



## COMMERCIAL TRUCK DRIVING – North Metro Campus

Spring Semester Session III

**May 1<sup>st</sup> – June 23<sup>rd</sup>**

### Student Information and Checklist

**Admission Requirements (the following items must be submitted/completed before obtaining any CTD documents):**

- An application for admission.
- A \$ 20 non-refundable application fee.
- Official transcripts from **all** previously attended colleges/universities. **(Transcripts must be in a sealed envelope.)**
- Take the COMPASS Placement Exam..
  - You have two opportunities to meet the required test scores. (Second attempt must be completed no sooner than 7 days after first attempt and requires a \$15 re-testing fee.)
  - You may exempt the test if you submit *acceptable* ACT, SAT, COMPASS, or ASSET scores that are no more than 60 months old **or** if you have completed acceptable college-level Math and English courses and earned a grade of "C" or higher.
- Copy of your current Georgia driver's license.
- If you are under 21 you must speak with Kelsey Heiple in the Student Affairs Office on the North Metro Campus.

### Cost and Schedule Information:

- Tuition for this program is \$1,576.00\* for in-state residents, plus books.
- You must fill out the FAFSA at <http://www.fafsa.ed.gov> before we can determine your Financial Aid eligibility (use our school code: 005620). If eligible for the **HOPE Grant**, out-of-pocket tuition and fees will total \$1,012.87\*, plus books. Students eligible for HOPE Grant may *also* be eligible for Georgia's Strategic Industries Workforce Development Grant, which will reduce out-of-pocket expenses to \$12.87\*, plus books. **You may contact the Financial Aid Office at 770.975.4016 for more information about HOPE Grant.**
- Veterans and those unemployed may qualify for additional tuition assistance.
  - **Veterans:** Please contact our VA Certifying Official, Leroysha Kemp-Carmichael at 770.528.5801 or [Leroysha.Kemp-Carmichael@ChattahoocheeTech.edu](mailto:Leroysha.Kemp-Carmichael@ChattahoocheeTech.edu).
  - If you are unemployed, you may contact the WIA Office for the county in which you live for further information.
- Balances are due in full by 12:00 noon on Friday, April 25<sup>th</sup>.
- Textbooks are available in the North Metro Campus bookstore; textbook cost is ≈ \$107.00\*.
- Class Schedule is as follows:
  - *CTDL 1010 (3 credit hours) – Fundamentals of Commercial Driving*
    - ♣ 10 day classroom session
    - ♣ 7 total class room hours per day
    - ♣ class times 8:00am – 3:30pm each day
  - *CTDL 1020 (2 credit hours) – Combine Vehicle Basic Operation and Range Work*
    - ♣ 11 day range driving session
    - ♣ 6 total hours per day
    - ♣ students are divided into two 8 student sessions
      - session 1 class times 7:00am – 1:00pm each day
      - session 2 class times 1:00pm – 7:00pm each day
  - *CTDL 1030 (4 credit hours) – Combination Vehicle Advanced Operations*
    - ♣ 27 day driving session
    - ♣ 6 total hours per day
      - session 1 class times 7:00am – 1:00pm each day
      - session 2 class times 1:00pm – 7:00pm each day

**\*Costs are subject to change without notice.**

***A Unit of the Technical College System of Georgia An Equal Opportunity Institution***



# Chattahoochee TECHNICAL COLLEGE

## COMMERCIAL TRUCK DRIVING – North Metro Campus

Spring Semester Session III

**May 1<sup>st</sup> – June 23<sup>rd</sup>**

### **!! IMPORTANT INFORMATION !!**

***The Drug Screen and MVR are only valid for 30 days before the class start date. These documents can ONLY be obtained and submitted between***

***April 1<sup>st</sup> and April 18<sup>th</sup>***

***The drug screen results may take 3-5 days to be processed, so please plan accordingly. Further details on the physical and drug screen are attached.***

***Document Deadline: April 18<sup>th</sup>***

### CTD Documentation Requirements:

- Obtain a certified copy of a 7-year Motor Vehicle Report (MVR) from the Georgia DMVS. See the college catalog concerning point restrictions. **Please note that students with serious traffic violations may qualify for admissions to CTC but may have difficulty finding employment. Serious violations include speeding 15 or more mph over the limit, reckless driving, DUI, etc.**
- Complete a Department of Transportation (DOT) physical examination.
- Complete a NIDA 5 drug screen. (This can be completed at the time of your DOT physical exam). ***Request that the medical center FAX a copy of the drug test results to the Student Affairs office at 678-222-4742.***

***All fees for the above documentation are the student's responsibility.***

**There are only 24 seats available per class and they will be filled on a first-come, first-served basis, determined by who completes the admissions process and submits the above documents first (again, no sooner than April 1<sup>st</sup>).**

### For more information contact:

Samuel Ray Puckett

CTD Lead Instructor

770-529-2357

[Samuel.Puckett@chattahoocheetech.edu](mailto:Samuel.Puckett@chattahoocheetech.edu)

OR

Kelsey Heiple

Student Affairs Specialist (Admissions Advisor)

770-975-4131

[Kelsey.Heiple@chattahoocheetech.edu](mailto:Kelsey.Heiple@chattahoocheetech.edu)

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**Information on Where to Obtain the DOT Physical and Drug Screen**

You may use any medical center you choose for your DOT physical and NIDA 5 drug screen. However, below is information on the medical centers most frequently used by students:

**The Artimes Group & Lab Testing Services**  
**2453 Powder Springs Road, SW**  
**Suite 215**  
**Marietta, GA 30064**  
**Phone: 800-492-9484**

**PLEASE CALL AND MAKE AN APPOINTMENT FIRST.**

|                            |                               |                         |
|----------------------------|-------------------------------|-------------------------|
| <b>Hours of operation:</b> | <b>Monday &amp; Wednesday</b> | <b>7:00am – 4:00pm</b>  |
|                            | <b>Tuesday &amp; Thursday</b> | <b>8:00am – 7:00pm</b>  |
|                            | <b>Friday</b>                 | <b>8:00am – 12:00pm</b> |

or

**Lake City Chiropractic**  
**4500 South Main St.**  
**Suite 104**  
**Acworth, GA 30101**  
**Phone: 770-529-0566**

**PLEASE CALL AND MAKE AN APPOINTMENT FIRST.**

Please make sure both tests fulfill all DOT requirements or you may have to retest at further expense to you. **You will need to ask for a DOT physical and DOT pre-employment drug screen (NIDA 5).** Make sure you have a current picture ID and wear your eyeglasses, if you require them.

**All fees for both exams are your responsibility.**

You will be required to bring the following to Kelsey Heiple at the North Metro Campus:

- Copy of your physical long form
- Copy of your medical card (you keep the original in your possession when driving)
- Copy of the drug screen donor receipt

Request that your drug screen results be faxed to:

**Chattahoochee Technical College – North Metro Campus**  
**Attention: Kelsey Heiple**  
**678-222-4742**

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To Whom It May Concern:

I am applying to enroll in the Commercial Truck Driving program at the North Metro Campus of Chattahoochee Technical College.

I need a DOT physical and NIDA 5 drug screen. I will need to return the donors copy of the federal drug testing custody and control form to the college, along with the physical exam report and copy of the medical card. I will also need the results of my drug test faxed to the college. Please fax my results to:

Chattahoochee Technical College – North Metro Campus  
Attn: Kelsey Heiple  
678-222-4742

I understand that I am responsible for all costs of these tests. I give your office permission to fax the above mentioned information.

Thank you,

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Student Signature

**Please complete and submit to medical center processing drug screen to ensure timely receipt of drug test results.**

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Chattahoochee Technical College is accredited by the Southern Association of Colleges and School's Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.