



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Continuing Education and Training

406.771.2290

gfcmsu.edu/cet

REQUIRED

- Application including Student Agreement *(on back)*
- MT Driver's License
- DOT Physical
- Motor Vehicle Record
- Background Check
- Certified Birth Certificate
- Drug Test
- Payment \$ _____
(Acceptable payments include credit card, cash, check or money order)

Documents can be hand delivered, faxed, or emailed

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

Great Falls College MSU
Continuing Education & Training Office,
Rm. G100
2100 16th Avenue South
Great Falls, MT 59405

Office Hours: 8 am – 4 pm, Mon. – Fri.

Email: cet@gfcmsu.edu or
Priscilla.zander@gfcmsu.edu

Website: www.gfcmsu.edu/cet

Fax: 406.771.4340

CDL APPLICATION

Print information so it's legible!

Name: _____
Last First Age

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone(s): _____

Male Female

Reason for CDL: Seeking employment

Required for my job

Employer: _____

TRAINING PREFERENCE

(Classes run once a month as needed)

Classroom Theory Only \$2,000
(will receive Commercial Learners Permit only)

Month Preferred: 1) _____ 2) _____

Behind the Wheel (BTW) Training Only \$3,000
(must already have Commercial Learners Permit)

Month Preferred: 1) _____ 2) _____

Classroom Theory + Job Placement \$3,500

Month Preferred: 1) _____ 2) _____

Classroom Theory + BTW Training \$5,000

Month Preferred: 1) _____ 2) _____

Do you have experience driving a manual vehicle? Yes No

Do you have a current First Aid/CPR Certification? Yes No

Expiration Date: _____

How did you hear about this program? _____

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

PAYMENT: Check # _____ Cash Credit/Debit Invoice

Date paid: _____

Staff Initials: _____

BTW PLACEMENT: _____

CDL APPLICATION/STUDENT AGREEMENT

Great Falls College MSU Continuing Education & Training 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. As of February 7, 2022, applicants must complete the training required in 49 CFR part 380, prior to obtaining any of the following commercial license credentials for the first time: a Class A or Class B commercial driver's license (CDL); an upgrade to a Class B or a Class A CDL; or a hazardous materials (H), passenger (P), or school bus (S) endorsement for the first time. Driver applicants must obtain training from a training provider listed on the Training Provider Registry. The program will be held monthly and will require a four to six-week time commitment. Classes consists of classroom theory, behind-the-wheel theory, videos, simulator, and CPR certification.

Classroom Theory: Students should be prepared to attend class every day in order to complete the mandatory training requirements. The driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the written (or electronic) theory assessment. Students who do not attend class every day and pass the score benchmark, will not be able to proceed to the behind-the-wheel theory. If a student does not pass they will have 2 weeks to re-take the written assessment.

Behind-the-wheel (BTW) Theory: Performance evaluations will be conducted by the instructor for the behind-the-wheel theory. Whether you are placed with a business or attending the training at the college, the instructor will assess each driver trainee's individual performance to ensure they are proficient of the BTW portions of the curricula before allowing them to schedule the driving test at the DMV.

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 406-771-4311 to schedule an appointment.

Cancellation: To receive a full refund, registration must be cancelled 3 working days prior to the first day of class or if CET cancels the training. Exceptions must be approved by the Director.

Application Requirements/Pre-requisites:

- Attend mandatory informational session – offered monthly
- Possess current Montana Driver License and age 18 or older for intrastate license and age 21 or older for interstate license
- Provide a certified copy of Birth Certificate
- Pass or hold a current Department of Transportation (DOT) Physical
 - Cost will vary between \$100 - \$266
 - A local list of DOT Certified Medical Examiners will be provided
- Pass Drug Test (included in fee)
- Submit Motor Vehicle Record
 - Visit <https://dojmt.gov/driving/driving-records/> and click **Access Public User** and select **To obtain my own driving record**
 - Cost is \$7.87 for online – must be printed right away
 - Cost is \$4.12 in person or by mail – check or money order only (*enclose a stamped, self-addressed envelope if by mail*)
 - Print motor vehicle record document and attach with application. Can request DOJ to fax it to us; however, there is an additional fee of \$3.09 for each record.
- Submit Criminal Background Check
 - Visit <https://doj.egovmt.com/choprs/> and under **Public Users** click on **Start Service**
 - Cost is \$20.00
 - Print results and attach with application (results expire after 14 days)

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 the Great Falls College MSU to use your name and photo for media and general promotion of our training programs.

I will comply with U.S. Department of Transportation regulations in parts 40, 382, 383, and 391, as well as State and/or local laws, related to alcohol and controlled substances testing, age, medical certification, licensing, and driver records, as required in 380.707(a).

Student Signature: _____

Date: _____