

White Mountains Community College

2020 Riverside Drive • Berlin, NH 03570

Class B CDL Driver Training Program

WMCC Littleton Training Site

646 Union Street, Suite 300

Littleton, NH 03561

Start Date: May 19, 2008

M-Th 8:00 a.m.-2:00 p.m. and F 8:00 a.m.-1:00 pm

The college offers a 4-6 week competency-based, CDL-B driver training program that focuses on both classroom work and in-vehicle training time. Through hours of driving time, lab, lecture, and range time, participants master a wide range of driver competencies and become safe, comfortable, and confident drivers. When trainees have mastered driver competencies and earned their CDL, they begin working in the industry, often having lined up jobs before finishing the course. Students can test for numerous CDL-B endorsements including hazmat and tank; (neither school bus nor motor coach training is currently offered).

Training topics include trip planning, daily log maintenance, cargo handling and documentation, hazmat, employer relations, and public relations. The course covers written and practical tests. The College can provide tutoring time in the on-campus Learning Center for those who may need extra help in reading or test-taking.

Students who complete the CDL-B training earn a certificate of course completion and receive assistance in job-seeking skills and job placement. Even though the course is currently a non-credit course, participants are graded on attendance, understanding regulations, keeping log books, pre-trip inspection, range skills, and road skills.

Requirements

Training applicants must be at least 18 years old, possess a valid driver's license, and have a clean driving record. Participants who have neither a diploma nor a GED may be tested to determine reading, writing, and arithmetic grade levels. Eighth grade equivalency is the usual minimum expectation. Additionally, **before registrants can be enrolled in the program, the program director must review their driving records to determine their suitability for employment. Likewise, as a condition of enrollment, each applicant must pass a Department of Transportation (DOT) long-form physical exam and pass a standard DOT pre-employment drug screening test.**

Application and enrollment

To apply, prospective students should submit a completed registration form accompanied by a \$200 non-refundable deposit. The deposit will be used to pay for the DOT physical exam, pre-employment drug test, and driver's record fee. After an applicant submits a registration form and pays the \$200 non-refundable deposit, the College will direct the applicant to a health clinic in their home location where he or she can get a physical exam and drug screening test using a college-provided voucher to pay for the exam and drug screening.

Mail the registration form and the deposit to Laurie Carrier/John Dyer, WMCC CDL-B Program, 2020 Riverside Drive, Berlin, NH 03570.

The College will obtain a copy of each applicant's Motor Vehicle Record from the NH Department of Safety. Again, the cost of obtaining this record will be paid for from the registrant's deposit.

Costs

Non-Refundable Deposit: \$200 (Due to WMCC at registration)

Tuition: \$2500 (This program is not eligible for financial aid.)

Student Lab Fees: \$550

Total payable to WMCC: \$3250, including non-refundable deposit of \$200.

***Testing fees:** \$200 (approx for all endorsements) **(Payable to State of NH -DMV)**

Total Estimated Cost: \$3450

WMCC-Berlin will not collect funds for, or process, State of NH testing fees. Testing fees are the sole responsibility of the student and/or the funder.

Students will be provided with three opportunities to pass the state tests. Further attempts with a state vehicle and instructor will be billed at a rate of \$75.00 per hour inclusive of travel time.

After a registrant's driver's record, physical exam, and drug screening have been approved by the program director, only \$3000 will be due to the college because the total payable to WMCC listed above includes the non-refundable deposit. The college will accept vouchers from funding agencies as well as checks and credit card payments from individual trainees or from their corporate sponsors. Deferred payment plans can be arranged through the College's business office.

Currently unemployed applicants should contact the Community Action Program's Employment Counselor, located at your local Employment Security Office, to determine eligibility for training funding. Veterans and TANF recipients may also be eligible for funding from agencies that serve those clients.

Contact Information

Questions about specific elements of the program can be directed to the following WMCC personnel.

Littleton Site Coordinator Melanie Collins
1-603-444-1326 • e-mail: mcollins@ccsnh.edu

Community Education Training Coordinator John Dyer
1-800-445-4525 x3010 • e-mail: jdyer@ccsnh.edu

Community Education Program Assistant Laurie Carrier
1-800-445-4525 x1314 • e-mail: lcarrier@ccsnh.edu