

HIGHLANDS COLLEGE

O F M O N T A N A T E C H

Kinsley Rafish – Bennett

406.496.4684

krafish@mtech.edu

Website

www.mtech.edu/cdl

REQUIRED

- Application including signed Student Agreement (on back)
- MT Driver's License
- DOT Physical
- Motor Vehicle Record
- Background Check
- Payment of \$4,000
- Drug Test (will be scheduled after acceptance into the course)

Documents can be hand delivered or emailed.

To be considered for admission into a CDL Training Program, the above required documents must be completed and emailed/hand delivered to:

Highlands College of Montana Tech

25 Basin Creek Road
Butte, MT 59701

**Office Hours: 8:00am-4:00pm
Monday-Friday**

Email: krafish@mtech.edu

"Providing quality training that produces skilled drivers who can safely operate commercial vehicles."

CDL APPLICATION – Community Course

Please print so it's legible!

Name: _____
Last First Middle Initial Age

Address: _____

City _____ State: _____ Zip: _____

Email: _____

Phone(s): _____

SSN: _____ Date of Birth: _____

Gender

- Male
- Female
- Other

Do you have a high school diploma or GED/HiSET?

- Yes
- No

Reason for CDL:

- Seeking employment
- Required for my job

Employer: _____

ADDITIONAL INFORMATION

Preferred Session: Fall _____ Spring _____ Summer _____

Do you have experience driving a manual vehicle? ___ YES, ___ NO

Do you have a current First Aid/ CPR Certification? ___ YES, ___ NO

Expiration Date: _____

Have you ever been enrolled at Montana Tech or Highlands College? ___ YES, ___ NO

How did you hear about this training program? _____

NOTES:

OFFICE USE ONLY (To be verified / initialed by staff)

Payment: Check # _____ Cash _____ Credit/Debit _____ Invoice _____ Date Paid: _____

Staff Initials: _____

CDL APPLICATION / STUDENT AGREEMENT

Highlands College of Montana Tech is proud to offer a State of Montana approved program to prepare a driver trainee for their Commercial Driver's License and is a registered training provider under the Federal Motor Carrier Safety Administration. Driver applications must obtain training from a training provider listed on the Training Provider Registry. The program will be held four-five times a year and will require a six-eight-week time commitment.

Theory: Students should be prepared to read the Montana Commercial Driver License Manual, complete modules and practice exams in Moodle, and demonstrate their understating of the material by achieving an overall minimum score of 80 percent in the online J.J. Keller Curriculum, "Entry Level Driver Training: Obtaining A CDL". Students must obtain their Commercial Learner's Permit (CLP) before they may start their over-the-road driving.

Behind-The-Wheel: Performance evaluations will be conducted by the CDL instructors for the behind-the-wheel Range and Public Road. The instructors will assess each driver trainee's individual performance to ensure they are proficient of the BTW portions of curricula before allowing them to schedule the skills tests.

Accommodations: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Director of Disability Services or call 406-496-4428 to schedule an appointment.

Application Requirements/Pre-requisites:

- Attend mandatory information session
- Possess a current Montana Driver's License and be at least 18 years of age (18-20 for *intrastate* license and age 21 or older for *interstate* license)
- Pass or hold a current Department of Transportation (DOT) Physical (can be included in fee – see website for locations in Butte)
- Submit Motor Vehicle Record
 - Visit <https://cars.dojmt.gov/app/> /#0 and click **Purchase a driver record**
 - Cost is \$4.22
- Submit Criminal Background Check
 - Visit <https://doj.egovmt.com/choprs/> and under **Public Users** click **Start Service**.
 - Cost is \$20.00
 - Print results and attach with application (results expire after 14 days)
- Pass Drug Test (included in fee)
 - Drug Screen appointment will be made for you by Highlands College after all documents have been turned in and you've been accepted into the course)

I hereby certify that the statements on this application are correct to the best of my knowledge, and I understand falsification or omission of information may result in denial or rescinding of admission to the Commercial Driver's License (CDL) program or continuation in any of its courses of study.

By signing this application, you are agreeing to allow Highlands College of Montana Technological University to use your name and photo for media and general promotion of our training programs/community enrichment classes. You also consent to information sharing under programs that include job placement.

Student's Signature: _____

Date: _____