



Commercial Driver License Training Application

Submit to: Helena College – Continuing Education

ATTN: Ryan Loomis
1115 North Roberts St.
Helena, MT 59601

phone: 406-447-6376
fax: 406-447-6397
or Ryan.Loomis@HelenaCollege.edu

Please type or print

Full Legal Name _____
LAST FIRST MIDDLE

Previous Name(s) _____
LAST FIRST MIDDLE

Social Security Number _____ Date of Birth ____/____/____

Current address

STREET/PO BOX _____ CITY _____ STATE _____ ZIP _____

Daytime Phone Number _____

E-mail address _____

Students with Disabilities

If you have a disability that you wish to bring to the attention of the institution to which you seek admittance, you may do so, before or after admission, by submitting an application to the Disability Resources office. Applicants who need assistance with this application may request it from Disability Resources. All requests regarding disability will be confidential and will not be used as a factor in granting or denying admission.

Safety and Security

1. Have you been otherwise institutionalized for threatening or causing physical or emotional injury to persons or property? ☐Yes ☐No
2. Have you been dismissed and/or suspended from an educational facility for disciplinary reasons? ☐Yes ☐No
3. Have you ever been required to register as a sexual or violent offender? ☐Yes ☐No

Emergency Contact Information

Contact Name _____
FIRST LAST RELATIONSHIP

Contact Phone number _____
DAYTIME EVENING WEEKEND

Signature

I hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. I understand that if it is later found otherwise, it is sufficient cause for rejection or dismissal. If my application for admission is approved, I agree to abide by the present and future rules and regulations, both academic and nonacademic. I further acknowledge that if I fail to adhere to these regulations or meet these requirements, my registration may be canceled.

APPLICANT'S COMPLETE LEGAL SIGNATURE

DATE

1. Provide a brief summary of previous five years' work experience (attach additional sheets if necessary).
2. What are your employment goals for obtaining a Commercial Driver License (CDL)?
3. Summarize previous experience with heavy-duty trucking (if any):

Requirements/Prerequisites

Must have a current Montana Driver License

- Must be at least 18 years of age for intrastate; 21 for interstate
- **Attach photocopy of current and valid Montana Driver License to program application**

Background Check

- Visit app.mt.gov/choprs/ and under Public Users click Start Service
- Cost is \$20; 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 Driver History Search - cost is \$7.87 pay with eCheck, credit or debit
- Record cannot be saved, MUST request from a device attached to a printer
- **Attach record to program application**

Department of Transportation (DOT) Physical

- Obtain a DOT Physical through a DOT Certified Medical Examiner (\$60-\$150)
- Visit <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam> 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

- Screening **must take place within 2 weeks of class start** (no earlier)
- Schedule by contacting Drug Information Systems, Inc. at 2625 Broadway Street, Helena
phone: 406-444-5001 email: dis@mt.net
walk-ins accepted Monday - Friday; 10:30am to noon and 1-3pm
- Cost is \$55, specify that the test is for the Helena College CDL program
- Results will be sent directly to Helena College Continuing Education Program Director

Payment/Cancellation/Refund Policy

A complete application will include all the information above *except* a drug screening (if application is turned in more than 2 weeks prior to program start.) Only complete applications will be accepted. Applicant will be informed of acceptance to the program within 2 business days. A non-refundable deposit of \$150 is due upon acceptance to the program, and the remainder of the program tuition is due no later than one week before class begins. Total amount due is \$3800. Class tuition includes books/manuals, gasoline/oil and Learner's Permit exam. Does not include final license exam fee. Once your application is accepted, you have until that session's payment deadline (usually one week before class begins) to make payment in full. If you cannot make payment for the current session, your application may be held for the next available class, but you must make payment two weeks in advance for the following class.

If you cannot attend a class you have registered for, you must request a refund in writing at least three full business days prior to the first class meeting. \$150 will be retained as an application processing fee, and cannot be used for future admission to class.

There are no refunds once a class has begun.

We reserve the right to cancel a course due to insufficient enrollment or other conflicts. If a class is canceled by the Continuing Education Department, you will receive a full refund.

Immediate cash refunds are not given for withdrawal from a class or when a class is canceled, regardless of the type of payment made. If payment was made by credit or debit, funds will be returned to the card. If payment is made by check or cash, refund processing will take 5-7 business days, and funds will be returned via check.

Cancellation, Withdraw, Termination Refund for GI Bill® funded students

Refunds for students using VA education benefits who do not begin, withdraw, or are discontinued from a course before completion will follow the pro-rata guidelines set forth in 38 CFR 21.4254 and 21.4255. This pro-rata refund is calculated using the total charges for tuition and fees that the length of the completed portion of the course bears to the total length of the course. Additionally, once book and tool kit is issued to student as supplies, this amount will not be calculated into the pro-rata calculation.

_____ Initial to indicate acceptance of policy and attach to completed application.