

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/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: **Great Falls College, 2100 16th Avenue South, Great Falls, Montana**

Field Training: Bitterroot College, 103 South 9th Street, Hamilton, Montana

Program Schedule:

- Classroom instruction (*80 hours classroom and labs*)
 - **October 23 through November 3, 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, October 18, 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)
 - For Great Falls area, contact your local Job Service office, jobservices.dli.mt.gov/
 - For Havre and Lewistown area, contact your local HRDC office, dphhs.mt.gov/contact/HRDC.aspx
- Rural Employment Opportunities (REO)
 - For more information, call (800) 546-1160, email info@reomontana.org, or visit reomontana.org/
- Veterans Administration Educational Benefits – Bitterroot College CDL Program is GI Bill approved!
 - For more information, contact Roch Turner, Program Development Director, Bitterroot College UM
 - Roch Turner, email roch.turner@umontana.edu, (406) 375-0100
- Veterans Administration Vocational Rehabilitation Services Training Funds
 - For information, contact the Missoula Office
 - Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
- Vocational Rehabilitation Services Training Funds
 - Contact your local Vocational Rehabilitation Program office
 - Montana Vocational Rehabilitation Program office locations can be found at dphhs.mt.gov/detd/vocrehab/mvrofficesbycounty.aspx
- Workforce Innovation & Opportunity Act (WIOA) Training Funding (*does NOT include assistance with application costs*)
 - Contact your local Job Service office, jobservices.dli.mt.gov/

➔ **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 www.umd.edu/bc

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** _____

For Office Use Only

Required Application Materials

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

<p><i>Reviewer's name:</i> _____</p> <p><i>Reviewer's comments:</i></p>

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

Application reviewed on _____ **Accepted** _____ **Denied** _____
Date