

**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 5 Panel Drug Screen at a DOT certified location. If you are an insulin-dependent diabetic, you must also have your healthcare provider complete the MCSA-5870 DOT form. We will provide you a Medical Pass that indicates where results should be sent.

You are responsible for this cost.

- Provide copy of valid driver's license with a good driving record.
- Provide completed CDL registration form and full payment by either self-pay or one of the options on page 2 of this checklist.

Contact us with questions and to receive your Medical Pass and Registration form. Walk-ins are welcome.

Gail Banks

CDL Admissions

Phone: 513-645-8291

Email: gail.banks@butlertech.org

Monday/Wednesday/Friday

Hours: 8:00 a.m. – 4:00 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

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 (orientation every Wednesday at 2pm)
- **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