



## **CDL Course Application-for-Registration Packet**

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### **Submit entire packet by any of these methods:**

- Scanning and emailing to [andrew.robbins@nwscce.edu](mailto:andrew.robbins@nwscce.edu)
- Dropping off in slot of Andrew Robbins's office door (Monday-Friday 8:00am-4:00pm) at NW-SCC Muscle Shoals Campus, Building 103, Room 112
- Mail to:  
Attn: Andrew Robbins  
Northwest-Shoals Community College  
800 George Wallace Blvd.  
Muscle Shoals, AL 35661

### **List of documents to be submitted with application:**

- Application
- Copy of front and back of Driver's License
- Motor Vehicle Report
- DOT Pre-Employment Drug Screen (Successfully Passed)
- Commercial Learner's Permit
- Copy of Social Security Card
- DOT Physical (Successfully Passed)
  
- Letter of "Intent to Hire" from employer or letter from current employer stating your need for CDL *(Can be submitted later, but registration will not be allowed until an employer letter is on file)(CDL employer days are offered by NW-SCC and you will be invited)(Contact 256-331-5218 if help is needed with this document)(Students are vetted for registration according to employer requirements.)*

Full Name: \_\_\_\_\_

U.S. Citizen or Green Card (please specify): \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of CDL you are pursuing (check all that apply):

Class A  Class B to A  HAZMAT  Class B  Passenger  School Bus

Do you have internet access to complete the Online Theory Component?

Yes  No

Please self-report any relevant infractions an employer will find on your background check here:

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Are you currently employed?

Yes  No

Are you pursuing your CDL for a position with your current employer?

Yes  No

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**Process:**

1. Submit CDL Course Application-for-Registration Packet
  - a. Application not complete until letter of “intent to hire” or letter from current employer stating your need for a CDL is received.
2. Application packets will be vetted against employer hiring requirements.
3. Approved applicants will be notified of Online Theory Component start date, enrolled, and allowed to begin working on online CDL Theory Component of Class. This is completed on your own.
4. Once a grade of 80% or higher is achieved on Theory Component, students will gain the opportunity to register for the Lab Component (Truck/Instructor Time) of the course.
  - a. Spots for the Lab Component are on a first-come first-served basis depending on when each student successfully completes the Online Theory Component.
  - b. You will be notified of the next available Lab Component Opportunity.
  - c. Students will have up to 3 weeks to complete the Lab component.
5. When the Lab Component is successfully completed (determined by instructor with competency mastery check-off list) the student is cleared to schedule and take the CDL road test at the Sheffield, AL Department of Motor Vehicles.

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**Important Notices:**

- The contents of this information packet are subject to change without notice and are not to be construed as a binding contract between Northwest-Shoals Community College and any student or prospective student. There may be occasions when criteria in this publication may necessarily change due to the College’s governing authority, legislative mandates, or other unavoidable events.
- This program is a non-credit skills training program and will not result in college credit.
- NW-SCC reserves the right to limit enrollment in, postpone, cancel, or change instructors and/or class locations when necessary.
- Should a class cancel due to insufficient enrollment, you will be given notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the Alabama Postsecondary Department of Education and Northwest-Shoals Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act (ADA) of 1990.

Northwest-Shoals Community College is an equal opportunity employer.

**For additional information contact Andrew Robbins at 256-331-5218 or [andrew.robbs@nwsc.edu](mailto:andrew.robbs@nwsc.edu)**