



Dear Prospective Student:

Thank you for your interest in Georgia Piedmont Technical College's Commercial Truck Driving Program. CTD classes are offered year-round. See attached page for current schedule. Please review the following information regarding the program and the admission requirements.

### **ABOUT THE COMMERCIAL TRUCK DRIVING PROGRAM CLASS A LICENSE**

The standard curriculum for the CTD program consists of 220 hours of instruction to include classroom, lab, range, and road training. Successful graduates will receive a COL Class "A" license, and a Technical Certificate of Credit from Georgia Piedmont Technical College. Georgia Piedmont Technical College also offers Class B training as well.

**HOW LONG IS THE PROGRAM?** 8 weeks

**HOW OFTEN DO CLASSES MEET?** There are TWO (2) schedules to choose from:

**Day Class:** Monday - Thursday 7:30 am - 3:30 p.m. **(8 Weeks)**

**Evening Class:** Monday - Friday 5:00 p.m. -10:00 p.m. **(9 Weeks) currently not available**

**WHAT IS THE TOTAL COST OF THE PROGRAM?** Approximately \$2305.00 (prices are subject to change without notice).

**IS THERE FINANCIAL HELP AVAILABLE?** The financial aid that GPTC works directly with is the **HOPE Grant** which is part of the Georgia Lottery system. If you qualify, the **HOPE Grant** will pay approximately \$684.00 of the tuition. In addition, if you qualify for the HOPE Grant, the State of Georgia will add an additional \$1000.00 one-time only disbursement toward the cost of the program. If you require other financial assistance, there are WIOA programs (Federal Funds for Training) in all Georgia counties. Other sources are private student loans, Veteran's Benefits or the Dept. of Labor. Students must apply for financial aid by completing an application on line at <https://studentaid.gov/h/apply-for-aid/fafsa>. (See attached pages).

**CDL LICENSE:** The State of Georgia requires a written (learner's permit) and driving test to obtain a COL. It is **mandatory** that applicants obtain a Class "A" learners permit (written part of the CDL license) prior to the date of Orientation/Registration. (See attached page.) Note: This Permit does not replace your regular Class C license. Please maintain both until you receive your full CDL.

**HOW DO I GET INTO THE PROGRAM?** We **do not** recommend online registration for this program. The first step is to submit an **application** with a **\$25 non-refundable application fee**. Applications are valid for one (1) year. **Former credit students** and **former credit applicants** are not required to pay another application fee but must submit a new application if it is a year or more since you last applied to GPTC. Applications are available at any campus and online at <http://www.gptc.edu>.

You will also need to provide a copy of the applicant's **valid Georgia Driver's License, seven (7) Year Motor Vehicle Report** and **Sealed Transcripts** for any education you have received. As part of the application process, applicants must provide official high school transcripts or official passing GED scores; official postsecondary transcripts and/or satisfactory scores on the ACCUPLACER test. All transcripts or test scores must be sent to GPTC in an **official sealed and unopened** envelope. Unsealed, open transcript copies will not be accepted.

**Applicants should deliver in person or mail a completed application, with required documents and fee (if applicable) to:**

**Georgia Piedmont Technical College  
Admissions Office  
495 North Indian Creek Drive  
Clarkston, GA 30021**

**WHY DO I NEED TO TAKE THE ACCUPLACER TEST?** Everyone applying for admission to certificate, diploma or degree programs are required to take the school's placement test unless they have satisfactory scores on a recent SAT or ACT test or appropriate transfer credits from another postsecondary institution. ACCUPLACER test appointments, review and practice tests can be found on GPTC's website.

**WHAT IS THE STARTING SALARY RANGE FOR A TRUCK DRIVER?** Estimates of \$26,000 to \$48,000 a year, depending on the area, on the size of the company and the route.

**DOES THE COLLEGE PROVIDE JOB PLACEMENT?** Georgia Piedmont does not have a guaranteed job placement program. We do however assist as much as possible. Recruiters visit our students during the course of the class. We also provide company information and employment applications so students may begin applying for driving positions as they are completing the course.

**Additional information:**

Once you are accepted into CTD program, classes are held at the Lithonia campus:

**Regional Transportation Training Center  
6720 Marbut Road, Lithonia, GA 30058  
Office: 404-297-9522 x5501- Ms.Stacie Harper, CDL Lead Instructor  
Main Office: 404-297-9522 x5500**

The maximum class size is 16. The first 16 applicants that meet all entry requirements will be accepted into the Program.

After you apply, your admission file is complete and you are program ready with transcripts or test scores, you will receive a letter from GPTC advising that you have been accepted into the college. Closer to class time you will receive a **CDL Orientation Letter** from the college. This letter will inform you of the Orientation/Registration date and time.

**YOU ARE NOT OFFICIALLY ACCEPTED INTO THE CDL PROGRAM UNTIL YOUR ADMISSION FILE IS COMPLETE AND YOU ATTEND THE MANDATORY CDL ORIENTATION**

## First Day of Class:

On the first day of class, be sure to bring the following items:

- Driver's license
- Class A permit
- DOT physical long form and Medical card (if already obtained)
- Paper, Pen, Pencil, and highlighter
- CDL Driver's manual from DDS
- All required textbooks

**\*\*DOT Physical/Drug Screen, State CDL Test Fees and Road Test are NOT COVERED BY ANY FORM OF FINANCIAL AID\*\***

## The Federal Motor Carriers Safety Administration (FMCSA)

The Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test in addition to a satisfactory Motor Vehicle Report prior to the issuance of a Georgia Commercial Learner's Permit (CLP) or Commercial Driver's License (CDL). Furthermore, random drug testing is required during the course of Commercial Truck Driving Program (FMCSA Regulations 382.305 and 391, subpart E).

Your admission to our Commercial Truck Driving certificate program is based upon the completion of several requirements and policies from the Federal Motor Carriers Safety Administration (FMCSA) and the Department of Transportation (DOT). They are as follows:

- The applicant must successfully provide a clean motor vehicle report as well as pass a physical and a drug test prior to being issued a Georgia Commercial Driver's License (CDL) or Learner's Permit. NOTE: random drug testing is required throughout the course of the commercial truck driving program (*FMCSA Regulation 382.305 and 391, subpart E*).
- Applicants *must be at least 18 years of age* with a Class C license in order to apply for admissions to the CTD program.
- Persons 18 to 21 may obtain a CDL but *will be restricted to drive in Georgia only*.
- EZ DOT, LLC will visit the Regional Transportation Training Center campus and perform the required Department of Transportation (DOT) drug test during the first 3 days of the CTOL 1010 course. Students must be able to produce negative results on the drug screening and submit a satisfactory physical by the end of the CTOL 1010 course and prior to the beginning of the CTOL 1020 course if they wish to remain in the program.
  - Students can begin CTOL 1010 while drug screening results are pending. However, the results must come back by the time of the completion of CTOL 1010 for the student to remain in the program.
- Student drivers who fail the drug screening are advised to contact: CEO/Clinical Supervisor; Dr. David L. Clark at 770.713.8580 or [drdavidclark@bellsouth.net](mailto:drdavidclark@bellsouth.net)

More SAPs can be found at the following link: [www.naadac.org/ap-direct01y](http://www.naadac.org/ap-direct01y)

**An applicant/student driver who fails a drug and/or alcohol test may not be able to complete the CTD program at Georgia Piedmont Technical College or any TCSG institution until documentation of successful completion of a return to duty program as prescribed by a substance abuse professional has been received.**

## **IMPORTANT: PLEASE READ BEFORE APPLYING**

Prerequisite: We require that you have Class A **PERMIT** before class begins. The PERMIT is the written part of the license and must be obtained through the Georgia Department of Driver Services (DDS). Please note that the DDS is closed on Mondays.

You may pick up the Commercial Driver's Manual, no charge, at any Georgia DDS office. You can find the nearest location by visiting [www.dds.ga.gov](http://www.dds.ga.gov). Please allow yourself plenty of time to study the manual and to take the written test. If you do not have a permit by Orientation/Registration you may not be admitted into class.

Study **air brakes, combination vehicles and general knowledge** (1-1, 2-1, 3-1, 4-1, 11-1, 12-1, and 13-1). There are websites that offer online study and practice tests: [www.thetruckersreport.com](http://www.thetruckersreport.com), and [www.cdlnknowledge.com](http://www.cdlnknowledge.com) and [www.cristcdl.com](http://www.cristcdl.com). We suggest taking advantage of these websites and practice tests before taking the state permit test.

The Department of Driver Services requires that anyone obtaining a commercial driver's license must also obtain a DOT Medical Examination card. Once you obtain the Medical Card you must have it in your possession along with your CDL Learner's Permit at all times and renew it every 2 years for as long as you hold a CDL. You must also pass a Drug Screening in order to attend class. **Information about cost and location of DOT Physical and Drug Screenings will be given at Orientation/Registration.**

### **7-Year Motor Vehicle Report (MVR)**

We also request a 7-year MVR as part of the application process. It must be dated within 30 days of your application to the college. MVR's may be obtained at any Georgia DDS office for \$8.00. If you have not held a license for 7 years, the report will show the history that is available. \*Please be advised: To be accepted into the program your driving record should have **no DUI's and no more than a maximum of 6 points over the last seven years.**

Also, please note that many companies will not hire you if you have a DUI on your 7-year motor vehicle report or have had a rear-end collision in the last two years. Any felony less than five years old will make it difficult to get hired by most companies. Also, some misdemeanors may keep you from being hired. Some companies will only consider applicants older than 23 years of age.

## SEVEN STEPS TO A STRESS-FREE START at Georgia Piedmont Technical College

1. **ADMISSIONS** - submit application and sealed transcripts by the deadline, receive student ID#, take the ACCUPLACER test
2. **BUSINESS OFFICE**- Pay \$25 application fee, receive proof of payment
3. **FINANCIAL AID** - Apply for HOPE Grant, complete online [FAFSA](#) application (DTC code: 016582)
4. **TESTING** - Review study guide, take scheduled ACCUPLACER test
5. **ADVISING for REGISTRATION** - Evaluate program and placement scores
6. **ORIENTATION & REGISTRATION** - Register for CDL class and pay fees
7. **CLASSES BEGIN!**

Main Campus - Clarkston  
495 N. Indian Creek Dr.  
Clarkston, GA 30021

404-297-9522

ADMISSIONS: ext.1602

REGISTRAR'S OFFICE (transcripts) ext. 1257

BUSINESS OFFICE (fees): ext. 1249

STUDENT FINANCIAL: ext. 1107

ACCUPLACER TEST SCHEDULING: Register online

[www.gptc.edu](http://www.gptc.edu)



## Checklist and Dates Commercial Truck Driving A (CTD)

**Applications with required documents should be submitted to Admissions office at:  
495 N. Indian Creek Drive Clarkston, GA 30021**

**Please include the following with your application:**

- \_\_\_\_\_ Application must be complete and submitted by deadline (see below).
- \_\_\_\_\_ \$25.00 non-refundable, one time only, application fee
- \_\_\_\_\_ Provide official educational transcripts, either in official sealed envelope or electronically through E-Script or Parchment services. Contact your school
- \_\_\_\_\_ Provide copy of your current, valid GEORGIA Driver's License
- \_\_\_\_\_ Department of Driver Services Motor Vehicle Report (MVR) with seven (7) year history attached.
  - MVR must be dated within 30 days of application to the college
  - No DUls and six (6) points or LESS within the past seven (7) years

### SCHEDULE INFORMATION

*Note: Schedule subject to change without notice.*

Semester	Application Deadline (Online Only) <small>No later than:</small>	Orientation/ Registration  <small>Fees due</small>	Classes Start  <small>Must have permit</small>
<b>Summer 2024</b>	<b>April 15, 2024</b>	<b>April 26, 2024</b>	<b>May 20, 2024</b>

Current Day Schedule: 7:30 a.m. - 3:30 p.m. Monday - Thursday

Next CDL A 8 Week Class: FALL 2024 - August 19, 2024

# Georgia Piedmont Technical College

## COMPLETE FINANCIAL AID NOW!

You should complete your financial aid application at least 3 weeks prior to registration!

It takes approximately 2 weeks to process.

- ▶ All financial aid funding is based on the Application for Federal Student Aid that you must complete. To apply, complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- ▶ Georgia Piedmont Technical College's school code is: **016582**
- ▶ Filing the FAFSA will determine your eligibility for the Hope Grant.
- ▶ Requirements are: You must be a State of Georgia resident for the past 24 consecutive months; No outstanding or delinquent loans. Males 18-25 must have registered with Selective Service; Cannot receive funds if you have a Bachelor's degree or better.
- ▶ Call 404-297-9522 x3107 if you have questions concerning the application process or eligibility requirements or visit the web for more information.
- ▶ HOPE does not cover cost of books. CDL books total around \$100.00.
- ▶ If your financial aid is not processed by the payment deadline, you will be required to pay your tuition and fees upfront. Once your financial aid is processed; you will be reimbursed based on your eligibility.

**There are no extensions past the payment deadline date.**

## Commercial Truck Driving Costs Tuition and Fees

If you qualify, the HOPE Grant plus the one-time SWIG supplement will pay \$1657.00:

Program Tuition	**\$1188.00**	At Registration/Orientation
Activity Fee	\$35.00	At Registration/Orientation
Parking Facilities Decal Fee	\$75.00	At Registration/Orientation
Fuel Charge Fee	\$185.00	At Registration/Orientation
Student Accident Insurance Fee	\$6.00	At Registration/Orientation
Registration Fee	\$63.00	At Registration/Orientation
Health & Wellness Fee	\$25.00	At Registration/Orientation

Instructional Fee	\$105.00	At Registration/Orientation
Drug Testing Fee	\$125.00	At Registration/Orientation
Instructional Tech Fee	\$55.00	At Registration/Orientation
Transportation Fee	\$5.00	At Registration/Orientation
Campus Safety	\$25.00	At Registration/Orientation
Graduation Fee	\$40.00	At Registration/Orientation

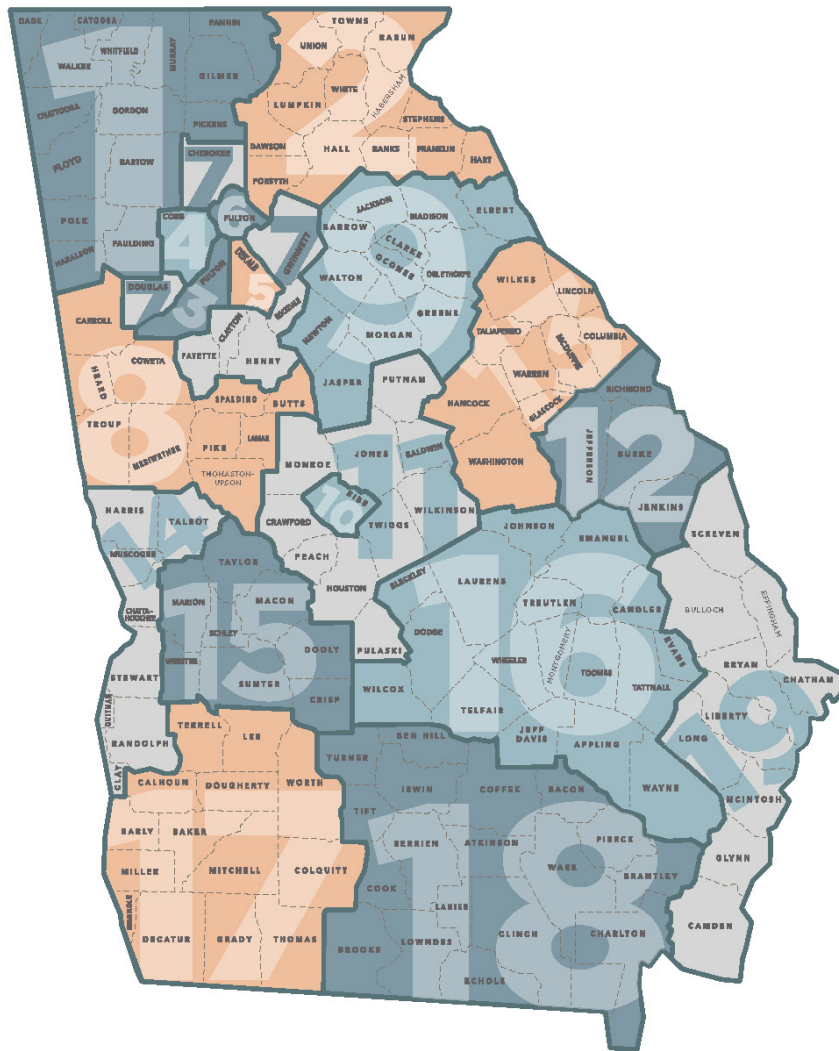
Student's responsibility: Program Costs not included with  
HOPE

ITEM	COST	DUE DATE
College fee that HOPE Does not cover	<b>\$245.50</b>	At Registration/Orientation
Application Fee	<b>\$25</b>	Turn in with college application
7 Year Motor Vehicle Report (MVR)	\$8	Turn in with college application
Class "A" COL Permit Written Test at DDS	<b>\$45</b>	<b>MANDATORY</b> By Registration/Orientation.
0.0.T. Physical Exam	<b>\$55</b>	Information given at Orientation/Registration
4 COL Books	\$100	Should have by the first day of class
If Necessar , COL Retest	\$100	End of class
Class A COL DDS License fee	\$32	Payable to DDS for processing license after passing driving test

**\*\*Fees subject to change without notice\*\***



# WorkSource Georgia Region Map



LWDA	Region Name	Phone Number
1	Northwest Georgia	256-467-6892
2	Georgia Mountains	678-971-9512
3	Atlanta	404-546-3000
4	Cobb	770-528-4300
5	DeKalb	470-542-7424
6	Fulton	404-613-6381
7	Atlanta Regional	678-268-6610
8	Three Rivers	770-229-9799
9	Northeast Georgia	706-369-5703
10	Macon-Bibb	478-722-6965
11	Middle Georgia	478-953-4771
12	CSRA	706-210-2000
13	East Central Georgia	706-595-8941
14	Lower Chattahoochee	706-225-3817
15	Middle Flint	706-660-5369
16	Heart of Georgia	912-739-7158
17	Southwest Georgia	540-427-7322
18	Southern Georgia	912-285-6097
19	Coastal	912-659-3555

**WORKSOURCE GEORGIA**  
**Workforce Innovation and Opportunity Act**  
**(WIOA) Career Resource Centers**

<a href="#"><u>Cherokee County</u></a>	770.771.0450
<a href="#"><u>Clayton County</u></a>	770.771.0450
<a href="#"><u>Cobb County</u></a>	770.582.4300
<a href="#"><u>DeKalb County</u></a>	404.687.3400
<a href="#"><u>Douglas County</u></a>	770.920.4104
<a href="#"><u>Fayette County</u></a>	678.271.3541
<a href="#"><u>Fulton County</u></a>	404.613.6800
<a href="#"><u>Gwinnett County</u></a>	678.268.6610
<a href="#"><u>Henry County</u></a>	770.847.9082
<a href="#"><u>Rockdale County</u></a>	404.468.0395
<a href="#"><u>City of Atlanta</u></a>	404.546.3000

Occupational training is available for individuals who need to enhance their skills and become more marketable in the workforce. In order to qualify for occupational training individuals will need to meet WIOA eligibility & requirements for their field of study, therefore approval for the training is not guaranteed. The field of study must be an in-demand occupation and on the WorkSource-DeKalb **In Demand Occupation List** of an approved programs of study on the **Eligible Training Provider List (ETPL)**.

**The process for applying for occupational training includes the following steps and may take up to 10 business days or more. If the application is incomplete, it will delay the submission process.**

**Steps:**

1. Attend a mandatory WIOA Training Eligibility Information Session to learn about the application process. Information Sessions will be held Thursdays, at 10:00 a.m., except for county-observed holidays.
2. Please arrive 15 to 20 minutes early because of limited parking space. We encourage use of the MARTA, the Decatur and Avondale MARTA stations, located nearby.
3. During the Information Session, you will learn about WIOA eligibility, training requirements, available resources & assessments. You will also receive your **WIOA Eligibility Intake Application & Checklist** and be assigned a Career Counselor to further assist you with your application process and answer any additional training questions.
4. After the session you will be expected to complete the steps from your Intake Checklist which include some of the following; Training Interest Questionnaire, Job Readiness Assessments, Work Ready Workshops, TABE Assessment, Program Registrations, etc. \*The TABE Assessment will be scheduled by your Career Counselor and is administered in the WorkSource DeKalb Resource Center.
5. Once all of your steps from the Intake Checklist have been completed, you will need to schedule an appointment with your assigned Career Counselor in order to return your completed ITA Application packet.
6. During the first appointment with your assigned Career Counselor, it will be determined if your occupational training application is ready for submission. If the application packet is incomplete or missing supporting documentation, it will not be accepted.
7. Determining eligibility for occupational training will occur after the application has been submitted. Your Career Counselor may contact you for additional supporting documentation or questions about information provided on the application. Your Career Counselor will review your application for approval or return your file to you if you do not meet the eligibility requirements.

8. Once your occupational training application has been approved your Career Counselor will contact you to set an appointment to discuss your responsibilities while in training and may ask you to sign additional documents.

If you have additional questions regarding the WIOA Training Information Session, please feel free to call **(404) 687-3400**.



## Business and Community Continuing Education Courses

### WITHDRAWL/REFUND POLICY

100% refunds are granted for "on campus" classes including one or two-day seminars, provided a withdraw! is requested **24 hours before** the first class is scheduled to begin. There are NO refunds after the first scheduled class day.

Classes which are paid by cash, check, credit card or money order, refunds will be issued by Georgia Piedmont Technical College Accounting and Business Services. Refunds are mailed four to six weeks after the official date of withdrawal. No refunds will be credited to the student's credit card.

Students registering and paying for Continuing Education Classes Online will be granted a 100% refund after notification is made to the Continuing Education Department before the 6th business day from class start date. Payments are refunded to the credit/debit account on record at the time of enrollment.

### NOTICES FOR YOUR INFORMATION

Continuing Education (non-credit) "on-campus" classes and seminars are subject to cancellation in the event of inadequate enrollment.

Continuing Education (non-credit) classes and seminars cannot be converted to credits and cannot count toward degrees, diplomas, or technical certificates of credit.

### Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

*The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator, Adrian Williams, Exec. Dir. of Human Resources at [williamsa@gptc.edu](mailto:williamsa@gptc.edu) or call 404.297.9522, ext. 1210. Section 504 Coordinator, Dr. Melinda Robinson-Moffett, Assoc. VP of Student Affairs at (email pending) or call 404.297.9522, ext. 1111. Addresses for both: 491 N. Indian Creek Drive, Clarkston, GA 30021*