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:
Bitterroot College, 103 South 9th Street, Hamilton, 59840

Program Schedule:
- Classroom instruction *(118 hours classroom and labs)*
  - February 22 through March 11, 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/Triple 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 **$4,200 is due by Tues, Feb 16, 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) Training Funding
  - Will Bodle, william@reomontana.org, (406) 274-4172, 539 South 3rd West, Missoula

- Workforce Innovation & Opportunity Act (WIOA) Training Funding (does not include assistance with application costs)
  - For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operators
    - Maggie Wright Tickell, mtickell@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
    - Chelle Twist, mtwist@mt.gov, (406) 375-6041; 274 Old Corvallis Rd, Hamilton
  - For non-Ravalli County residents, contact your local Job Service office

- Vocational Rehabilitation Services Training Funds
  - Jerry Zook, jzook@mt.gov, (406) 375-0203; 316 North Third Street, Suites 109 & 110, Hamilton

- Veteran’s Administration Vocational Rehabilitation Services Training Funds
  - Terri Roach, terri.roach@va.gov, (406) 721-0628; 2681 Palmer, Suite N, Missoula

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 $11.50; 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

  Note: Bitterroot Job Service will provide motor vehicle record free of charge upon request; call (406) 363-1822 or stop by Bitterroot Job Service office for more information

- Department of Transportation (DOT) Physical
  - Obtain a DOT Physical through your healthcare provider ($60-$150)
  - Attach healthcare provider’s proof of DOT Physical to program application
  - Suggested local healthcare provider for DOT Physical: Alexis Wagner, APRN, B.C. (406) 360-2101 or Hamilton Family Chiropractic, David Golie DC, (406) 375-0800, 120 S 5th St, Hamilton

  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
  - Contact Bitterroot College-approved drug screening site for appointment ($20-$50)
    - Alexis Wagner, APRN, PC, (406) 360-2101, 605 South 1st St, Hamilton
    - Hamilton Family Chiropractic, David Golie DC, (406) 375-0800, 120 S 5th St, Hamilton
    - Missoula Medical, Kamai Verworn RMA, (406) 543-6850, 1805 Bancroft, Missoula
    - Marias Medical Center, (406) 434-3100, 670 Park Ave, Shelby
  - 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

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 Tues, Feb 16, 2016 for training starting on Mon, Feb 22, 2016

Submit completed application to:

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 $4,200 — make check payable to UM or pay in person at Bitterroot College with cash, credit card, or 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)? ________________

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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 _______________________

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