Program Information: Commercial Driver License (CDL) Training

Program Overview:
Program teaches student basic truck driving skills introducing student to the field of heavy-duty trucking. Safety is emphasized as well as equipment knowledge and State and Federal Department of Transportation rules and regulations. Curriculum includes CTTS/NSCSI CDL Study Manual. Field training and testing is conducted on a one-to-one basis. Program prepares student for a Montana Type 1 Certification Class A License (inter-state). If student is 18 to 21, he/she prepares for a Montana Type 2 Certification Class A License (intra-state).

Program Provider:
Program is provided by Bitterroot College UM under the supervision of Commercial Driver License Program Director Scott Ralston.

Program Location:
Classroom Instruction: Highlands College, 25 Basin Creek Road, Butte, Montana
Field Training: Bitterroot College, 103 South 9th Street, Hamilton, Montana

Program Schedule:
- Classroom instruction (118 hours classroom and labs)
  - July 18 through August 5, 2016
    - 8am-5pm, Monday thru Friday (lunch break noon-1pm)
- Learner’s Permit
  - Exam taken at state motor vehicle division office; exam follows completion of classroom instruction; Learner’s Permit fee is $50 (not included in program fee)
- Field training (42 hours one-to-one training)
  - Field training follows earning of Learner’s Permit; field training scheduled on a first-come, first-served basis with special scheduling consideration given to non-local students
- State CDL Exam
  - Scheduled after completion of field training; exam is taken at state motor vehicle division office location in Missoula; instructor accompanies student; vehicle used during exam is Bitterroot College tractor trailer; exam cost already included in Learner’s Permit fee
- Endorsements
  - Exams for Tank Endorsement and Double/Trailer Endorsement are taken at student’s convenience at any state motor vehicle division office (no additional fee for endorsement exams)
  - Hazardous Materials (Hazmat) Endorsement requires Transportation Security Administration (TSA) HAZPRINT application (www.tsa.gov/stakeholders/hazmat-endorsement-threat-assessment-program) and in-person fingerprinting at Butte Enrollment Office; after fingerprints have cleared TSA (two weeks), Hazmat exam may be taken at student’s convenience at any state motor vehicle division office (TSA HAZPRINT fee is $86.50; no additional fee for hazmat exam)

Program Fee:
- Full payment of $4,500 is due by Friday, July 8, 2016 (see application for payment submission instructions)
- Fee includes tuition, books & materials (both classroom and field), and drug screening results fee
• Fee does not include background check, motor vehicle record, Department of Transportation (DOT) Physical, drug screening sample, Learner’s Permit, or TSA HAZPRINT (for more information see Program Application Requirements section)

• Refund Policy: 100% refund before payment due date; 90% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance:
• Rural Employment Opportunities (REO)
  o For an appointment, contact the Anaconda Office
    ▪ Lacey Reinhardt, email lacey@reomontana.org, (406) 461-0504, 307 E. Park, Anaconda

• Workforce Innovation & Opportunity Act (WIOA) Training Funding (does not include assistance with application costs)
  o Contact your local Job Service office
    ▪ Montana Job Service office locations can be found at wsd.dli.mt.gov/service/officelist.asp

• Veteran’s Administration Vocational Rehabilitation Services Training Funds
  o For an appointment, contact the Missoula Office
    ▪ Terri Roach, terri.roach@va.gov, (406) 721-0628; 2681 Palmer, Suite N, Missoula

• Vocational Rehabilitation Services Training Funds
  o Contact your local Vocational Rehabilitation Program office
    ▪ Montana Vocational Rehabilitation Program office locations can be found at dphhs.mt.gov/detd/vocrehab/mvrofficesbycounty.aspx

Program Application Requirements (documentation must be submitted with application)
• Current Montana Driver License and must be at least 18 years of age
  o Attach photocopy of current and valid Montana Driver License to program application

• Background Check
  o Visit app.mt.gov/choprs/ and under Public Users click on Start Service
  o Cost is $11.50; pay online with eCheck, credit card, or debit card
  o Print background check document and attach to program application

• Motor Vehicle Record
  o Visit app.mt.gov/dojdrs/ and click on Public User and select 1.To obtain my own driving record
  o Cost is $7.25; pay online with eCheck, credit card, or debit card
  o Print motor vehicle record document and attach to program application

• Department of Transportation (DOT) Physical
  o Obtain a DOT Physical through your healthcare provider ($60-$150)
  o Attach healthcare provider’s proof of DOT Physical to program application

  Note: certain medical conditions (e.g., insulin-dependent diabetes) may disqualify applicant, require DOT Medical Waiver, or affect employment outlook. For more information on DOT physical qualifications read FMCSR 391.41, FMCSR 391.43, and FMCSR 391.64 or discuss with your healthcare provider.

• Drug Screening
  o Contact Bitterroot College at (406) 375-0100 for name of locally-approved drug screening site
  o Drug screening generally costs between $20-$50
  o Bitterroot College will notify student of drug screening results

Retain Program Information for Your Records

Questions? Contact the Bitterroot College at (406) 375-0100 or email scott.ralston@umontana.edu or visit www.umt.edu/bitterroot-college/progcourse/transport/cdl.php
Program Application: Commercial Driver License (CDL) Training
(classroom instruction delivered at Highlands College in Butte)

Application Requirements:
1) Must have current and valid Montana Driver License
2) Must submit cleared background check and motor vehicle record with application
   (see accompanying information for details)
3) Must obtain Department of Transportation (DOT) Physical and submit clean drug screen sample prior to
   acceptance into program (see accompanying information for details).

Application Deadline is Fri, July 8, 2016 for training starting on Mon, July 18, 2016

Mail completed application and accompanying payment and documents to:

CDL Program / Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or (406) 360-1499 scott.ralston@umontana.edu

Include with completed application:
- Full program fee payment of $4,500 — make check payable to Bitterroot College UM or
call Bitterroot College at (406) 375-0100 to pay via credit/debit card (see accompanying
information for payment assistance options)
- Cleared background check and motor vehicle record documentation (see accompanying
information for details)
- Proof of DOT Physical and submission of drug screen sample (see accompanying
information for details)

Full Legal Name: ___________________________ ___________________________ ___________________________

First Middle Last

Mailing Address: ___________________________ ___________________________ ___________________________

City: ___________________________ State: _____________ Zip Code: ___________________________

Preferred Telephone(s): ___________________________

Email Address: ___________________________

Date of Birth: ___________________________ Gender (optional): Male ______ Female ______

Summarize previous work experience: __________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

(application has two pages – continue to second page)
Summarize previous experience with heavy-duty trucking (if any):

__________________________________________________________________________________________________________________________________________________________________________________________

What are your employment goals for obtaining a Commercial Driver License (CDL)?

__________________________________________________________________________________________________________________________________________________________________________________________

**Note to Applicant:** This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration through the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Program. This training series falls under the TAACCCT grant title RevUp Montana – Empowering Montana’s Workforce.

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Commercial Driver License Training.

Applicant’s Signature ___________________________________________ Date __________________________

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**For Office Use Only**

**Required Application Materials**

- [ ] Complete Application
- [ ] MT Driver License
- [ ] Background Check
- [ ] DOT Physical
- [ ] Drug Screen

Reviewer’s name: ____________________________________________

Reviewer’s comments:

**Payment Type:** Student _____ WIOA _____ Other (explain) __________________________

**Application reviewed on** ____________________________ Accepted _________ Denied ____________

Date