



TRUCK DRIVER TRAINING PROGRAM GUIDELINES

Congratulations on your decision to become a professional truck driver! Applying for UA Cossatot's Truck Driver Training program is easy:

1. Submit the items listed below, along with a Truck Driver Training Program Registration Form, to Continuing Education.
2. A Continuing Education representative will promptly process your application and contact you with the status of your application.
3. Qualifying applicants will be given their first choice of available training dates at the time of acceptance.

Applications are accepted on a first-come first-served basis. Applicants must be 18 and over with a valid driver's license.

☐ COMPLETED AUTHORIZATION FOR RELEASE OF DRIVING RECORD – This very brief authorization form is conveniently located within a box on the registration form.

UA Cossatot will obtain a free motor vehicle driving record on behalf of the program applicant. Applicants with an accumulation of 14 plus points or an at-fault accident on their current traffic violations report will also be required to complete a defensive driving course.

National Safety Council, Driver Safety Training, DDC Online, 9th Edition
<http://www.nsc.org/learn/Safety-Training/Pages/driver-safety-online-training.aspx>

☐ DOCUMENTATION OF COMPLETION OF 7th Grade – Reading and mathematics skills are essential to the successful completion of the program. Any ONE of the following are accepted.

- High school transcript
- U.S. high school diploma that is from an institution with a regional accrediting body or listed with the department of education in the state in which the school is located
- General education diploma (GED)
- College diploma/transcript
- Document-to-Document High School Diploma Evaluation Report for foreign high school diploma – *Applicants must contact one of the following to request an evaluation and to have the official report sent directly to the Continuing Education office by the service provider. Applicants pay the evaluation fee directly to the service provider.*

World Education Services (WES), www.wes.org
Josef Silny and Associates, www.jsilney

- The Adult Basic Education (TABE) assessment scores of 7.0 or higher in reading and mathematics – *These two 50 minutes assessments are offered free of charge in UA Cossatot Adult Education Centers to help to help applicants that lack a high school diploma—but possess the basic skills needed to benefit from post-secondary training—verify training readiness. Adult Education also offers free instruction for adults who wish to strengthen reading, mathematics and other skills.*

Note: Official transcripts must be mailed directly from the school issuing the transcript to UA Cossatot. Sorry, hand delivered transcripts cannot be accepted.

UA Cossatot
ATTN: Continuing Education
183 College Drive
De Queen, Arkansas 71832

DEPARTMENT OF TRANSPORTATION (DOT) PHYSICAL & DRUG SCREEN – A valid D.O.T. physical and drug screen (taken within 30 of admission into the program) is required. Program applicants make their own appointment and pay associated fees directly to the provider. Applicants must obtain their physical and the drug screen from a provider on the Federal Motor Carrier Safety Administration National Registry.
<https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>.

- Please provide a copy of the D.O.T. long form physical with your application.
 - Please instruct your health care provider to fax/mail the drug screen results directly
 UA Cossatot –
FAX ATTN: Continuing Education - 870-642-8505
MAIL ATTN: Continuing Education, 183 College Drive, De Queen, AR 71832

TUITION – Tuition and fees are due at time of registration and is fully refundable up to the “register by” date. Late registration cannot be guaranteed and is non-refundable.

Eligible students may qualify for funding offered by a variety of government agencies and non-profit organizations.

UA Cossatot offers an Automatic Online Payment Plan, enabling Truck Driver Training Program participants to budget their tuition over a period of up to 12 months. There's no interest, setup fees are affordable, and it's easy to enroll. See Continuing Education Services to learn more and enroll today!

Tuition & Fees	Arkansas Resident	Out-of-State
Tuition	\$3,495.00	\$3,495.00
CDL Permit	\$50.00	See Non-Arkansas Resident Instructions
CDL License	\$55.00	See Non-Arkansas Resident Instructions
Book Set	\$95.00	\$95.00
Total	3,695.00	\$3,590.00

Non-Arkansas Residents: Students that are not current Arkansas residents are responsible for bringing a commercial driver’s license manual obtained from their state of residence to class the first day (includes 2 sheets for scoring a study guide)

The student must also be willing to return to their home state during class to take the written knowledge exam to obtain their permit.

Information about obtaining a CDL driving permit can be obtained at most driver’s license examining stations. In short, you will study the commercial driver’s manual for your state:

[insert Texas & Oklahoma info below...this is not intended to be all inclusive, we can accept students from all other states]

MINNESOTA - <https://dps.mn.gov/divisions/dvs/forms-ocuments/documents/cdlmanual.pdf>

WISCONSIN - <http://www.dot.state.wi.us/drivers/docs/cdl-manual.pdf>

Once you pass the written permit exam, you will be given a commercial driving permit. Bring the original permit to UA Cossatot in order to register.

- **Proof of U.S. Citizenship** – In order to obtain a commercial driver’s permit, you must provide proof of U.S. citizenship. Check with your state for accepted documents.
- You **must hold the Commercial Driver’s Permit for 14 days** prior to taking a CDL driver’s exam.

Registration/Refund Policy

Registration is not complete until all admission requirements are met. Registrations are taken on a first-come, first-served basis.

Continuing Education courses are self-supporting and must generate sufficient enrollment to pay the cost of instruction. If enrollment is not sufficient or courses are cancelled for any other reason, a full refund (100%) of registration fees will be issued. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

A full refund (100%) of the course fee will be issued if the office of Continuing Education is notified of a student withdrawal prior to the registration deadline. Originally publicized registration deadlines must be honored. Sorry, extended registration deadlines do not apply.

Attendance Policy

This is a fast-paced intensive course and students are expected to be present for each class. Students are required to be prompt and attend every class. Students enrolled in the Truck Driver Training Program must participate in the 160 hour training program in its entirety. Consequently, students that fail to attend a training session(s) will not receive a certificate of completion for the training course. It is imperative that you understand this requirement. If you have life or health conditions that might hinder attendance, you may wish to delay application until a strong commitment to attendance can be made.

If an emergency situation arises, students must call Continuing Education Services as early as possible prior to the start of class to make arrangements to make-up missed instruction, at the convenience of the instructor. Any student who misses class for any reason is not guaranteed that they will be able to make up the work or successfully complete the course. Students that are absent from (1) or more sessions, without scheduling and /or attending make-up sessions, may be subject to expulsion from the program.

If provision for supplemental training is requested and/or required in order to meet course requirements, the student shall be responsible for the costs incurred including payment of a classroom instructor hired by Continuing Education Services. In some cases, a supplemental instruction experience may be available only at a site distant from the student's home campus. Students are responsible for their own transportation and other associated costs should they accept these arrangements.

Commercial Driver's License

Beginning May 18, 2015 all commercial driver's license (CDL) holders will be asked for proof they are a U.S. Citizen or a Permanent Resident at every renewal of their CDL or application for endorsement. The only acceptable documents will be one of the following:

- U.S. Birth Certificate that bears an official seal and was issued by a state, county, municipal authority or outlying possession of the United States
- U.S. Passport
- Certificate of Naturalization (Form N-570 or N-550); Certificate of U.S. Citizenship (Form N-560 or N-561), Certificate of Birth Abroad issued by the U.S. Department of State (For FS-545 or DS 1350)
- Permanent Resident Card.

What this means for UA Cossatot students? You must have in hand, one of the documents listed above on the first day of class to be able to get a permit packet from the Department of Finance and Administration.

Job Placement

You will receive assistance with job placement while in school and upon graduation. There is a nationwide demand for truck drivers and our Workforce Development staff is committed to guiding students toward potential employers throughout the state and nationwide. For more information about placement services, contact Workforce Development at (800) 844-4471.

Job placement assistance is limited for individuals under the age of 21 they may only operate in intrastate commerce. The institution does not guarantee employment.

