



Office Phone: 800.683.7745 | Fax: 770.648.5797

Email: info@aacscounseling.com

Return to Duty Process (FMCSA Regulated Employees)

[Payment Assistance Options Available - CLICK HERE](#)

1. Log in to your FMCSA Drug and Alcohol Clearinghouse Account:

- If you don't have an account, create one at <https://clearinghouse.fmcsa.dot.gov/>
- Click on "View RTD Process Details."
- In the search bar, type "AACCS Counseling" to locate us.
- Pick one of our Substance Abuse Professionals (SAP) from the following options:
 - Jacques Khorozian
 - Solomon Stretch
 - Melvyn Chadwick-Uhlich
- Hit "Send Request," and we will approve your request.

Note: *If your violation is not visible in the clearinghouse yet, you can still start the return to duty process. We will backdate your progress once the violation has been reported.*

2. Initial SAP Evaluation:

- This is your first meeting with your SAP. They will discuss your violation with you.
- Visit our Payment Center to make a payment for your Initial SAP Evaluation.

[Payment Center \(Payment Assistance Options Available\) - CLICK HERE](#)

- One of our customer service specialists will call to schedule your appointment.

3. Recommendation and NON-DOT Testing:

- After your Initial SAP Evaluation, your SAP will recommend education or treatment.
- You will receive a list of approved Education or treatment providers. Choose one and start on your recommendation.
- After completing your recommendation, you will take a non-DOT Alcohol and Drug Test.

Costs to Keep in Mind: *The cost of your education or treatment program is separate from the cost of your Initial and Follow-Up evaluations. We will work with you to find the most affordable provider!*

4. Follow-Up SAP Evaluation:

- This is your second meeting with our SAP to review your progress.
- Once your SAP says you are eligible to return to duty, they will update Step 4 in your Clearinghouse.
- Once updated, you may take a DOT Return To Duty Test with your current or new employer.
- We will send your SAP reports and follow-up testing plan to your employer.

5. RTD Test with Negative Results:

- Your current or new employer will schedule your DOT Return To Duty Test.
- Your employer must report the negative result to your Clearinghouse under Step 5.
- With a negative result, you are officially cleared to RETURN TO DUTY!

6. Follow-Up Testing Plan:

- Your employer is responsible for ensuring you complete the Follow-Up Testing Plan, including all required follow-up tests.
- If you change jobs, your previous employer must transfer the SAP reports and the follow-up testing plan to your new employer upon your request.

***** Scroll Down to see our Payment Options *****

SAP Evaluation Fees and Payment Assistance Options

*** Lowest Cost SAP Program ***

CLICK HERE FOR ALL PAYMENT OPTIONS: <https://www.aacscounseling.com/payment-options/>

Important Notes:

- The payment options below cover only the Initial and Follow-Up SAP Evaluations. Treatment or Education Recommendation costs are separate and paid directly to the provider.
- A debit/credit card processing fee will be added to the prices shown below.

Option 1: One Full Payment of \$400

Pay \$400 upfront to cover your Initial SAP Evaluation and Follow-Up SAP Evaluation.

[CLICK HERE to make a \\$400 Payment](#)

Option 2: Two In-House Payments of \$225

Pay \$225 today to schedule your Initial SAP Evaluation. Then, make another payment of \$225 to schedule your Follow-Up SAP Evaluation.

[CLICK HERE to make a \\$225 Payment](#)

Option 3: Three In-House Payments of \$160 each

Pay \$160 today to schedule your Initial SAP Evaluation. Then, make two more payments of \$160 to schedule your Follow-Up SAP Evaluation.

[CLICK HERE to make a \\$160 Payment](#)

Option 4: Four Interest-Free Payments of \$113 each through AfterPay

Apply through AfterPay for approval on a payment plan with four interest-free payments of \$113 each. Once approved, pay \$113 as the first installment. AfterPay will send us the FULL amount to cover your Initial and Follow-Up SAP Evaluations (\$420). You will not have any financial obligations to AACSCounseling but will be on a payment plan with AfterPay.

[CLICK HERE to get approved for AfterPay's Payment Plan](#)

Option 5: Four Interest-Free Payments of \$113 each through PayPal

Apply through PayPal for approval on a payment plan with four interest-free payments of \$113 each. Once approved, pay \$113 as the first installment. PayPal will send us the FULL amount to cover your Initial and Follow-Up SAP Evaluations (\$420). You will not have any financial obligations to AACSCounseling but will be on a payment plan with PayPal.

[CLICK HERE to get approved for PayPal's Payment Plan](#)

Option 6: PayPal Credit

Apply for PayPal Credit to secure your credit line. Use this credit line to cover the costs of your Initial and Follow-Up SAP Evaluations.

[CLICK HERE to get approved for a PayPal Credit Line](#)