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 Instructor Curtis Bunton.

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

Program Schedule:
- Classroom instruction *(80 hours classroom and labs)*
  - **June 3 – June 29, 2019**
    - 5:00pm-9:00pm, Mon, Tue, Wed, Thurs, Fri, June 3-28
    - 8:00am-6:30pm, Sat, June 29 *(includes 30 minute lunch break)*
- 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 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)*
  - A Hazardous Materials (HAZMAT) Endorsement requires an online application and a scheduled visit to an application center. Visit [www.tsa.gov](http://www.tsa.gov) for industry/hazmat-endorsement for complete application information.

Program Fee:
- Full payment of **$4,750 is due by Wed, May 29, 2019** *(see application for payment submission instructions)*
- Fee includes tuition and books & materials (both classroom and field)
- Fee does *not* include background check, motor vehicle record, Department of Transportation (DOT) Physical, drug screening sample & results fees, 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
- **IMPORTANT:** Program Fee Assistance takes time to process; connect with assistance providers ASAP
  - Pathways Programs Funding *(formerly WoRC)*, Human Resource Council, 303 North 3rd Street, Hamilton
    - Lisa Kearns, (406) 363-6101 ext. 237 or Holly Montgomery, (406) 363-6101 ext. 239
**Program Fee Assistance (continued)**

- Ravalli County Federal Credit Union - Bitterroot College Roadmap to Success Loans  
  o Call 406.363-4631 and ask for a Loan Officer to learn loan details and submit a loan application
- Rural Employment Opportunities (REO) (*for eligibility, must have worked in agriculture within last 2 years*)  
  o Will Bodle, william@reomontana.org, (406) 274-4172
- Veterans Administration Educational Benefits, Valley Veterans Service Center, 217 N 3rd St, Suite L, Hamilton  
  o **Veterans and family members**: check your benefits eligibility, call (406) 363-9838 for an appointment
- Veterans Administration Vocational Rehabilitation Services Training Funds  
  o Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**  
  o Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203, Bitterroot College, 103 N 3rd Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton  
  o DeLynn Gardner, dgardner@mt.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- **Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program**  
  o Chelle Twist, chelle.twist@mt.gov, (406) 565-2243
- WIOA Youth Employment Program (*serves ages 14 to 24*), Human Resource Council, 303 N 3rd Street, Hamilton  
  o Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236

**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 $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/ 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 fmcsa.dot.gov/national-registry-certified-medical-examiners-search 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**  
  o Drug Screening Steps:  
    1. Call **The ChemNet Consortium** at (800) 597-7103 and pre-pay drug testing fee of $35; you will need a credit card or debit card.  
    2. Schedule a drug testing appointment for collection of sample. Cost is approximately $40.  
      - **Bitterroot Valley Mobile Drug & DNA Testing**, Tami Chaffin RMA, (406) 550-0579 or bvmobilemt@gmail.com (BV Mobile will come to you)  
      - **Missoula Medical**, Kamai Verworn RMA, (406) 543-6850, 1805 Bancroft, Missoula
  3. Drug Screening results are sent to Bitterroot College. We will notify you of your results.

**Retain Program Information for Your Records**

**Questions?** Contact the Bitterroot College at (406) 375-0100 or email meri1.telin@umontana.edu or visit www.umt.edu/bc
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 Wed, May 29, 2019 for training starting on Mon, June 3, 2019

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or meri1.telin@umontana.edu

Include with completed application:

☐ Full program fee payment of $4,750 — make check payable to Bitterroot College or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
☐ Cleared background check, MT Driver License, 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 Continuing Education Commercial Driver License Training Program.

Applicant’s Signature ____________________________ Date ____________________________

For Office Use Only

Required Application Materials

- Complete Application
- Background Check
- MT Driver License
- Motor Vehicle Record
- DOT Physical
- Drug Screen

Reviewer’s name: ____________________________
Review date: ____________________________
Reviewer’s comments: ____________________________

Circle one: Accepted Denied

MT Drive License: # ____________________________ Exp. Date ____________ Checked By ____________

Payment Type: ____________________________

Exam Results: ____________________________