



Through 144 hours of traditional classroom, simulation and practical over-the-road instruction, the Arkansas Trucking Academy (ArkTA) can have you licensed and ready to start an exciting new career as a commercial truck driver. A variety of training locations, dates, and both 4 and 6 week training options are available.

The training program is open to individuals 18 years of age or older that have a valid driver's license and meets admission requirements. Upon acceptance into the program and receipt of tuition or documentation of sponsorship, applicants will have their first choice of available training dates.

Application for Admission

Applying is easy. Simply complete an ArkTA Application for Admission and submit it along with the following documents to the training location of your choice via fax, mail or in-person. ArkTA admission counselors are available to assist you throughout the admission process. For more details on how to contact an ArkTA admission advisor, please refer to the "Contact Information" section of the training program guidelines.

While ArkTA endeavors to identify and make appropriate revisions regarding the services and associated costs described herein, revisions and price changes are possible dependent upon federal and/or state regulatory changes and other applicable factors.

- Arkansas Residents: Arkansas Commercial Learners Permit OR Non-Arkansas Residents: Commercial Learners Permit from the state of residence AND a copy of an Arkansas CDL-1 form**

Students with a Commercial Learners Permit from a state other than Arkansas, will purchase a CDL-1 Form from an Arkansas Department of Finance & Administration Revenue Office, enabling them to participate in the CDL skills test at an Arkansas testing center. An Arkansas CDL-1 Form valid for up to 3 test attempts is \$50, payable to the Arkansas Department of Finance & Administration, Revenue Office. Test applicants must present the following to the revenue office:

- a valid Driver's License

and proof of legal presence document. Any ONE of the following is acceptable proof of legal presence:

- U.S. Birth Certificate
- U.S. Passport
- Birth Abroad Certificate
- Certificate of Citizenship
- Certificate of Naturalization
- Permanent Resident card
- Employment Authorization Card (excludes Canada and Mexico)

Verificaton of Essential Reading & Math Skills





Reading and mathematics skills are essential to the successful completion of the training program.

Attach any ONE of the following to your Application for Admission:

- ▶ U.S. high school diploma/transcript documenting the completion of 9th grade or higher from an institution with a regional accrediting body or listed with the department of education in the state in which the school is located. *(Note: Official transcripts may be faxed or mailed directly from the school issuing the transcript to the training site you wish to attend. Hand delivered transcripts cannot be accepted. For more details on how to contact ArkTA training locations, please refer to the "Contact Information" section of the training program guidelines.)*
- ▶ General education diploma (GED)
- ▶ College diploma/transcript
- ▶ Document-to-Document High School Diploma Evaluation Report for foreign high school diploma. *(Note: Contact World Education Services (WES), www.wes.org OR Josef Silney and Associates, www.silney.com to request an evaluation and to have the official report faxed or mailed directly to the training location of your choice by service provider. Contact information for each ArkTA training location can be found in "Contact Information" section of the training program guidelines.*
- ▶ Documentation of NRS TABE Level 3 scores or higher in reading and mathematics. *These two 50 minute assessments are offered free of charge in Arkansas Adult Education Centers. Arkansas Adult Education Centers also offer free instruction for adults who do not score a NRS TABE Level 3.0 scores or higher and wish to improve scores.*

Commercial Driving Record Documenting a Valid Commercial Learners Permit

A commercial driving record is \$10 by mail or in person, \$13 online, payable to Arkansas Department of Finance & Administration Revenue Office and can be acquired in the following ways:

<p>Online:</p>  <p>mydmv.arkansas.gov</p>	<p>In Person:</p>  <p>At Any Arkansas Revenue Office</p>
<p>By Mail:</p>  <p>Department of Finance And Administration PO Box 1272 Room 1130 Little Rock, AR 72203-1272</p>	<p>Driving Records Counter:</p>  <p>Room 1130 1900 W. 7th St Little Rock, AR 72201</p>

Out-of-State students acquire a commercial driving record from their state of residence.

Department of Transportation (DOT) Medical Examiners Certificate and Drug Screen

A DOT Medical Examiners Certificate valid for the duration of training and a negative DOT approved drug test taken within 30 days of admission into the program are required.

Program applicants make their own appointment and pay associated fees directly to the healthcare provider.

Attach a copy of your DOT Medical Examiners Certificate valid for the duration of training to your Application for Admission. Retain a full copy of the DOT long form physical. It will be needed when obtaining a CDL.

Instruct the healthcare provider to fax or mail drug test results directly to the ArkTA training site you wish to attend. Contact information for each ArkTA training location can be found in “Contact Information” section of the training program guidelines.

Where to get a DOT physical:

D.O.T. physicals may be obtained from any healthcare provider on the Federal Motor Carrier Safety Administration National Registry at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>. Simply select “Search for Medical Examiners,” scroll to the bottom of the page that appears and enter the number of miles you are willing to travel to an eligible provider along with your city and state in the designated area, then press enter. A list of eligible healthcare providers will appear.

Where to get a DOT approved drug screen:

While numerous healthcare providers conduct both DOT physicals and a DOT approved drug screens, not all provide both services. If the medical examiner conducting your DOT physical does not conduct DOT drug screens, they can often refer you to another healthcare provider for those services. You may also contact healthcare providers you wish to use and ask them if they conduct DOT drug screens or can refer you to a healthcare provider that offers that service. Any healthcare provider with a federally qualified Medical Resource Officer (MRO) utilizing drug testing laboratories certified by the Department of Health and Human Services to receive urine specimens and test them to determine the presence of drugs can conduct DOT approved drug screens.

Applicants choosing to delay entry into training after admission into the program may be required to submit an additional negative DOT approved drug test prior to the start of training.

Payment of Tuition or Documentation of Sponsorship

Tuition is \$2,000 with books included. Applicants approved for admission will be given their first choice of available training dates when finalizing enrollment with payment of tuition.

Students will submit a Commercial Learners Permit (CLP) permit and license fees directly to the issuing revenue office. Please refer to the Commercial Driver’s License Testing section of the training program guidelines for more information on testing requirements and licensing fees.

Enrollment

Once an application packet including the Application for Admission and all additional documents have been received by the Arkansas Trucking Academy (ArkTA) they are processed on a first-come, first-served basis. ArkTA advisors will provide admission status updates as applicable, giving applicants approved for admission their first choice of available training dates when finalizing enrollment with payment of tuition.

Refund Policy

The Arkansas Trucking Academy reserves the right to reschedule, cancel or appoint an alternate instructor for all courses. If courses are cancelled for any reason, students will have the option of transferring to another available course section or receive a full refund (100%) of tuition.

A full refund (100%) of tuition will be issued when the Arkansas Trucking Academy is notified of a student withdraw 7 business days prior to the start of a course, excluding weekends, holidays and other academy closures.

Attendance Policy

This is a fast-paced intensive course with stringent attendance requirements. Students are expected to arrive promptly and be present for each class. Any class session or activity missed whole or in part, regardless of cause, reduces the opportunity for learning and may adversely affect a student's ability to meet the learning outcomes required to receive a Certificate of Completion. Persons with life or health conditions that may hinder attendance may wish to delay application for admission until a strong commitment to attendance can be made.

The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabus. Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instruction is typically provided on weekdays. However, in the event of inclement weather or other unforeseeable circumstances, some make-up instruction may occur on Saturdays.

Students who wish to withdraw from a course must contact the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript. Instructors reserve the right to drop or withdraw students from classes due to lack of attendance when a student has missed 2 meeting sessions.

Commercial Driver's License (CDL) Testing

During course of training, students will take the CDL skills test at an Arkansas testing center with an ArkTA provided tractor and trailer. Test applicants must present the following at the time of the CDL skills testing:

- a current CDL-1 Form
- a valid Arkansas Driver's License

and proof of legal presence document. Any ONE of the following is acceptable proof of legal presence:

- U.S. Birth Certificate
- U.S. Passport
- Birth Abroad Certificate
- Certificate of Citizenship
- Certificate of Naturalization
- Permanent Resident card
- Employment Authorization Card (excludes Canada and Mexico)

Test applicants that fail to pass any portion of the test on three (3) separate dates during the testing process will be required to purchase an additional fifty dollar \$50 application payable to the Arkansas Department of Finance and Administration, Revenue Office prior to the resumption of testing. This applies any time an applicant accumulates three (3) failures on a single application.

When students have fulfilled all licensing requirement have been fulfilled, they will be eligible to purchase a CDL license. Arkansas residents may purchase a CDL for \$42, payable to the Arkansas Department of Finance and Administration, Revenue Office. Non-Arkansas residents will be eligible to purchase a CDL license from their state of residence. Licensing policy and fees are managed by the issuer and may be subject to change.

Contact Information

ASU THREE RIVERS (Malvern)	
<u>Mail</u>	ASU Three Rivers ATTN: Workforce Development One College Circle Malvern, AR 72104
<u>Fax</u>	(501) 332-4100
<u>Email</u>	lhawthorne@asutr.edu
<u>Phone</u>	(501) 332-0236
<u>In-Person</u>	One College Circle Malvern, AR

UA HOPE-TEXARKANA (Hope)	
<u>Mail</u>	UA Hope-Texarkana ATTN: Community Education P.O. Box 140 Hope, AR 71802
<u>Fax</u>	870-722-8569
<u>Email</u>	akili.mosisrael@uaht.edu
<u>Phone</u>	870-722-8102
<u>In-Person</u>	2500 South Main Hope, AR

UA COSSATOT (Nashville)	
<u>Mail</u>	UA Cossatot ATTN: Continuing Education 183 College Drive De Queen, AR 71832
<u>Fax</u>	(870) 584-1178
<u>Email</u>	ContinuingEducation@cccua.edu
<u>Phone</u>	(870) 584-1178
<u>In-Person</u>	1558 Hwy 371 W Nashville, AR 183 College Drive De Queen, AR 1411 N Constitution Ave. Ashdown, AR
<i>Applications and tuition can be submitted at UA Cossatot Nashville, De Queen, and Ashdown locations. Training is delivered on the Nashville campus.</i>	

UA RICH MOUNTAIN (Mena)	
<u>Mail</u>	UA Rich Mountain ATTN: Admissions 1100 College Drive Mena, AR 71953
<u>Fax</u>	(479) 394-5329
<u>Email</u>	admissions@uarichmountain.edu
<u>Phone</u>	(479) 394-7622
<u>In-Person</u>	1100 College Drive Mena, AR