Program Information for GREAT FALLS 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: Great Falls College, 2100 16th Avenue South, Great Falls, Montana
Field Training: Bitterroot College, 103 South 9th Street, Hamilton, Montana

Program Schedule:
• Classroom instruction (118 hours classroom and labs)
  o April 3 through April 21, 2017
    ▪ 8am-5pm, Monday thru Friday (lunch break noon-1pm)
• Learner’s Permit
  o 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)
  o Field training follows earning of Learner’s Permit; field training scheduled on a first-come, first-served basis
• State CDL Exam
  o 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
  o 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)
  o 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 $4,500 is due by Thurs, March 30, 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:

- Rural Employment Opportunities (REO)
  - For more information, call (800) 546-1160, email info@reomontana.org, or visit reomontana.org/
- Workforce Innovation & Opportunity Act (WIOA) Training Funding (does NOT include assistance with application costs)
  - Contact your local Job Service office
    - Montana Job Service office locations can be found at jobservices.dli.mt.gov/
- Veterans Administration Educational Benefits – Bitterroot College CDL Program is GI Bill approved!
  - 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
  - Contact your local Job Service office
    - Montana Vocational Rehabilitation Program office locations can be found at 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**
  - Attach photocopy of current and valid Montana Driver License to program application
- **Background Check**
  - Visit app.mt.gov/choprs/ and under Public Users click on Start Service
  - Cost is $14.50; pay online with eCheck, credit card, or debit card
  - Print background check document and attach to program application
- **Motor Vehicle Record**
  - Visit app.mt.gov/dojdrs/ and click on Public User and select 1.To obtain my own driving record
  - Cost is $7.25; pay online with eCheck, credit card, or debit card
  - Print motor vehicle record document and attach to program application
- **Department of Transportation (DOT) Physical**
  - Obtain a DOT Physical through a DOT Certified Medical Examiner ($60-$150)
    - Visit nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam for a listing of local DOT Certified Medical Examiners
  - 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, FMCSR 391.43, and FMCSR 391.64 or discuss with your healthcare provider.

- **Drug Screening**
  - Great Falls Medical Services, 1118 Central Ave, 59401; call 406.454-3247 for appointment (ask for Terri)
  - Drug screening generally costs between $20 and $50
  - Bitterroot College will notify student of drug screening results

### Retain Program Information for Your Records

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

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 Thurs, March 30, 2017 for training starting on Mon, April 3, 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 $4,500 — 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: ____________________________________________

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

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

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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 __________________

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