Program Information for HIGHLANDS COLLEGE Location
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/NCSI 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 (80 hours classroom and labs)
  - July 10 through July 21, 2017
    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 (5 days one-to-one training)
  - Field training follows earning of Learner’s Permit; field training scheduled on a first-come, first-served basis
- 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 included in Learner’s Permit fee
- Endorsements
  - Exams for Tank Endorsement and Double/Triple Trailer Endorsement are taken at student’s convenience at any state motor vehicle division office (no additional fee for endorsement exams)
  - A Hazardous Materials (HAZMAT) Endorsement requires an online application and a scheduled visit to an application center. Visit tsa.gov/for-industry/hazmat-endorsement for complete application information.

Program Fee:
- Full payment of $4,800 is due by Wed, July 5, 2017 (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:

- Pathways Program Funding (formerly WoRC)
  o Contact Career Futures, Inc., (406) 723-9101, 55 West Granite, Butte, [www.buttecareerfutures.com](http://www.buttecareerfutures.com)
- 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, [jobservices.dli.mt.gov](http://jobservices.dli.mt.gov)
- Veterans Administration Educational Benefits – Bitterroot College CDL Program is GI Bill approved!
  o For more information, contact Roch Turner, Workforce Programs Director, Bitterroot College UM
    ▪ Roch Turner, email roch.turner@umontana.edu, (406) 375-0100
- Veterans Administration Vocational Rehabilitation Services Training Funds
  o For an appointment, contact the Missoula Office
    ▪ Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, 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](http://dphhs.mt.gov/detd/vocrehab/mvrofficesbycounty.aspx)

**IMPORTANT:** Program Fee Assistance takes several weeks to process; connect with assistance providers as soon as possible

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/](http://app.mt.gov/choprs/) and under Public Users click on Start Service
  o Cost is $14.50; 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/](http://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 a DOT Certified Medical Examiner ($60-$150)
    ▪ Visit [nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam](http://nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam) for a listing of local DOT Certified Medical Examiners
  o Attach Certified Medical Examiner’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](http://www.fmcsa.dot.gov/about/fmcsr/code/391/41), [FMCSR 391.43](http://www.fmcsa.dot.gov/about/fmcsr/code/391/43), and [FMCSR 391.64](http://www.fmcsa.dot.gov/about/fmcsr/code/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 and $50
  o Bitterroot College will notify student of drug screening results

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**Retain Program Information for Your Records**

**Questions?** Contact Bitterroot College at (406) 375-0100 or email scott.ralston@umontana.edu or visit [umt.edu/bc](http://umt.edu/bc)
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 **Wed, July 5, 2017** for training starting on **Mon, July 10, 2017**

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 or scott.ralston@umontana.edu

Include with completed application:

- Full program fee payment of $4,800 — 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)? 

________________________________________________________________________________________________________

________________________________________________________________________________________________________

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

5/30/2017