Program Information

Commercial Driver License (CDL) Refresher Course

Program Overview
Program designed for individuals who hold an expired or current Montana Type 1 Certification Class A License (inter-state) or Montana Type 2 Certification Class A License (intra-state) and want to refresh their skills or reapply for Class A licensure. Training focus is one-on-one, hands-on driving time. Scheduling options include 4-hour, 8-hour, 12-hour, 16-hour, 20-hour, 24-hour, 32-hour, and 40-hour packages. Scheduling based on Bitterroot College CDL instructor availability.

Program Provider
Program is provided by Bitterroot College UM under the supervision of Commercial Driver License Program Director/Instructor Curtis Bunton.

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

Program Schedule
Scheduling based on Bitterroot College CDL instructor availability. To schedule your training days and times, call or visit Bitterroot College. Call: 406.375-0100  Visit: 103 South 9th Street, Hamilton, Montana

Program Fee: Payment due in full by 5pm two business days prior to scheduled start date
- 4-hr Package: $520
- 8-hr Package: $720
- 12-hr Package: $900
- 16-hr Package: $1,100
- 20-hr Package: $1,300
- 24-hr Package: $1,500
- 32-hr Package: $1,950
- 40-hr Package: $2,400

- Fee does not include background check, motor vehicle record (required for those with an expired license), Department of Transportation (DOT) Physical (required for those with an expired license), and drug screening sample & results fees.
- Refund Policy: 100% refund if student cancels by 5pm two business days prior to scheduled start date; 75% refund if student cancels between payment due date/time and scheduled start date; no refund if student cancels after scheduled start date. 100% refund if Bitterroot College cancels.

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
  - (406) 363-6101: Lisa Kearns, ext. 1 or Holly Montgomery, ext. 2, or Tomie Martin, ext. 3
- Ravalli County Federal Credit Union - Bitterroot College Roadmap to Success Loans
  - 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)
  - Sesar Bonilla, sesar@reomontana.org, (406) 274-4172
- Veterans Administration Educational Benefits, Valley Veterans Service Center, 217 N 3rd St, Suite L, Hamilton
  - Veterans and family members: check your benefits eligibility, call (406) 363-9838 for an appointment
- Veterans Administration Vocational Rehabilitation Services Training Funds
  - Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
  - Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203, Bitterroot College, 103 S 9th Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton
  - DeLynn Gardner, dgardner@mt.gov, (406) 560-1689 or Chelle Twist, mtwist@mt.gov, (406) 565-2243
- WIOA Youth Employment Program (serves ages 14 to 24), Human Resource Council, 303 N 3rd Street, Hamilton
  - Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236
Program Application Requirements *(documentation must be submitted with application)*

**All Applicants**

- **Expired or current Montana Type 1 or 2 Certification Class A License**
  - Attach photocopy of expired or current Montana Type 1 or 2 Certification Class A License to program application

- **Background Check**
  - Visit [app.mt.gov/choprs/](http://app.mt.gov/choprs/) and under Public Users click on Start Service
  - Cost is $20.00; pay online with eCheck, credit card, or debit card
  - Print background check document and attach to program application

- **Drug Screening**
  - Drug Screening Steps
    1. Call the ChemNet Consortium at (800) 597-7103 and pre-pay drug testing & collection fee of $55; you will need a credit card or debit card.
    2. Once you have pre-paid your testing and collection fee, visit a local ChemNet partner for sample collection:
       - Dr. David Golie, DC, (406) 375-0800; 105 S 4th St, Hamilton, MT 59840
       - Compliance Monitoring, (406) 529-1789; 2809 Great Northern Loop #200, Missoula
    3. Drug screening results are sent to Bitterroot College; we will notify you of your results.

**Additional Requirements for Applicants with an Expired Class A License**

- **Current Montana Driver License**
  - Attach photocopy of current Montana Driver License to program application

- **Current Montana Class A Learner’s Permit**
  - Attach photocopy of current Montana Class A Learner’s Permit to program application

- **Motor Vehicle Record**
  - Visit [app.mt.gov/dojdrs/](http://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 [fmc.sa.dot.gov/national-registry-certified-medical-examiners-search](http://fmc.sa.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.*

**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](http://www.umt.edu/bc)
Program Application
Commercial Driver License (CDL) Training Refresher Course

Application Requirements
1) Must hold an expired or current MT Type 1 or 2 Certification Class A License
2) Must submit background check results and proof of drug screen sample submission with application (see accompanying information for details)
3) For those with an expired MT Class A License, must hold a current MT Driver License and current MT Class A Learner’s Permit and submit MT Motor Vehicle Record and Department of Transportation (DOT) Physical results with application (see accompanying information for details)

Application Deadline is 5pm Two Business Days Prior to Scheduled Start Date

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 — 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)
☐ Copies of background check, MT Class A Driver License, and proof of drug screen sample submission (see accompanying information for details)
☐ For those with an expired MT Class A Driver License, also include copies of current MT Driver License, current MT Class A Learner’s Permit, MT Motor Vehicle Record, and DOT Physical results (see accompanying information for details)

Full Legal Name: ____________________________
First Middle Last

Mailing Address: ____________________________________________

City: ____________________________ State: __________ Zip Code: __________

Telephone(s): ____________________________

Email Address: ____________________________

Date of Birth: ____________________________ Gender (optional): Male ______ Female ______

5/22/2020
Summarize previous experience with heavy-duty trucking: ______________________________________

____________________________________________________________________________________
____________________________________________________________________________________

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 Refresher Program.

By signing this application, I understand and agree if I begin the program I am ultimately responsible for the full payment of the program fee. If I am applying for program fee assistance, I understand and agree it is my responsibility to provide written confirmation of third party funding approval prior to the start of the program. Finally, I understand and agree if my third party funding is not ultimately received in full or in part, it is my responsibility to pay any remaining program fee balance.

Applicant’s Signature _____________________________ Date _______________

For Office Use Only

Required Application Materials

_____ Application
_____ Background Check
_____ Drug Screen
_____ MT Class A License

For Expired Class A Applicants

_____ DOT Physical
_____ MT Class A Learner’s Permit
_____ MT Driver License
_____ MT Motor Vehicle Record

MT Class A License: # ____________________________ Exp. Date _____________ Checked By ____________

Payment Type: __________________________________________

Exam Results: ____________________________________________

Circle one: Accepted  Denied

Reviewer’s name: _______________________________________

Review date: __________________________________________

Reviewer’s comments:

5/22/2020