



### **Application Process for Commercial Driving Academy**

In order to be class ready for the CDL program at State Fair Community College (SFCC) this is the process through which our students must apply.

1. **Application:** Submit a completed class A CDL Commercial Driving Academy application and \$50 application fee (\*+ \$15 background check fee IF applicable) along with a copy of their **current** driver's license, and a signed Motor Vehicle Information release. *We will use this information to determine whether they are cleared by our insurance provider so they may drive our truck. Once cleared they are conditionally accepted to the program.*
2. **Funding:** Once approved we must determine their funding source in order to proceed.
  - A:** If the student is paying, all fees must be paid before services are given. (DOT physical and drug screen costs to be paid direct to TLF contracted medical provider)
  - B:** If the student has an alternative funding source we must have an award amount and an authorization number on file before we can schedule the DOT physical/drug screen.

#### **Before final acceptance the applicant must successfully complete the following:**

3. **CDL Permit:** all students must have their CDL with air brakes endorsement **before** the beginning of class. We recommend that the student test for all endorsements they are interested in at this time. This will save the student time and money later. DOT manuals can be obtained at your local DMV (license bureau) or highway patrol office.
4. **DOT Physical/drug screen:** all students must have a DOT physical and drug screening with our contracted medical office, the scheduling is done through our office. If a student already has a current DOT physical we can make an exception but **all** students must have a drug screening at our clinic. The drug screen results will be mailed to our office.

5. **Acceptance:** *Final acceptance into the program will be made upon completion of steps 1-4, **then** the applicant will be scheduled into the next available or preferred class and considered "locked-in."*

Because of the limited size of the class we cannot guarantee a slot in a class until all paperwork is completed AND IN OUR OFFICE. It is the responsibility of each candidate to follow-through each of the outlined steps. We make every effort to assist but cannot take the responsibility for notifying all candidates when classes fill. You will be booked in to the NEXT (or preferred) available position as soon as we have all of the necessary documentation. NO ORAL EXCEPTIONS will be granted to this process. Should someone drop out of an earlier class, any other accepted students will be given the opportunity to move into an earlier slot in the order their paperwork was completed. We urge you to complete your paperwork at least 2-4 weeks before the start of the desired class. *Please note class dates are subject to change.*

For more information contact us at:  
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