

## NWTC CDL Truck Driver Training

### What will I learn?

NWTC is here to provide you with the necessary skills to earn your Commercial Driver’s License (CDL) and safely operate a commercial motor vehicle (CMV). Our online theory course and Behind-The-Wheel (BTW) training will educate you in the following:

1. Safety competencies while operating a commercial motor vehicle (CMV)
2. All skills required for [Entry-Level Driver Training \(ELDT\)](#) for range and road
3. Basic vehicle control skills and mastery of basic maneuvers including coupling and uncoupling
4. Skills required for industry needs

### What else do I need to know about this offering?

We offer structured learning that fits your training needs. We currently offer a maximum \*student-to-instructor ratio of 2:1, so your learning is customized to your needs. Half-day sessions generally scheduled Monday – Thursday.

### Program Cost

**Payment is due at the time of enrollment.**

\*\*\*Not financial aid eligible

#### Total Approximate Cost:

#### Course Length:

<b>CDL Theory Course:</b> \$349	16 hrs	Online, self-paced. Up to 90 days to complete.
<b>Class A Manual:</b> \$4,404.67 *2:1	40 hrs Behind-the-Wheel 40 hrs Observation	Complete in 4 weeks.
<b>Class A Automatic:</b> \$3,871.63 *2:1	30 hrs Behind-the-Wheel 30 hrs Observation	Complete in 3 weeks.
<b>Class B Automatic:</b> \$2,805.55 *2:1	20 hrs Behind-the-Wheel 20 hrs Observation	Complete in 2 weeks.

NWTC is a certified Third-Party Test site. We conduct the same CDL Pre-Trip and Road Tests provided by State Examiners.

The NWTC CDL Behind-the-Wheel test is currently available in English only. (Use of translator and audio assist for this test is prohibited per the State of Wisconsin Department of Transportation. American Sign Language translation is permitted.) Individuals interested in enrolling in free English classes at NWTC can email [ellinfo@nwtc.edu](mailto:ellinfo@nwtc.edu) or call/text 920-498-5686 for more information.

# How do I get started?

1. Decide on CDL Class A Manual or Automatic, or CDL Class B Automatic course.

- CDL Class A: operate a combination of vehicles – such as a semi-tractor and trailer – with a gross vehicle weight rating (GVWR) of 26,001 pounds or more. It also entitles you to haul a trailer that weighs 10,000 pounds or more.

Special endorsements can be obtained for hauling specific types of cargo, such as hazardous materials. The following types of vehicles may be driven with a Class A:

- Tractor-trailer, also known as a semi, big rig, or 18-wheeler
- Truck and trailer combinations, including double and triple trailers
- Tractor trailer buses
- Tanker vehicles
- Flatbed vehicles
- Most Class B and Class C vehicles, depending on endorsement requirements

- CDL Class B: single vehicle weighing 26,001 pounds or more without a trailer. It also allows you to operate any vehicle towing a trailer that weighs less than 10,000 pounds. The following types of vehicles may be driven with a Class B:

- Straight trucks
- Box trucks, including delivery trucks and furniture trucks
- Dump trucks with small trailers
- Some Class C vehicles with depending on endorsement requirements

2. Complete [Entry-Level Driver Training \(ELDT\)](#). Entry Level Driver Training includes **Theory** and **Behind-the-Wheel (BTW) training**.The following applicants are required to successfully complete Entry-Level Driver Training (ELDT) prior to being eligible for CDL skills testing.

- Drivers applying for Class A or Class B CDL for the first time
- Drivers applying for Class Upgrades (Class B to Class A)
- Drivers adding Hazardous Materials Endorsement (H)
- Drivers testing to remove an “O” restriction from a Commercial Driver’s License

A. Enroll in and complete NWTC’s self-paced online **Theory** course. To enroll in the theory course, email [corporatetraining@nwtc.edu](mailto:corporatetraining@nwtc.edu) or call (920) 498-6373. Course will expire 90 days from enrollment. **Passing grade of 80% or higher is required to meet federal requirements.**

**Refund Policy for Theory Course:**

Refunds are only available with the below schedule if no coursework has been started.

7th day of enrollment	100% refund if requested	No refund shall be granted if course is dropped after 60 days regardless of whether coursework was started. No refund shall be granted if course is started and not completed by 90-day deadline. Employer paid courses requesting refunds will be subject to different refund policy at discretion of Corporate Training.
21st day of enrollment	80% refund if requested	
60th day of enrollment	60% refund if requested	
After 60th day or Coursework started	0% refund	

B. Schedule **behind-the-wheel (BTW) training** by contacting [corporatetraining@nwtc.edu](mailto:corporatetraining@nwtc.edu) or call (920) 498-6373. Limited spots are available. BTW training must be provided by a certified training provider. See the following requirements that must be completed before behind-the-wheel training can be scheduled.

**Before scheduling behind-the-wheel training, NWTC requires all students to have 4 items completed. Student is responsible for the cost of these items:**

1. Driver Record Background Check (Completed through NWTC)
2. Commercial Learner's Permit (CLP) (Completed with DMV)
3. Federal Medical ID Card (FED MED) (Completed with Healthcare Provider)
4. DOT Drug Screen (Completed with Healthcare Provider) \*\*

**1. Driver Record Background Check:**

NWTC requires all students to complete a Driver Record Background Check. This is a 6-year background check. Please see following pages. Complete Highlighted Sections. Return to [corporatetraining@nwtc.edu](mailto:corporatetraining@nwtc.edu).

**2. Obtaining your CLP:**

The process of obtaining your CLP can be found here: [Wisconsin DMV Official Government Site -CDL How to Apply \(wisconsin.gov\)](https://www.wisconsin.gov/dmv/cdl). We recommend the [interactive driver licensing guide](#) as a helpful tool for those looking for information on commercial driving.

Also, the [Wisconsin CDL practice knowledge test](#) and [Wisconsin Commercial Driver's Manual](#) are great resources for those looking for a career in commercial driving. Please use them to help you prepare for the CDL CLP knowledge test(s).

All knowledge tests at the DMV are free and do not require an appointment. You must present a valid regular (class D) driver license at the time of testing. If you will be taking your knowledge test(s) toward the end of the day, please arrive at least 2 hours before the [DMV Customer Service Center's](#) closing time to ensure enough time to complete your test. CDL knowledge tests generally take about 1 to 1½ hours to complete. Passing grade is 80% or more correct answers.

Upon successful completion of the appropriate knowledge test(s), you will be issued a CLP. A CLP authorizes you to practice on public roads with a qualified CDL holder sitting next to you. Your CLP will be valid for 180 days and can be renewed, if needed. In addition to passing the appropriate knowledge test(s), the following will be required to apply for a CLP:

- Completed [\(MV3001\) application](#). We recommend completing all forms online, printing them, and bringing them with you.
- [Proof of identity](#)
- [Proof of legal status in the U.S.](#)
- Completed [form MV3230](#) (to certify your [tier of operation](#))
- [Federal Medical Examiner Certificate](#) (Fed Med card) if certifying tier 1 or tier 3
- [Driver licensing fee](#)

**3. Obtaining your FED MED card:**

Drivers Are Critical to Highway Safety. For commercial motor vehicle (CMV) drivers, the most important safety feature is YOU – the driver! The physical examination you take for your medical certificate confirms that you are healthy enough to safely perform the demanding job of a CMV driver and to keep our Nation's roads safe.

A link to find a Certified Medical Examiner can be found here: [National Registry of Certified Medical Examiners](#). Once you have found a Certified Medical Examiner schedule your appointment. Please make sure to ask them if they will be providing the [Medical Examiners Form](#), or if you should print it off before coming in. The CLP/CDL Applicant/Holder question on this card must be marked "Yes."

**4. DOT Drug Screen: \*\***

A DOT drug screen can be requested with your Federal Medical appointment or completed as a separate appointment. To find a DOT drug screen provider, please visit: <http://www.securescreen.org/testing-locations/wisconsin-drug-screening/>. This needs to be completed no more than 30 days prior to the start of your behind the wheel training.

## Form #1

*Note to College: Give this form to, and obtain a signature from, the applicant/employee/student/volunteer BEFORE asking DMI to obtain an MVR.*

### **MOTOR VEHICLE RECORD (MVR) CHECK DISCLOSURE**

In compliance with the Fair Credit Reporting Act (FCRA), this Disclosure is provided to advise you that, subject to your consent, Northeast Wisconsin Technical College (NWTC) will be requesting access to your MVR through Districts Mutual Insurance (DMI), the College's liability insurance carrier.

As a potential operator of a NWTC owned vehicle, or an individual driving any other motor vehicle on behalf of the College, your MVR will be obtained from a third-party consumer reporting agency and provided to DMI.

No portion of your driving record will be released by DMI or the College. The College department requesting your services as an operator of a College vehicle or any other motor vehicle for official College business will be advised on your status as "acceptable" or "not acceptable" per the DMI Driver Record Evaluation Procedure.

You have the right, upon written request made within a reasonable amount of time, to request whether a consumer report has been run about you and to request a copy of your report. The scope of this Disclosure will allow the College to obtain from any outside organization your MVR throughout the course of your employment, or volunteer or student status to the extent permitted by law.

**Please complete the section below**

I am aware that MVRs may be obtained as part of Northeast Wisconsin Technical College's evaluation of my driving record. The report may be procured by NWTC or DMI representative(s), and may include personal information obtained from state motor vehicle department. An assessment of my status for operating a motor vehicle on behalf of the College will be completed.

\_\_\_\_\_  
Full Name (as it appears on driver's license)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Employee/Applicant/Student/Volunteer

\_\_\_\_\_  
Phone Number

Requesting College Department: Corporate Training

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Date

## Form #2

### CONSENT AND AUTHORIZATION TO PROCURE MOTOR VEHICLE RECORD (MVR)

I acknowledge receipt of the separate documents titled, "MOTOR VEHICLE RECORD (MVR) CHECK DISCLOSURE," and certify that I have read and understand this document and NWTC's Vehicle Use Policy.

I understand that, as a condition of my employment or authority to drive a motor vehicle on behalf of Northeast Wisconsin Technical College (NWTC), I hereby authorize NWTC to obtain my MVR at any time after receiving this signed form and throughout my employment, or volunteer or student status.

I hereby consent to, and authorize, NWTC requesting any and all motor vehicle records from DMI. I agree that a facsimile ("fax"), electronic or photographic copy of this form shall be as valid as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, NWTC will provide me with a copy of any such MVR report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment, continued fitness for employment, or authority to drive on behalf of NWTC.

If applicable, I further understand that such report will be available to me prior to any such employment decision being made, along with the name and address of the reporting agency that produced the report.

**Please complete the section below**

<b>Name as it appears on driver's license (First, M.I., Last)</b>	<b>Driver's License Number</b>	
<b>Current Mailing Address (Street Address/City/State/Zip)</b>	<b>State of Issuance</b>	<b>Date of Birth (mm/dd/yyyy)</b>
<b>Dept., Program, or Student Organization Name/Number Corporate Training</b>	<b>NWTC Employee ID# or Student ID# N/A</b>	

- I have held a driver's license issued from the state of Wisconsin and *no other* state throughout the past 6 years.  
**--or--**
- I have held a driver's license issued from a state other than Wisconsin within the past 6 years.  
**(Out-of-State License Holder Affidavit Form\*—reverse side of this form—must be completed.)**
- Other than Wisconsin, I have held a driver's license in the following states (list states):  
\_\_\_\_\_
- Out-of-State License Holder Affidavit Form requested/completed.
- I am (check one):  
 a student (course requirement to operate vehicle).

<b>Signature of Employee/Applicant/Student/Volunteer</b>	<b>Date (mm/dd/yyyy)</b>
Requesting College Department Corporate Training	Phone (920) 498-6373
Signature of NWTC Department Representative	Date (mm/dd/yyyy)
DMI <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Office Use Only)	Date (mm/dd/yyyy)

\*Out-of-State License Holder Affidavit Form (see reverse side if applicable)

## Out-of-State License Holder Affidavit

*This form must be completed if driver's license is issued from another state within the past six years.*

I hereby attest that my Motor Vehicle Record (during the time I held a license issued from a state other than Wisconsin) does not contain any incidents that would deem me "not acceptable" (utilizing the following criteria):

### Motor Vehicle Evaluation Criteria (last six years)

*5 POINTS OR LESS IS DEEMED ACCEPTABLE TO OPERATE A MOTOR VEHICLE ON BEHALF OF THE COLLEGE.*

INCIDENTS (See DEFINITIONS for more information)	POINTS ASSESSED
Minor (not involving an accident)   [Assessed through 5 <sup>th</sup> anniversary from date of incident]	1
Accident   [Assessed through 5 <sup>th</sup> anniversary from date of incident]	2
Major (0-2 years old) [Assessed through 3 <sup>rd</sup> year anniversary of date of incident]	6
Major (3-5 years old) [Assessed through 6 <sup>th</sup> year anniversary of date of incident]	3
<b>IN ADDITION TO ABOVE</b>	
Two incidents* within 12 months	1
Three incidents* within 18 months	2

### DEFINITIONS

**Accident:** An accident arising out of the use of a motor vehicle due to the negligence of the operator, including but not limited to, Property Damage, Injury, etc. Accidents indicated as "DEER" are not assessed any points.

**Incident:** Accident, minor conviction, or major conviction.

**Major Convictions:** Major convictions include, but are not limited to, driving while intoxicated or under the influence of alcohol or drugs; failure to stop and report an accident; homicide, manslaughter, or assault arising out of the operation of a motor vehicle; driving during a period while license is suspended or revoked; reckless driving; possession of opened container of alcoholic beverage; speed contest, drag or highway racing; attempting to elude a peace officer; license revocation or suspension (no points are assessed on suspensions/revocations resulting from, including but not limited to: failure to pay fines, or support; judgments for incidents not involving driving).

**Minor Convictions:** Any moving traffic conviction other than a major conviction, except the following: Motor vehicle equipment, load, or size requirement; Improper display or failure to display license plates provided such plates exist; failure to have in possession driver's license (provided valid license exists); defective speedometer (unless multiple incidents – then each assessed as minor violations); proof of insurance violation; seat belt violation.

I acknowledge that Districts Mutual Insurance (DMI) will employ the above criteria to evaluate my status to operate a motor vehicle on behalf of the College. I (the undersigned) declare that as a potential operator of a Northeast Wisconsin Technical College owned vehicle or an individual driving any other motor vehicle on behalf of the College, I have held a driver's license issued by a state other than Wisconsin within the past six years.

State of Issuance: \_\_\_\_\_ Dates Held (Approx.): \_\_\_\_\_

Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by (Name – College Rep): \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_