How to Register for CDL
INSTRUCTIONS:
This slide show will describe to you the steps and documents you will need before you can schedule a registration appointment. The instructions apply for both CDL A and CDL B training courses with Montgomery College.

Reading to understand these instructions will take you about 15 minutes to review carefully.

For statewide CDL specific information, seek from MVA website: http://www.mva.maryland.gov/drivers/apply/cdl/commercial.htm
For Federal specific information, seek from Federal Motor Carrier Safety Administration http://www.fmcsa.dot.gov/

All pricing is based on Fall 2015
Which CDL do you need?
Both courses run monthly

- **Class A**
  - Age 21
  - Tractor Trailers
  - Long trips / Overnight driving
  - Freight movement

- **Class B**
  - Age 18
  - Buses and small trucks
  - Short trips / day trips
  - Passenger or freight

**CDL B w/ P&S**
Passenger and School bus endorsements required
Class A

Baltimore, CCBC (Community College of Baltimore County)

Classroom 8am-5pm 11101 McCormick Road, Hunt Valley, MD 21031
Range/Road 7am-3pm Bethlehem Blvd., Sparrows Point
(behind Cold Steel Mill buildings, use security gate E)
Selected CDL-A and CDL-B Range/Road days will extend to 7:00 a.m. -3:30 p.m.

Cost Program Length
CDL— A $4,295 6 weeks 4 days classroom, 26 day’s range/road
CDL— A Upgrade from Class B $3,300 6 weeks—upgrade from Class B, 4 days classroom,
26 day’s range/road
(must have Class B License and CDL Class A Learners Permit)

MC will submit documents to CCBC for verification. All training is done at CCBC in Baltimore County. CCBC and MC will provide students with all documentation and certificates necessary for employers and MVA, upon program completion. Students register and pay in full with Montgomery College. Payment options: checks, credit card or letter of authorization to bill acceptable 3rd party agency, including out of state fees. Failure to fully satisfy financial obligations will result in the student being billed. MC will verify good financial status to ensure no indebtedness to the college, before students receive completion records.
Get prepared and licensed for a career in transportation! This course is designed to teach the skills necessary to pass the Maryland Motor Vehicle Administration's Class B CDL road examination. Students will learn the safe and efficient operation of a Class B vehicle.

The course includes some classroom instruction; the main portion, however, is range and road driving practice, along with MVA CDL B examination practice. **CDL Learner’s Permit with Passenger and School Bus endorsements, U.S. DOT Card, Drug Screen, and a Good Driving Record, are required.** Classes held in Montgomery County. CDL 014 MVA range testing $245.00, must be taken with CDL 011 for a total program cost of **$2,144.00**. (Fall 2015)
7 Documents to obtain before registering

#1 **Drivers License**

- No Restrictions
- Maryland
- 4 years driving experience
7 Documents to obtain before registering

#2 DOT Card (Physical) and DOT Drug & Alcohol Screen*

- Department of Transportation (DOT) Physical Card
  - Allows you to drive commercial vehicles
- You can use any health provider, however provider must have a National Registry number
- We use Secure Medical and can provide or mail the forms to you by request.
- Costs vary for tests, $50-$100

*Class A Students’ Drug & Alcohol is included as part of the course/course fee
7 Documents to obtain before registering

#3 CDL Learner Permit A or B* w/P & S

You can study on your own (a), or with us (b).

(a) The study book free at MVA- Commercial Driver License Manual

(b) You can register for our CDL Learner Permit Prep course CDL-011, 6 hours at cost $65. See schedule online: http://aceitoc.montgomerycollege.edu/course/courselists.aspx
Study materials with practice tests are included in this course.

Once you are ready, take the CDL knowledge test including P & S endorsements at MVA, to earn your CDL Learner Permit-no appointment required. Permit Cost is $90

*For Class B training, you must obtain your P&S endorsements on your CDL Learner Permit. We train on school buses for our training vehicles since it prepares students with the most comprehensive employment opportunities. P-Passenger  S-School Bus with Airbrake also
7 Documents to obtain before registering

#4 Driving Record

- Obtain from MVA, **Cost is $12**
- No more than 2 points
- No DUI
- No Manslaughter
7 Documents to obtain before registering

#5 High School Completion

- Must provide proof of
  - Diploma,
  - GED, or
  - College or advanced degree
#6 Full payment

Class A: $4,295    Class B: $2,144

a) Money Order,
b) Check,
c) Credit Card,
d) Sponsorship Authorization form/voucher/ITA from employer or other agency paying for your class, or
e) Grant* Screening Pass Authorization letter

*Students interested in applying for the MOVE grant should begin with an online inquiry using the addresses/links below, and await further instructions on the next MOVE grant funded information session/screenings in November 2015. Some or all of your documentation may be funded/refundable

http://cms.montgomerycollege.edu/wdce/bits/movemontgomery.html
http://cms.montgomerycollege.edu/wdce/bits/cdlinquiryform.html
7 Documents to obtain before registering

#7 Registration Form

- Complete registration form and release of information if needed
- Review the course schedule, read the course descriptions carefully and choose your course options
- Download a registration form: [http://cms.montgomerycollege.edu/wdce/register/fax.html](http://cms.montgomerycollege.edu/wdce/register/fax.html)

Completing this form is the only step, not submission, as registration authorization is required
Let’s Review

Before scheduling your registration appointment, be sure you have the 7 Documents in hand:

1. Maryland Driver’s License
2. DOT Physical Card (Drug and Alcohol Screen Results for Class B)
3. MD CDL Learner Permit (Class A or Class B with P&S)
4. MD MVA Driving Record
5. High School Completion
6. Full Payment
7. Registration form
Secure a Registration Appointment

Once you have all 7 documents, schedule a registration appointment with our office to review/approve documents and give you authorization to register.

Registration closes one week before classes begin

Registration Appointments:

Class A: Call Shannye Carroll, 240-567-7744
Class B: Call Marcy Jackson, 240-567-2589
Thank you

Contact us if you have additional questions:

Program Assistant,
Alejandra.Isaia-Herrera@montgomerycollege.edu
240-567-1895

Program Director,
Marcy.jackson@montgomerycollege.edu
240-567-2589