for five (5) years.

E. 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 for a review 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.