Center for Transportation Training
(301) 934-7870

For more information, contact cdl@csmd.edu

La Plata Campus
PO Box 910, 8730 Mitchell Road,
La Plata, MD 20646
MEMORANDUM

TO: Prospective Student
FROM: Mary Beth McCollum, Director of Transportation Programs
SUBJECT: Commercial Truck Driver Training Program Information

Thank you for your interest in the commercial truck driver training program at the College of Southern Maryland. As we enter our twenty-second year, we are proud to announce that because of a lot of hard work by an outstanding team of instructors, over 2000 individuals have gained the skills through this program to become a professional commercial truck driver! Ninety-five percent of our students graduate from the program. Approximately seventy-five percent remain employed in the transportation industry. Statistics gathered from CSM’s last calendar year analysis.

This packet contains schedule, pricing, funding, and curriculum information. If after reviewing this information, you are interested in applying to participate in the program, take the following steps:

STEP 1: Complete the Pre-Registration Application for Admission and apply for college admissions online at www.csmd.edu/admissions. (enclosed in this packet)

• You can choose to take this program as a continuing education or credit student. Curriculum and cost are the same. Admission requirements for the credit option will vary slightly from the continuing education classes.

• CREDIT students must also complete the college admissions form on-line at www.csmd.edu/admissions and take the college placement exams (pick Commercial Vehicle Operator as your “program” on the admissions application). See blue insert in packet or page 17 of this booklet.

STEP 2: Get a copy of your past three-year driver’s record from the MVA

STEP 3: Mail the application and driver’s record to:

COLLEGE OF SOUTHERN MARYLAND / TRA
ATTN: MARY BETH MCCOLLUM
P.O. BOX 910
LA PLATA, MD 20646

STEP 4: If you are applying for a PELL GRANT please see the last page of this booklet (or blue insert or page 17) for further directions.

STEP 5: SECURE YOUR FUNDING (see funding options brochure enclosed)

STEP 6: ATTEND an ORIENTATION (held at the La Plata Campus of the college -- directions included in this packet). You will receive notification of the date and time after your application and driver’s record are approved.

STEP 7: Have a Department of Transportation (DOT) Physical and Drug Screening (confirm that you are registered before taking a physical and drug screen). This should not be done until after you have attended the orientation.
Requirements for Participating

- be 21 years of age or older (Class B students need to be 18 years of age or older)
- have a valid (Maryland or Virginia) driver’s license
- have a “clean” driving record with
  - no more than three points, no drug/alcohol violations, no outstanding tickets or suspensions
- have no felony convictions involving the use of a motor vehicle; a crime involving drugs; driving under the influence of drugs or alcohol; or hit-and-run driving which resulted in injury or death
- pass a (DOT) Physical Examination & a drug screening and be willing to participate in random drug and/or alcohol testing
  The U.S. Department of Transportation (D.O.T.) requires a driver to have a complete physical examination every two years. You must not have suffered the loss of a hand, arm, foot, or leg. Not have any physical defect or disease likely to interfere with safe driving. You cannot have a medical history or clinical diagnosis of diabetes that requires insulin for control.
  Vision A driver must have a minimum of 20/40 vision in each eye, with or without corrective lenses, and have a 70 degree field of vision in each eye.
  Hearing A driver must be capable of perceiving a forced whisper in the better ear at not less than five feet, with or without the use of a hearing aid.
- ability to lift 100 pounds
- be able to read and speak English well enough to understand traffic signs, prepare required reports, and speak with law enforcement authorities and the public
- have dependable transportation to and from class
- have a positive attitude and a commitment to safe driving
- must NOT be on a provisional driver’s license (per Maryland regulations)
The College of Southern Maryland (CSM) is a public, regional community college with a far-reaching mission—to help our students and community meet the challenges of individual, social, and global changes.

CSM is a thriving, progressive, and technologically advanced college that delivers quality higher education programs and services. The college is committed to offering a wide variety of learning options, student services, and high-quality business services and support. That commitment is reflected in those we serve. Over 60 percent of tri-county residents who attend higher education institutions come to CSM.

Mission Statement

The College of Southern Maryland prepares its students and community to meet the challenges of individual, social, and global changes. As a public two-year open-door institution, the college carries out its mission by:

Promoting
- intellectual challenges
- cultural exploration
- social and environmental awareness

Providing
- associate degree and certificate programs
- job training programs
- cultural enrichment
- leadership development
- community and economic development initiatives
- customized workforce training
- wellness and fitness opportunities

Encouraging
- educational excellence
- learning across the life span
- smooth transitions among level and types of education and work
- continued commitment to its community
- creative delivery of programs/services combining traditional methods with new technologies to reach the broadest audiences
- innovative approaches to instruction, problem solving, resource development, system design, and service delivery
- collaboration with business, educational, community, and cultural organizations
- consistent improvement in the efficiency and effectiveness of college operations
- teamwork to foster constructive change
Trucking is one of America’s most important industries, moving the goods that you use every day: food, furniture, books, clothing, automobiles, and medicine. One out of every seven jobs in the United States is transportation related. The trucking industry is huge and employs over 20 million people in many areas of employment such as drivers, mechanics, dispatchers, and fleet management. Together, these workers generate over $1 trillion a year, of the US gross domestic production for transportation.

There are over 500,000 trucking companies in varying sizes from the largest, with thousands of vehicles, to companies with only one truck. Some trucking companies are medium-sized, closely held businesses, but most are small partnerships or sole proprietorships that own only one or two tractors and trailers. The smaller companies might operate only within a certain region or state.

A serious shortage currently exists in some segments of the trucking industry that could disrupt a significant portion of our fine-tuned distribution system. It’s not a freight or equipment shortage; surprisingly, it’s a shortage of men and women qualified to drive trucks.

To solve this problem, trucking companies are offering better compensation and benefits to attract and retain good drivers. In fact, the trucking industry expects to need 80,000 new drivers each year for the next decade. Freight tonnage is projected to increase nearly 70 percent by 2020. The prospects for a rewarding career as a professional truck driver have never been better!

The average estimated earnings of most drivers are $36,000 the first year.

*Statistics obtained from United States Department of Transportation and the Bureau of Transportation Statistics.*
About the Program

The purpose of the college program is to teach prospective professional drivers safe driving practices, proper handling of equipment, good customer relations, and other related areas of instruction critical to their success in the trucking industry. Content was developed with recommendations from professional drivers, supervisors, safety personnel, and industry executives who recognize the need for properly trained drivers.

Program Objectives
1. Prepare students for employment in the trucking industry.
2. Provide students with the basic knowledge, skills, and attitudes that will facilitate advancement in the trucking industry.
3. To serve the trucking industry with a quality program of instruction.

Program Certifications
The college is proud to be among the few schools in the country that have been able to earn certification by the Professional Truck Driver Institute (PTDI). PTDI is a national, nonprofit organization sponsored by the nation’s trucking industry to advance truck driving proficiency, safety and professional standards among drivers which, in turn, will foster benefits for all stakeholders, including motor carriers, insurers, training schools, government bodies at all levels, funding organizations and the American public. The industry’s annual demand for new drivers hovers around the 80,000 mark. And, it is the well-trained driver with the proper professional attitude and skills who is chosen first by employers. Note: Only the Class A program is PTDI certified.

Why choose a PTDI School:
• Graduates from PTDI certified courses could apply for their first jobs with confidence that they will stand the best chance of being hired.
• You can rest assured that the PTDI course you attend meets the standards set by the industry in curriculum, instruction, lab work, behind the wheel time and reputation with funding sources and the industry itself.
• Your credentials as a graduate of a PTDI-certified course attest that you have mastered the knowledge, procedures and basic skill habits that will keep you safe on the road and assure that your job is secure.
• As a PTDI graduate, you can take pride in the fact that you have the businesslike, professional attitude that commands respect from your peers and from shippers, receivers, law enforcement officials, and your employer.
• The trucking industry has implemented minimum standards by which to measure training programs. The standards are administered through the Professional Truck Driver Institute (PTDI).

Evaluation Standards
There will be an evaluation on each skill taught. We also measure your attitude, judgment, and coordination. Accumulative grade point averages (GPA) are calculated from all grades earned. GPA’s are issued to students at the mid-point of the program and at the end of the final session.

Equipment
The college has three student driving tractors and trailers. Three trailers are 48’ X 96”. Tractors are all 2016 Internationals with Eaton-Fuller ten speeds. Preventative maintenance is scheduled regularly and equipment is updated every four-five years.

Facility
The College of Southern Maryland’s ~ Center for Transportation Training - training range is located at 5825 Radio Station Road in La Plata, Maryland (directions at the end of this packet). Your driving experience will begin at this site. Before driving on public roads, you are required to perform driving exercise such as shifting and moving the truck through a series of maneuvers. Road exercises include operating the vehicle in a variety of traffic situations. Instructors evaluate your performance to determine your readiness to advance to more challenging traffic patterns. Instructors may determine you are not able to continue a road driving session. If they do, they will drive the vehicle back to the range.
An orientation to Federal and State requirements of the issuing of a Commercial Driver’s License (CDL), as outlined in state-provided materials and Federal Motor Carrier Safety Regulations (FMCSR) are included.

<table>
<thead>
<tr>
<th>CLASSROOM/ Instructional Lab –</th>
<th>RANGE &amp; OFF-ROAD SHIFTING BTW</th>
<th>RANGE/LAB Hands-on/ Individual study</th>
<th>ROAD BTW</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>125 hours</td>
<td>50-52 hours</td>
<td>85 hours</td>
<td>18-20 hours</td>
<td>280</td>
</tr>
</tbody>
</table>

### PART I BASIC VEHICLE OPERATION
- Learners preparation
  - General Knowledge
  - Air Brakes
  - Combinations
- Endorsements
  - Doubles/Triples
  - Tankers
  - Hazardous Materials
  - Vehicle Equipment Orientation
  - Coupling and Uncoupling
  - Putting the truck in motion

### PART II BASIC VEHICLE OPERATION
- Driving safely shift
- Development CPR and First Aid
- Driver Techniques
- Backing and parking
- Space and speed management
- Vehicle inspections
- Road development – rural roads and bridges

### PART III Basic RANGE/ROAD DEVELOPMENT
- Operating practices
- Parking and docking
- Vehicle inspections
- Trip planning / Map reading
- Hours of Service (Log Books)
- Emergency maneuvers
- Road development – mountain driving
- Life style of a driver
- Driver fatigue

### PART IV Advanced RANGE/ROAD DEVELOPMENT
- Backing, parking, and docking
- Vehicle inspections
- Road development – city driving
- Hazardous Materials
- Operation Lifesaver – railroad crossings
- Driver Qualifications and employment preparation
- Motor Vehicle Administration License testing
- FMCSA Entry Level Driver mandated training sequence
Supplies / Materials:
Bring the following items to class: a watch with a second hand or stop watch, pen & pencils, six-inch ruler, highlighter, gloves, rain gear and umbrella. Note: We work in any kind of weather, rain, shine, sleet, or snow. Come to class each day prepared for the type of weather forecast.

A textbook, road atlas, and other required training materials are provided for your use in the class as needed.

Student Conduct
The standards of conduct at the College of Southern Maryland – Commercial Truck Driver/Vehicle Operations Program are patterned after those that prevail in the trucking industry. Students are expected to observe the college regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is a tribute to the program. The following activities at or around college facilities and equipment will be cause for immediate dismissal:
• Being under the influence of alcohol and/or drugs
• Smoking in unauthorized areas and student study areas on the range, i.e. classrooms or the trucks
• Performing an unauthorized truck start-up or operation
• Harassment of fellow students

Attendance
Your success in this program depends in a large part on YOU. Being in class, joining discussions, asking questions, and participating in the learning process will be critical to your success. Attendance will be taken for every class as part of the College’s recordkeeping system and to meet the criteria for awarding CEU’s or credits. Excessive absences and/or tardiness may be cause for dismissal as it would be in the trucking industry. Missed time is made up “IF” time, equipment, and instructors are available and it is arranged on a case-by-case basis. Additional information regarding student expectations is given to you at orientation.

Graduation Requirements
Students must complete the following in order to graduate from the program:
• Attend a minimum of 250 regularly scheduled hours of training
• Successfully complete all classroom assignments
• Successfully complete all range assessments
• Successfully complete all road assessments
• Earn an overall GPA of 80% or higher
• Pass the Commercial Driver License Skills Exam at the Motor Vehicle Administration

Grading Scale
90-100 = A  80-89 = B  70-79 = C  60-69 = D  0-59 = F

Awards Issued at Graduation
Students that successfully complete the program will receive the following items at graduation:
1) College of Southern Maryland Certificate (280 CEU hours or 12 credits)
2) Professional Truck Driving Institute Certificate – PTDI – Subject to hours and criteria completed.
3) Graduation letter
4) Defensive Driving Certificate
5) Entry Level Driver Certificate (In accordance with 49 CFR 380.503.)

Student Services
A variety of services are available in the college Career Center to assist students as they make career and employment decisions. Job search assistance is available through the centers Job Connection program. This program is a quick and easy way to connect to current local or regional job openings. It is free for students in this program. For more information about these services call 301-934-7753.
## 2016 TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>Class</th>
<th>Orientation Dates</th>
<th>Daytime: 6:30 a.m. - 5:00 p.m.</th>
<th>Date/Weekdays</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>January 4 - February 18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 9, 2015</td>
<td>Wednesday</td>
<td></td>
<td>7 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>January 23 - April 17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 6, 2016</td>
<td>Wednesday</td>
<td></td>
<td>13 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>February 22 - April 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 3, 2016</td>
<td>Wednesday</td>
<td></td>
<td>7 weeks</td>
</tr>
<tr>
<td>Class B</td>
<td>April 18 - May 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 16 - June 30</td>
<td>Wednesday</td>
<td></td>
<td>4 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>July 6 - July 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 22, 2016</td>
<td>Wednesday</td>
<td></td>
<td>4 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>July 25 - September 9</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 29, 2016</td>
<td>Wednesday</td>
<td></td>
<td>7 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>September 6 - October 20</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 17, 2016</td>
<td>Wednesday</td>
<td></td>
<td>7 weeks</td>
</tr>
<tr>
<td>Weekend A</td>
<td>September 24 - December 18</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 24, 2016</td>
<td>Wednesday</td>
<td></td>
<td>13 weeks</td>
</tr>
<tr>
<td>Class A</td>
<td>October 24 - December 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orientation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 5, 2016</td>
<td>Wednesday</td>
<td></td>
<td>7 weeks</td>
</tr>
</tbody>
</table>

### SEE STUDENT MEMORANDUM FOR APPLICATION STEPS

Class B Upgrade Training is for individuals that already have a Class A or a Class B license and want to add the passenger/school bus endorsement. Upgrade courses 40 hours in length. Course number: TRA – 7530. 2016 dates are listed below:

<table>
<thead>
<tr>
<th>Upgrade</th>
<th>Date Range</th>
<th>Daytime: 7:00am - 5:00pm</th>
<th>Days: Fridays - 4 days (40 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/school bus</td>
<td>January 29–Feb. 19, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
<tr>
<td>Pass/school bus</td>
<td>April 1 – April 22, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
<tr>
<td>Pass/school bus</td>
<td>May 13 – June 3, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
<tr>
<td>Pass/school bus</td>
<td>July 29 – August 19, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
<tr>
<td>Pass/school bus</td>
<td>Sept. 16 – Oct. 7, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
<tr>
<td>Pass/school bus</td>
<td>Oct. 28 – Nov. 18, 2016</td>
<td>301-934-7870</td>
<td></td>
</tr>
</tbody>
</table>

Orientations are held on the La Plata campus at 3:00pm on the date scheduled or as directed in orientation letter. Classroom number will be determined for each orientation. Contact the Transportation office if you have any questions. You should be prepared to register at that time to secure a spot in the class. Dates are subject to change.

**NOTE:** Class A training is Pell Grant eligible. Class B training is **NOT** pell grant eligible.

For more information contact: Mary Beth McCollum 301-934-7870 or cdll@csmd.edu
NEW at the College of Southern Maryland

**Class B Passenger / School Bus and Truck Training**

<table>
<thead>
<tr>
<th>4 weeks - 160 hours Cost: $1,838.00</th>
</tr>
</thead>
</table>

Any straight truck or bus with two or more axles and a GVWR of 26,001 pounds or more; and 15 or more passengers including the driver. Must be 18 yrs or older and not on provisional license.

Two part program designed to give the student the knowledge required to earn a Class B commercial driver’s license with passenger / school bus endorsement. The course introduces the student to the Federal Motor Carrier Safety Regulations and industry standards required for operating commercial trucks and buses. The student is introduced to the required areas of study to obtain a commercial class B learners permit for trucks and buses. Students completing all program requirements will be prepared to take the Class B Commercial Driver License with a school bus passenger endorsement.

**2016 Training Schedule - - -**

- **April 18 – May 12, 2016 - - -** 7am – 5pm – Mondays thru Thursdays
- **July 6 – July 30, 2016 - - -** 7am – 5pm – Mondays thru Thursdays

For information or to request an information packet contact:
Mary Beth McCollum, Director of Transportation
301-934-7870 or cdl@csmd.edu

*This course does not qualify for FAFSA (Pell Grant Funding)*

Upgrade classes also available if you already have your CDL and you would like to add the passenger / school bus endorsement and airbrakes. Call for details.
NEW Change in Tuition as of July 1, 2015 – See Below

COST Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION</td>
<td>1,440.00</td>
</tr>
<tr>
<td>COURSE Fees (includes college combine fee)</td>
<td>2,375.88</td>
</tr>
<tr>
<td>Sub total for tuition and fees</td>
<td><strong>NEW $3,815.88</strong></td>
</tr>
<tr>
<td>“Other costs” - student is responsible for</td>
<td></td>
</tr>
<tr>
<td>Dot Physical ($85.00) &amp; Drug Screening ($95.00) - (approximate cost)</td>
<td>180.00</td>
</tr>
<tr>
<td>LEARNER’S PERMIT - (payable to the MVA)</td>
<td>90.00</td>
</tr>
<tr>
<td>Sub total for other costs</td>
<td>$270.00</td>
</tr>
<tr>
<td>Total cost</td>
<td><strong>$4,355.88</strong></td>
</tr>
</tbody>
</table>

In-county Rate (Charles, St. Mary’s, and Calvert) Class “A” – NON-CREDIT classes are also $3,816.00 – plus “other cost”- listed above. NOTE: Out of county students will be billed an additional $20.00. Out of state students will be billed an additional $40.00

Class “B” School Bus classes are $1,838.00, plus “other cost” – listed above.

NOTE:
- The Class A program qualifies for PELL GRANT funding (FAFSA from the federal government. Please see the last page of the booklet.
- The Class B program does NOT qualify for pell grant funding. You may want to consider applying for the Con Ed Tuition Assistance.

CREDIT students taking the Class A program that live outside of Charles, Calvert or St. Mary’s will be required to pay additional out of county or out of state cost associated with credit classes.
Out of state cost: $6,000.36 - - - Out of County cost: $5,100.00- plus “other cost”- listed above.

Course Cancellation Policy
The college reserves the right to cancel any course due to low enrollment or unforeseen circumstances. However, every attempt will be made to prevent undue hardship on students. Students enrolled in courses cancelled by the college will automatically receive full refund of tuition and fees.
http://www.csmd.edu/Training/General/index.html

Refunds
A student officially withdrawing by the last college business day prior to the start of a class is eligible for a 100% refund of tuition and applicable fees. Additional criteria for refund procedures can be found on the college web site or in the college schedule of classes.
http://www.csmd.edu/Bursar/Tuition/refund.htm

Funding Options
There are several ways you might be able to finance this program. You may qualify for grants awarded by agencies such as the Maryland Division of Rehabilitation Services (301-645-8882).

Veterans
Call 301-934-7870 for Veterans Packet. Credit Class A program only contact – CSM Veterans Advisor 301-934-7656 (direct line) or www.csmd.edu/current/verterans or www.csmd.edu click student services then Veterans Benefits.
Directions to CSM – La Plata Campus

From the North (Beltway)
From 495 Capital Beltway: take Exit 7A. This is Route 5, heading south toward Waldorf and Leonardtown. Continue on Route 5 to where it meets Route 301. Drive South on Route 301 for approximately six miles to the traffic light at the intersection of Mitchell Road. (across from the Maryland State Police and just past the 18 mile marker) Turn right on Mitchell Road proceeding approximately two miles, reaching the second entrance to the campus (South Campus Drive) which is on the right.
You will be making the first right. The CS building is the building on the right.

La Plata Campus MAP
To Center for Transportation Training Center from Waldorf, MD and other locations north:

- Take US-301 south.
- Turn left on Rosewick Road.
- Turn right on Radio Station Road.
- The training center will be 0.4 miles on the right.

To Center for Transportation Training from Lexington Park, MD and other locations south:

- Take Three Notch Road/Route 235 north Route 235 becomes Rt 5.
- Turn left onto La Plata Road/Route 488.
- Turn right onto Radio Station Road.
- The training center will be 1.1 miles on the left.
Directions to CSM – Center for Transportation Training

From the North (Beltway)
From 495 Capital Beltway: take Exit 7A. This is Route 5, heading south toward Waldorf and Leonardtown. Continue on Route 5 to where it meets Route 301. Drive South on Route 301 for approximately six miles to the traffic light at the intersection of Mitchell Road. (across from the Maryland State Police and just past the 18 mile marker) Turn LEFT onto Mitchell Road. Go one block and turn right on Washington Ave. Go about 1/2 mile and turn left onto Rosewick Road. Go about 1.25 mi and turn right onto Radio Station Road. The Center for Transportation Training is on the right.
Class “A” Training

COLLEGE OF SOUTHERN MARYLAND – Center for Transportation Training

Pre-Registration Application for Admission to the

COMMERCIAL TRUCK DRIVER TRAINING PROGRAM – Class A

Complete and return this application with a copy of your driving record from the Motor Vehicle Administration:

DATES YOU WISH TO ATTEND THE COURSE: __________________________

Social Security Number: __________________ Date of birth: __________________

Name: ________________________________________________________________

Address: ______________________________________________________________ County: ____________

City: ______________________________ State: __________ Zip Code: ____________

Telephone: ___________________________ ____________________

Cell phone ____________________ daytime / evening ____________________

Email Address: __________________________

Driver’s License Number: __________________________ State: __________

Class of License: ____________ Restrictions: ____________ Expiration: ____________

(A,B,C,D – CDL)

Have you ever driven a commercial vehicle?

_______ yes _______ no

Have you ever been convicted of a crime?

_______ yes _______ no

Have you ever been convicted of a drug offense?

_______ yes _______ no

Have you ever been convicted of a felony?

_______ yes _______ no

If yes to any of the above, are you on probation?

_______ yes _______ no

Are you a veteran with benefits?

_______ yes _______ no

Do you have a HS diploma or GED?

_______ yes _______ no

What is your funding source? ________________ Have you applied for a Pell Grant? ________________

Counselor’s Name: __________________________ Telephone Number: __________________________

---I certify that the above information is correct. I hereby authorize, request and release from liability the College of Southern Maryland to disclose any information about my grades, attendance, participation and other pertinent information concerning the Commercial Truck Driver Training Program to funding agencies and to past, current and future employment as needed.

____________________________________________________________________________________

____________________________________________________________________________________

Your signature __________________________ date __________________________

NOTE: Attach a current copy of your driving record and return to:

COLLEGE OF SOUTHERN MARYLAND
Attn: Mary Beth McCollum, TRA
PO Box 910 8730 Mitchell RD
La Plata, MD 20646-0910
Class “B” Training

PRE-REGISTRATION APPLICATION FOR ADMISSION TO THE  
CLASS B – PASSENGER AND SCHOOL BUS — [CLASS B]

Complete and return this application with a copy of your driving record from the Motor Vehicle Administration:

DATES YOU WISH TO ATTEND THE COURSE: ________________________________

Social Security Number: ___________________ Date of birth: __________________

Name: _____________________________________________

Address: ___________________________________________ County: ____________

City: __________________________ State: __________ Zip Code: ________________

Telephone: ____________________________ Cell phone ______________________

daytime / evening 

Email Address: _____________________________________________

Driver’s License Number: __________________________ State: ________________

Class of License: __________________ Restrictions: _______ Expiration: _______

(A,B,C,D – CDL)

Have you ever driven a commercial vehicle? _______ yes _______ no

Have you ever been convicted of a crime? _______ yes _______ no

Have you ever been convicted of a drug offense? _______ yes _______ no

Have you ever been convicted of a felony? _______ yes _______ no

If yes to any of the above, are you on probation? _______ yes _______ no

Are you a veteran with benefits? _______ yes _______ no

Do you have a HS diploma or GED? _______ yes _______ no

What is your funding source? __________________________ Have you applied for a Pell Grant? ______

Counselor’s Name: ___________________________ Telephone Number: ________________

---I certify that the above information is correct. I hereby authorize, request and release from liability the
College of Southern Maryland to disclose any information about my grades, attendance, participation and
other pertinent information concerning the Class B Training Program to funding agencies and to past, current
and future employment as needed.

________________________________  __________________
Your signature date

NOTE: Attach a current copy of your driving record and return to:

COLLEGE OF SOUTHERN MARYLAND
Attn: Mary Beth McCollum, TRA
PO Box 910  8730 Mitchell RD
La Plata, MD 20646-0910
How to apply for Financial Assistance at the College of Southern Maryland

Class A program qualifies for Pell Grant Funding. Class B program does NOT qualify for Pell Grant funding. Both qualify for Continuing Education Assistance Scholarships.

STEP 1: Apply online www.csmd.edu/admissions

- Create Your Account
  - Some Helpful hints:
    - Interest Categories: UG (Undergraduate)
    - Area of Interest: Transportations
  - College Admissions application
    - Include Social Security Number (Needed for FAFSA application)
    - Select Program Commercial Vehicle Operator Certificate
    - Include starting and ending dates for high school

NOTE: ALL CREDIT students must complete STEP ONE!

STEP 2: Apply for FAFSA (Financial Aid) online at www.fafsa.ed.gov. The FAFSA is the Free Application for Federal Student Aid. This application must be completed if you wish to apply for the Pell Grant or for Federal Student Loans.

Things to remember:
- Ensure the FAFSA is sent to CSM by entering the CSM school code: 002064
- Complete the IRS data retrieval process, if applicable
- Sign the FAFSA electronically by using a Federal Student Aid PIN
  - Go to www.pin.ed.gov to request a Federal Student Aid PIN
- Once the FAFSA is submitted, the results will be sent to CSM
- Provide any documentation requested by the Financial Assistance Department at CSM
- Once all information has been submitted, the Financial Assistance Department will review your FAFSA and will provide you with a financial assistance notification letter
- The Pell Grant is an annual award, the maximum amount of the Pell for one semester is half the annual award amount.

STEP 3: Fill out the Student Application for Admissions form (yellow form in this packet or page 15 of this packet) and submit to Mary Beth McCollum at the College of Southern Maryland. Be sure to send a copy of your driving record.

To meet application deadlines, you will need to file your form on the web at www.fafsa.ed.gov. If you do not have a computer with internet access at your home you can go to one of the following locations to file:
  - Regional public libraries or College of Southern Maryland campus libraries

STEP 4: Complete Direct Loan Paperwork (optional)

- Complete the CSM Loan Information session online at www.csmd.edu/Financial/loans.html and complete the loan request form after completing the information session.
- Complete the Department of Education Loan Entrance Counseling and Master Promissory Note online at: www.studentloans.gov

If you have questions about your status call the Financial Aid office at the college 301-934-7531.

It is VERY IMPORTANT to do ALL THREE STEPS listed above.

Be sure to fill out the yellow application for admission form (also page 15 of this packet) in this packet and submit it to Mary Beth McCollum, at the College of Southern Maryland. Be sure to send a copy of your driving record. (See information booklet for further details.)