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## **COMMERCIAL TRUCK DRIVING North Metro Campus Program Dates: June 3- August 2, 2019**

**Mandatory Information Session:** May 6, 2019, 10:00 am, North Metro Campus, Bldg D Room 400

**Application and Document Deadline:** May 17, 2019 noon

**Payment Deadline:** May 24, 2019 1 pm

The Commercial Truck Driving program at CTC is a **37 day program** that prepares students to obtain a Class A Commercial Driver's License. Additional endorsements can be sought in Hazmat, Triple Truck, and Double Truck. Applicants must be 18 years of age.

Space is limited to 26 students and is filled on a first come, first served basis based on the completion of the admissions and program requirements. If admitted into the program, applicants will be contacted by email.

The program consists of 3 courses, totaling 9 credit hours.

### **CTDL 1010 (3 credit hours) - Fundamentals of Commercial Driving**

10 day classroom session Monday—Friday, 8:00am to 3:30pm

### **CTDL 1020 (2 credit hours) - Combine Vehicle Basic Operation & Range Work**

11 day session (Students divided into 2 sessions)

Session 1: Monday-Friday, 7:00am to 1:00pm or Session 2: Monday-Friday, 1:00pm to 7:00pm

### **CTDL 1030 (4 credit hours) - Combination Vehicle Advanced Operations**

16 day session Same 2 session format as CTDL 1020

All costs associated with obtaining admissions materials, CDL examination fees, and books are the responsibility of the student.

Tuition and Fees	
In-State	\$1,713.00*
Out-of-State	\$2,901.00
International	\$5,277.00

\*Students must have lived in Georgia for the last 12 consecutive months to qualify as an in-state resident.

To apply for financial aid, please complete a [GA Futures application](#). All questions about financial aid should be directed to Brian Hilburn at (770) 975-4059.

If you are unemployed, please contact the Workforce Innovation and Opportunity Act Office (WIOA) in the county in which you live to learn about potential funding opportunities. Veterans who desire to use their benefits should contact our VA Certifying Official, Ms. Kay Paul, by telephone at (770) 528-3964.



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## **COMMERCIAL TRUCK DRIVING**

### **North Metro Campus**

### **Program Dates: June 3- August 2, 2019**

#### **Application Process**

- Submit an Application for Admission and \$25 non-refundable application fee, in person, at the North Metro campus.
- Submit a copy of your valid Georgia Driver's License.
- Complete the Accuplacer placement exam at the North Metro campus.  
Some applicants may be exempt from some or all of the tests based on previously earned college credit. Testing schedules and information about exempting placement testing are available on the college [website](#).
- Submit official transcripts from **all** previously attended colleges/universities or submit a [College Transcript Waiver form](#).
- Submit proof of lawful presence in the United States (Birth Certificate, Passport, Certificate of Naturalization, Georgia Driver's License, or Permanent Resident Card).

**The items listed below must be submitted simultaneously and will not be accepted separately. You may [email](#) documents, [upload](#) documents on the CDL program page, or submit documents in person. Documents submitted in person can only be submitted at the North Metro campus. Please make sure that you keep a personal copy of all documents for your record, once submitted documents will not be returned.**

- Obtain a FMCSA pre-employment drug screen and [email or upload](#) the employer copy of your Federal Drug Testing Custody and Control form. The employer copy reads "copy 4—employer copy". Although the employer copy provides evidence of testing, the screening facility must email your official test results to [cdl@chattahoocheetech.edu](mailto:cdl@chattahoocheetech.edu). **Testing should not occur prior to May 6, 2019.** Please give the testing facility page 4 of this packet. **The only facility that can be used to obtain a DOT Drug Test is Lake City Chiropractic.** Contact information for Lake City is provided on page 3 of this packet.
- Obtain a DOT Physical and [email or upload](#) a copy of your DOT Physical Long Form **and** DOT Medical Card. Your Physical and Medical Card must be valid through the end of the program. You must keep the original Medical Card in your possession at all times. **The only facility that can be used to obtain a DOT Physical and Medical Card is Lake City Chiropractic.** Contact information for Lake City is provided on page 3 of this packet.
- Obtain a certified 7-year Motor Vehicle Report and [email or upload](#) the report (students with serious traffic violations may qualify for admission, but may have difficulty gaining employment). **This document should be obtained from the DMV and should not be dated prior to May 6, 2019.**



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**COMMERCIAL TRUCK DRIVING**  
**North Metro Campus**  
**Program Dates: June 3- August 2, 2019**

**DOT Physical and Pre-Employment Drug Screen Facility**

Lake City Chiropractic  
4500 South Main Street Suite #104  
Acworth, GA 30101  
770-529-0566

**Georgia Department of Driver Service License Office**

Customer Service Center  
3690 Old 41 Hwy NW  
Kennesaw, GA 30144  
678-413-8400

**Alcohol and Substance Abuse Policy**

Your continued enrollment in the Commercial Truck Driving program at Chattahoochee Technical College is dependent upon your adherence to our Drug and Alcohol policy. You will receive and sign a copy of the Drug and Alcohol policy on the first day of class. Chattahoochee Technical College's Commercial Truck Driving Program is committed to providing a safe environment and fostering the well-being and health of its students, faculty, and employees. That commitment is jeopardized when anyone in our program illegally uses drugs, comes to school under their influence, possesses, distributes or sells drugs, or abuses alcohol while enrolled at Chattahoochee Technical College. Random testing is conducted without individualized suspicion of a violation of the school's substance abuse policy. Selection is made by neutral criteria so that all students eligible for testing have an equal opportunity of being tested. Failure to follow the policies contained herein will result in disciplinary action up to and including failure, withdrawal from the program, and possible legal action. It is the policy of Chattahoochee Technical College that any student who violates any of the provisions set forth in our policy will receive a grade of F for the Commercial Truck Driving Program and not be allowed to return to the CTDL Program at Chattahoochee Technical College. Any student who receives a positive drug and/or alcohol test result while enrolled in the program will be formally reported to the Technical College System of Georgia and prohibited from enrolling in Commercial Truck Driving programs associated with the Technical College System of Georgia. Violators will also be referred to other entities as specified by FMCSA regulations and the Clearinghouse.



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**COMMERCIAL TRUCK DRIVING  
North Metro Campus  
Program Dates: June 3- August 2, 2019**

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. A DOT Physical and DOT FMCSA pre-employment drug screen are required for admission into the program. I am required to return the employer 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 need my DOT pre-employment drug screen results emailed directly to the college.

Please email my results to:

Chattahoochee Technical College—North Metro Campus  
Maggie Trimble or La Raissa Davis-Morris  
[cdl@chattahoocheetech.edu](mailto:cdl@chattahoocheetech.edu)

I understand that I am responsible for all costs associated with the DOT physical and pre-employment drug screen. I grant your office permission to email the abovementioned information to Chattahoochee Technical College.

Thank you,

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Student Signature

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools 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. Equal Opportunity Institution.

A Unit of the Technical College System of Georgia. Equal Opportunity Institution.