

**ENROLLMENT CHECKLIST**

Thank you for your interest in our CDL program. Truck driving is one of the most in-demand jobs in the state of Ohio.

- You must be at least 18 years old (intrastate only until 21 years of age) \*NOTE: If you live in Indiana, you cannot take our program until you are 21 due to intrastate law.
- Per federal requirements (FMSCA 391.11 (2)) students must be able to read, write, and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records in English.
- A high school diploma or GED is not required to take this class, but companies may require it for employment.

**To Enroll in a Class:**

☐ Complete a Department of Transportation (DOT) Physical and DOT Drug Screen at a DUCO certified location. **You are responsible for this cost.** We will provide you a Medical Pass that indicates where results should be sent. **PLEASE NOTE: Drug Screen Results take 10-14 days. Plan accordingly.**

☐ Submit a completed CDL registration form, valid driver's license with a good driving record, Social Security card and full payment by either self-pay or one of the other options on page 2 of this checklist.

**Note:** Enrollment to a class is on a First Come-First Serve basis. Due to the increased number of students applying for this program, you will need to get your documentation to us as quickly as possible. Once we reach our max number, the class is closed. You cannot start a program without all documentation and payment.

**New Federal Guidelines as of February 7, 2022.**

1. Training Centers must be a Training Provider through the Federal Motor Carrier Safety (FMCSA) program in order to register each student in the Training Provider Registry. This registry will be used by Testing Sites to make sure you are registered and can take the CDL State Exam.
2. There is a 100-question final on classroom theory. You must get an 80% in order to pass and move on to the Range and Road component. You are allowed to take the final three times in order to get a passing score.

**Contact us with questions and to request your Medical Pass and Registration form. Walk-ins are welcome.  
Monday- Friday**

**Liz Walker**

Sr. Administrative Assistant/CDL Admissions

Phone: 513-645-8367

Email: [walkerl@butlertech.org](mailto:walkerl@butlertech.org)

Hours: 7:30 a.m. – 3:30 p.m.

**Heather Bohn**

Transportation Secretary

Phone: 513-645-8286

Email: [bohnh@butlertech.org](mailto:bohnh@butlertech.org)

Hours: 8:00 a.m. – 4:30 p.m.

## **How can I pay for CDL programs/classes at Butler Tech?**

### **Self-Pay**

You will pay for the program yourself with either cash, check, or credit card.

### **GI Bill**

Are you a veteran? Do you have any benefits for education? You will need to contact the Veteran's Administration to see if you are eligible and bring your eligibility form to us. We must have this form before you can register.

### **Employer Paid**

Your employer may send you to our program to get your CDL license. The employer will need to provide a letter of intent that they will pay for your program prior to the start of class.

### **Private Loan**

**Salle Mae** [www.salliemae.com](http://www.salliemae.com)

**PNC Bank**

**Fifth Third Bank**

**Wells Fargo**

### **Telhio Credit Union**

Technical Education Student Loan

Contact: Carlton Marino (513-785-3500) ext. 8491

They will need a letter of intent and student registration form

### **Sponsored by an Agency**

For the CDL A program, and depending on where you live and your eligibility, your county agency OhioMeansJobs (OMJ) may sponsor you and pay for your program through the Workforce Innovations Opportunity Act (WIOA). It is your responsibility to start the process with your county agency. We must have a signed agreement with your agency or full payment prior to the start of class.

Please find your local agency below and contact them about their orientation, requirements, and qualifications.

- **Butler County OhioMeansJobs:** 513-785-6500
- **Clermont County OhioMeansJobs:** 513-943-3000
- **Clinton County OhioMeansJobs:** 937-382-7762
- **Darke County OhioMeansJobs:** 937-548-4132 4132
- **GreeneWorks Employment and Training:** 937-562-6565
- **Preble County OhioMeansJobs:** 937-456-6224
- **Warren County OhioMeansJobs:** 513-695-2316