



## APS TECHNICAL SUPPORT BULLETIN v. 11-25-09

### SUPERVISOR SIGNS & SYMPTOMS WEB COURSE

#### (APS Supervisor Drug and Alcohol Courses now Combined into One Course)

Effective 11/25/09 the APS Supervisor Drug and Alcohol Web Training Courses have been combined into one Web Training Course.

Supervisors will complete the training with one Password starting with the letters “SPD” (formerly two Passwords starting with “SPD” for Drug and “SPA” for Alcohol.) At the end of the Course, the company training administrator will receive an automatic email with a Final Exam Score for the combined Course. The student will print one color Certificate with three continuing education hours (formerly two Certificates with respectively two and one continuing education hours.)

For students who may have received two Passwords (“SPD” and “SPA”) prior to the date of this Technical Bulletin, please advise them as follows:

**If the Supervisor has not started either Course:**

- Disregard the “SPA” Alcohol Password and begin training with the “SPD” Password.

**If the Supervisor has completed the Drug Course, but not the Alcohol Course:**

- Complete the Supervisor Alcohol Course using the “SPA” Password.

**If the Supervisor has completed the Alcohol Course, but not the Drug Course:**

- Complete the Supervisor Combined Course using the “SPD” Password. This will include a thorough review of the Alcohol Course they have already taken.

Any questions please contact **APS Technical Support**

Call 800-277-1997 or Outside Continental U.S. Call (727) 821-1046

or send email an to [Trainer@alphaprosolutions.com](mailto:Trainer@alphaprosolutions.com)

Technical Support Hours are Monday-Friday 8am-6pm ET

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