**HUNTINGDON COUNTY**

**CAREER AND TECHNOLOGY CENTER**



**CDL PROGRAM**

**APPLICATION**

**Federal Motor Carrier Safety Administration**

**Training Provider**



**11893 Technology Drive**

**Mill Creek, PA 17060**

**(814)643-0951**

**adulted@hcctc.org**

**Huntingdon County Career & Technology Center**

**CDL Program Checklist**

* HCCTC CDL Application –
	+ - Must be submitted ASAP with $30 to hold spot in class.
		- Non-refundable
		- Included the cost of the PA Criminal Clearance
* Controlled Substance Consent Form
	+ - Must be signed and returned with CDL Application
* Valid PA Driver’s License
	+ - Must submit a copy of valid Pa License with CDL application.
* Original Birth Certificate
	+ - Must show an original certificate with raised seal to AE Staff for copying.
* DMV Individual Report -
	+ - must be submitted to Adult Education office 1 week prior to start
		- <https://apps.pa.egov.com/idr>
		- Cost $9 – payable by the Individual
* Child Abuse Clearance –
	+ - <https://www.compass.state.pa.us/CWIS>
* DOT CDL Medical Examiners Card
	+ - Must be submitted with in the week prior to the start date of the class.
		- Individuals are strongly encouraged to complete physical at the JC Blair Occupational Health office or your local Occupational Health Office
		- Cost is the responsibility of the individual but you must return the paid invoice to be eligible for reimbursement by the start date of your class.
* Payment Options –
	+ - Documentation for tuition assisting agency like OVR, WIOA, VA
		- Payment Plan authorized by the Adult Education Office.

Failure to complete the checklist will jeopardize your timely enrollment into the CDL program. Please direct any questions with this checklist to the Adult Education Coordinator at 643-0951 ext. 1016.

***PROSPECTIVE STUDENT CLEARANCE INFO – PLEASE NOTE***

**Pennsylvania Criminal Clearance** IS COMPLETED BY SCHOOL AS PART OF THE APPLICATION PROCESS

            The criminal clearance will be obtain through the school and is included in the $30 registration fee. The HCCTC utilizes the PA EPATCH website and the information provided in the application.

**Pennsylvania Child Abuse History Clearance – Student Responsibility**

            The PA Child Abuse History clearance process and the cost incurred is the responsibility of the student to obtain. Copies of the results must be submitted to the HCCTC Adult Education Offices Prior to start. Enrollment into any program at the Huntingdon County Career & Technology Center can be denied based on the results of these clearances. All records will be reported to the Director for final decision. Some offenses exclude entry into certain programs based on Federal Regulations. A copy of that information is available in the Adult Education Offices.

PROGRAM INFO SHEET

Commercial Truck Driving Class A

200 Program Hours

**Registration Fee**  $ 50.00

 Includes Criminal Clearance & DMV Record

**Tuition/Instructional Costs** $5000.00

**Certifications**  $ 320.00

 CDL Testing

**Textbooks** $ 30.00

 **Total Tuition and Fees: $ 5400.00**

**Additional Required Items – at the cost of the student**

PA Child Abuse Clearance

Valid PA Driver’s License

Boots / Gloves

Cost of DMV Permit and DOT Medical Examiners Card

**Class A Commercial Truck Driver**

CIP 49.0205 SOC 53-3032

Truck and Bus Driving/ Commercial Vehicle Operator

CURRICULUM REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| **Theory** – *Theory must be completed and certified to apply for permit.* *80% required to certify theory hours.* DELIVER in HYBRID Online & In Class | **Behind the Wheel (BTW) Range** *Must be Proficient in skills to be certified. Clock hours will be calculated based on 60 minutes of instruction.*  | **Behind the Wheel (BTW) Public Road***Must be proficient in skills to be certified.* *\*May be asked to demonstrate proficiency in knowledge not performance.* |
| **Basic Operations** Orientation Control Systems/DashboardPre/Post Trip InspectionsBasic Controls Shifting/Operating TransmissionsBacking and DockingSafe Operating Procedures Visual Search CommunicationDistracted DrivingSpeed ManagementSpace Management Night OperationExtreme Driving Conditions **Advanced Operating Practices**Hazard Perception Skid Control/Recovery/Jackknifing and other emergencies**Vehicle Systems and Reporting Malfunctions** Identification and Diagnosis of MalfunctionsRoadside Inspections Maintenance**Non-Driving Activities**Handling and Documenting CargoEnvironmental Compliance IssuesHours of Service Requirements Fatigue and Wellness AwarenessPost-Crash Procedures External Communications Whistleblower / CoercionTrip Planning Drugs/AlcoholMedical Requirements | Vehicle Inspection and Pre-Trip/Enroute/Post-TripStraight Line Backing AlleyDock Backing (45/90 degree)Off-Set Backing Parallel Parking Blind Side Parallel Parking Sight SideCoupling and Uncoupling  | Vehicle ControlsShifting / Transmission Communications /SignalingVisual Search Speed and Space ManagementSafe Driver BehaviorHours of Service (HOS) Requirements\*Hazard Perception \*Railroad (RR) – Highway Grade Crossing\*Night Operations\*Extreme Driving Conditions \*Skid Control / Recovery, Jackknifing and other Emergencies.  |

**CDL CUSTOM COURSE OFFERINGS**

**Theory Course Only**

**40 Hours**

(Must Achieve an 80% overall Score for certification)

DMV Permit will be the responsibility of the student.

Registration $ 50.00

Online Course $ 150.00

Tuition $ 300.00

 **Theory Only $500.00**

**Behind the Wheel (BTW) Range and Public Road Only**

**145 Hours**

Registration $ 50.00

 Tuition $4,630.00

 Testing $ 320.00

 **BTW Only $5000.00**

**Hazardous Materials Endorsement Training**

(Must Achieve an 80% overall Score for certification)

DMV exam will be the responsibility of the student.

Registration $ 50.00

Book $ 30.00

Tuition $320.00

 **HazMat Only $400**

**ForkLift Certification**

(Class 5 Add On Certification)

Tuition $50

 **Forklift Add on $50**

**TYPICAL COURSE SCHEDULE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Week One*Theory* |  | 5PM – 8PM ELDT Orientation | Online Modules | Online Modules | Online Modules | Online Modules |
| Week Two*Theory* | Online Modules | 5pm – 8PM ELDT/DOT Permit Review | Online Modules | Online Modules | Online Modules | Online Modules |
| Week Three | ***ELDT Theory Certification***  | Schedule | DMV | PERMIT | EXAM | 6am -4pm½ Hour BreakRange |
| Week Four *BTW Range* | 4pm – 8pmBTW Range | 4pm – 8pmBTW Range | 4pm – 8pmBTW Range | 4pm – 8pmBTW Range | 4pm – 8pmBTW Range | 6am -4pm½ Hour BreakBTW Range***Range Certification*** |
| Week Five*BTW Public Road* | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm |  | 6am -4pm½ Hour Break |
| Week Six*BTW Public Road* | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm |  | 6am -4pm½ Hour Break |
| Week Seven*BTW Public Road* | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm |  | 6am -4pm½ Hour Break |
| Week Eight*BTW Public Road* | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm | 4pm – 8pm |  | 6am -4pm½ Hour Break***ELDT BTW Public Road Certification*** |
| Week Nine*Certification and Testing* | Schedule Exam  |  | Fork Lift Add On |  |  |  |

***ACTUAL SCHEDULE IS SUBJECT TO CHANGE DUE TO SCHOOL HOLIDAYS AND CLOSINGS***

***HAZMAT SCHEDULED at Instructors availability***

**CONTROLLED SUBSTANCE and DOT COMMERCIAL DRIVERS RANDOM SCREENINGS**

The Huntingdon County Career & Technology Center is required to participate in the Department of Transportation’s Commercial Drivers random drug testing requirements. The HCCTC participates as part of the J.C. Blair Occupational Health Center. You must give consent that you understand that each quarter a random student/instructor can be required to participate in a random drug screening. Failure to participate will mean immediate dismissal from the program.

**CONTROLLED SUBSTANCES STUDENT TESTING CONSENT TO TEST FORM**

I hereby give permission for the Huntingdon County Career and Technology Center to test, through its authorized laboratory, to perform a urine drug screen on myself. All HCCTC CDL students and CDL Staff are entered into the State mandated CDL consortium through J.C. Blair Occupational Health Center. Students are chosen for this test (a) at random, or (b) upon reasonable suspicion. All students are required to submit a signed Consent to Test Form prior to enrollment.

I understand that students who test positive will be retested to ensure that there are no false positives. I also understand that those students who do test positive will undergo mandatory counseling and will be tested again. I also consent to such counseling and retesting. I further understand that students who refuse to submit to a random test shall be considered as if he or she had tested positive.

The Huntingdon County Career and Technology Center is committed to providing a safe, drug-free school environment. We appreciate your support, encouragement, and cooperation. The cost of the tests and any necessary retest will be provided by Huntingdon County Career and Technology Center. The test results will be confidential. The drug testing shall be conducted in compliance with the Controlled Substances Policy established by Huntingdon County Career and Technology Center’s Commercial Driving Program.

**THE STUDENT MUST SIGN THIS FORM.**

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THIS CONSENT FORM.

This Consent to Test Form is for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Name (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

*Address Notice of Test Results should be sent to*: Laura Hicks, Adult Education Coordinator

 CDL Program

 Huntingdon County CTC

 11893 Technology Drive

 Mill Creek, PA 17060

 **HUNTINGDON COUNTY**

 ***Career and Technology Center*** 11893 Technology Drive P.O. Box E Mill Creek, PA 17060-0905
 Phone: (814) 643-0951 Email: admin@hcctc.org Website: www.hcctc.org

*Training Tomorrow’s Workforce Today…*

**Application for Adult Course**

Course Name: Commercial Driving Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Full Class A 200 Hour Course \_\_\_\_\_ Theory \_\_\_\_\_ BTW Range & Public Road \_\_\_\_\_ HAZMAT

**Student Information:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maiden Name or Alias:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First MI

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip Code

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS Number\*\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_ Birthdate:\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Emergency Contact Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of Payment:**

Funding Source: Self Pay \_\_\_\_\_ Payment Plan Option \_\_\_\_\_\_ Employer Invoice:\_\_\_\_\_\_\_

TRA\_\_\_\_\_ WIOA\_\_\_\_\_ OVR\_\_\_\_\_ Veterans Bill\_\_\_\_\_ WATCH\_\_\_\_\_\_\_

Program Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following information is required by the state. \*The information will in no way be used to determine eligibility for entrance into programs. (Check All that Apply)**

\_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_Non-Hispanic \_\_\_\_\_ Hispanic

\_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_American Indian/Alaskan National \_\_\_\_\_Asian/Pacific Islander

\_\_\_\_\_ Disabled \_\_\_\_\_Displaced Homemaker \_\_\_\_\_Economically Disadvantaged \_\_\_\_\_ Single Parent

\_\_\_\_\_Limited English Proficiency \_\_\_\_\_Educationally Disadvantaged

**How did you hear about our programs (Check All that Apply)**

 \_\_\_\_\_Radio Ad \_\_\_\_\_Newspaper Ad \_\_\_\_\_Billboard \_\_\_\_Digital Ad \_\_\_\_\_Website \_\_\_\_\_Previous Student \_\_\_\_\_Sign \_\_\_\_Facebook

 \_\_\_\_\_Attended previous course \_\_\_\_\_Program like OVR,WIOA, VA, WATCH \_\_\_\_OTHER: Specify

**\*Please Read and sign the following statement:**

 I understand the following:

1. The information on this application will be used to process a PA State Police Criminal Clearance and submit federal and state reporting criteria. If you choose not to complete these sections, you will be asked to submit the clearance at your own cost.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NON-DISCRIMINATION POLICY**

It is the policy of the Huntingdon County Career and Technology Center not to discriminate on the basis of sex, handicap, race, color, ancestry, age, national origin, religion, sexual preference, or union membership in its admission to educational and vocational programs, activities, or employment as required by Title VI, Title IX Section 504, and the Americans with Disabilities Act (ADA). For more information, contact R. Anthony Payne at 11893 Technology Drive, Mill Creek, PA 17060. Telephone (814) 643-0951. The Huntingdon County Career and Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the HCCTC Administration.

**PAID APPLICATION FEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**