



COMMERCIAL DRIVER LICENSE
TRAINING PROGRAM

CDL Training Program Registration Form

Student Information

Name	First:	Last		
Address				
City/State/Zip	City:	State:	Zip:	
Cell Phone Number				
Alternate Phone Number				
Email Address				
Driver License Number				
Do you have a CDL Permit?				
Date of Birth	Month:	Day:	Year:	
Gender - <input type="checkbox"/> or circle	Male	Female	Other	Unknown
Race/Ethnicity - <input type="checkbox"/> or circle	American Indian or Alaska Native	Asian	Black or African American	Hawaiian/Pacific Islander
	Hispanic/Latino	White	Unknown	Two or more races

Course Information: Please check below the training or testing you are registering.

Place <input checked="" type="checkbox"/>	CDL Training or Testing Options	Cost
	Registration Fee- Background Check and Drug Screen	\$120
	CLP - 30-hour Commercial Learners Permit Prep (CLP)	\$300
	Class A - 120-hour (3 weeks) CDL Class A (You already have your CLP)	\$3,500
	Class B - 30-hour CDL Class B	\$1,800
	ELDT HazMat Theory (on-line)	\$150

Company or Third-Party Information

(Complete this section if your employer or a third party is paying for your training or testing.)

Name of Third-Party Agency Providing Funding (i.e. Employment Services of Weld County, SWAP)	
Name of Employer Funding Training or Testing	
Name of Primary Contact at Employer or Third Party	
Primary Contact Phone #	
Primary Contact email address	

(Turn to complete second page on back of form)

Payment Information (Payment is required at time of registration)

Payment Type Please Check <input checked="" type="checkbox"/>	Cash	Check #	Debit/Credit	Third Party X
Credit/Debit Type	Visa	MasterCard	Discover	Am. Express
Full Name on Card (Print)	First:	Middle Initial:	Last:	
Card #				
Expiration Date				
CVV:				
Billing Address (Third Party voucher or purchase order)				
Amount Due			Amount Received:	
Card Holder Signature				
Date	Month:	Day:	Year:	

Required College Registration Questions

Required Question:	Place <input checked="" type="checkbox"/> for Yes or No		
<i>Have you ever been convicted of a sex offense as an adult or juvenile?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No
<i>Are you currently required to register as a sex offender?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No

DOT & FMCSA Acknowledgement

<p>DOT & FMCSA Regulation Please Read: All CDL students, trainers and testers are subject to U.S. Department of Transportation (DOT) drug and alcohol testing, including FMCSA regulation 382.301 Pre-employment and 382.305 Random Suspicion Testing.</p>	<p>Please place a <input checked="" type="checkbox"/> in the next column acknowledging that you have read and understand this.</p>	
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Signature & Date

Please sign and date below, verifying that all information on this registration form is correct;

Student Signature			
Date	Month	Day	Year



Student Consent to Release Confidential Information

Aims ID: _____
Term: _____

Student Name (Please Print) _____

Date of Birth _____

YOU MUST ANSWER ALL 3 SECTIONS LISTED BELOW

1. Records to be disclosed (please be specific): Choose only ONE option of either A, B, or C
(Choose all that apply)

A. Course Schedule Grades/GPA Tuition Balance/Payments Financial Aid Status

OR

B. Release only the following information from my educational records (please specify):

OR

C. Release all educational records/information.

2. Persons named in this release can access records indicated above in two ways:
a. In person, visit the Registration office at any campus and present a photo ID and the Security Code indicated below.
b. Over the phone, caller must identify his or herself and provide Security Code. If no Security Code is provided, no information will be released.

Person/Organization to whom information is to be released:

Name: _____ Name: _____
Relationship to Student: _____ Relationship to Student: _____
*Security Code: _____ *Security Code: _____

*This code must not be the student's myAims password or date of birth. Assign a unique security code to each person/organization named in this release. We recommend the security code be at least six characters long and include a combination of letters and numbers.

3. Release is valid for a maximum of **one full calendar** year unless revoked by student in writing. If less than one year, authorization to release expires (date): _____. (If left blank, authorization to release expires one year after signing.)

By signing below, I am authorizing Aims Community College officials to release to the person/organization specified above the information specified above for the period I have indicated.

Student Signature _____

Date _____

Return this form to Registration and Records in person, by mail, or email.

By mail: Aims Community College In person: At any Aims Campus By email: Records@aims.edu
ATTN: Registration & Records
5401 W 20th St,
Greeley, CO 80634

Please refer to the current Aims Community College Catalog for information regarding the release of information. In compliance with the Family Education Rights and Privacy Act (FERPA) regulation 34 C.F.R. part 99.30, the disclosure of information from a student's education record requires the parent or eligible student to provide signed and dated written consent before Aims Community College discloses personally identifiable information from the student's education records, except as provided in section 99.31.

<u>SPACMNT Note</u>	<u>Registration & Records use only</u>	
	<u>Received</u>	<u>Entered</u>
Date: _____		
Initials: _____		

Below is the Drug Screen and Refund Acknowledgement for the CDL training program at Aims Community College:

Students who have a CLP (Commercial Learner Permit) must follow rules which govern the controlled substances and alcohol use under Title 49-Subtitle B-Chapter III-Subchapter B-Part 382. These are federal rules which must be followed.

All students who enter the CDL (Commercial Driver's License) program must complete an entrance DOT (Department of Transportation) drug screen. This involves going to a collection site and providing a urine sample. This is an eleven-panel drug screen which detects the following:

- Marijuana/THC
- Benzodiazepines
- Propoxyphene
- Methadone
- MDMA Ecstasy
- Amphetamines
- Benzodiazepines
- PCP Phencyclidine
- Cocaine
- Oxycodone/Oxymorphone
- Extended Opiates

Students may occasionally receive a negative-dilute test result. This usually happens when the student drinks too much water prior to giving a urine sample. In this situation, we require the student to take a second drug screen. If the student receives a second negative-dilute result, they will be disallowed for a period of six months.

Students who receive a positive drug screen are not allowed into the program until they meet the mandate under CFR 49 Part 40. The student must take the following steps:

- The Student will not be allowed to operate the CMV (Commercial Motor Vehicle) which means they will not be able to train and get the CDL. Since all positive drug screens are reported to the Drug & Alcohol Clearinghouse not only will the student not be able to train at Aims but any training institution. All training institutions are required to query the Clearinghouse to ensure students do not have a positive drug screen prior to entering a training program.

The Student must complete an SAP (Substance Abuse Professional) program. This means the SAP will determine how many times they will be tested (at least 6 times in the first year), for how long, and for what substance (i.e., drugs, alcohol, or both).

- The student must bring documentation proving they have completed the prescribed program by the SAP and have completed a Return to Duty drug screen prior to re-entry into a CDL training program.

Students are allowed to take a preliminary unsanctioned FMCSA drug screen to get an unofficial result of their urine sample. We do not recommend over the counter drug screens, which are available at pharmacies and other retailers. These drug screens don't necessarily provide reliable results.

I understand the Aims Student entrance drug screen and refund guideline. I understand that if I take the entrance drug screen and fail it by having a positive result or negative dilute, I will not receive a refund for the drug screen or any course fees. I have received a copy of What Employees Need to Know About DOT Drug & Alcohol Testing.

Printed name of student: _____

Signed name of student: _____

Date: _____

ACKNOWLEDGEMENT

CDL PROGRAM ADMISSION DRUG SCREEN

As part of the application process for admission to the Commercial Driver License (CDL) program at Aims Community College ("the School") and ("School"), I understand that the School and/or its agents will require an 11-panel Drug Screen. I understand that I may be asked to provide additional information and that failure to provide information as requested will be considered just cause for denial of admission to the School.

I hereby authorize, without reservation, the drug screen and the release of information and records related thereto by HireRight to the School.

I hereby release, discharge and agree to hold harmless HireRight and the School and all of their respective employees, officers, directors, agents and assigns from and against any claims for losses or damages, and liabilities, actions or causes of action or any other charges or complaints arising out of or related to the drug screen or the release of information and records relating thereto.

Non-negative drug screen. Students utilizing medical marijuana under sections 18-18-406.3 and 25-1.5-106 C.R.S. are not excluded from this requirement. A drug screen returned as dilute is considered non-negative. Students will be required to obtain a second drug screen. Drug screens returned as dilute a second time may result in disqualification.

Students disqualified from the program due to positive drug screen results must be cleared to perform return to duty drug screens by a substance abuse counselor that operates under the rules of CFR 49 Part 40, and must receive negative drug screen results, before they can attempt to re-enroll in the program.

I hereby authorize Aims Community College and Hire Right to subscribe to text messages on my behalf. I acknowledge that standard data or text charges may apply.

I certify that any information provided as for the drug screen application is correct to the best of my knowledge, and I acknowledge that any false statements provided will be considered just cause for denial of admission to the School. I also understand that upon request, HireRight will provide me with a copy of my report and my rights under the Fair Credit Reporting Act. Requests will be directed to:

HireRight
3349 Michelson Drive, Suite 150
Irvine, CA 92612
(800) 400-2761
www.hireright.com

You will need to complete your drug screen, at a Hire Right approved clinic, within three business days.

Student Name (Printed): _____

Student Signature: _____

Date: _____



**COMMERCIAL DRIVER LICENSE
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CDL Refund Policy

1. \$120 due at time of registration- Non-refundable
2. \$500 deposit is required after successful completion of the background check.
3. If a student cancels within 2 weeks of their scheduled start date, \$500 deposit is forfeited.
4. Full tuition payment is due 1 week prior to the start of class and is non-refundable once the class has started.

I understand and agree to the Aims refund policy.

Candidate Name (Printed): _____

Candidate Signature: _____ **Date:** _____



Aims Community College Background and Disqualifying Offenses

The purpose of a Background Investigation is to maintain a safe and productive educational and clinical environment. Students who refuse to comply with the Background Investigation process will be denied admission to the Commercial Driver License (CDL) Training Program.

NOTE: ALL students are considered provisionally accepted until all elements pertaining to their Background Investigations are received and reviewed by the college. For most programs, these elements include a Criminal Background Check and Drug Screen.

Disqualifying Criminal Offenses: Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (Felony or Misdemeanor) that appears on any part of a Criminal Background Check at the time an application to a program is submitted will disqualify an applicant admission to their program and may also disqualify a student from admission to a clinical facility. Students who have successfully completed the terms of a deferred adjudication will not be disqualified from their program. Students who have a disposition of "dismissed after successful completion," regardless of the crime, will not be disqualified from the program.

An applicant will be disqualified from the Commercial Driver License (CDL) Training Program based on the following guidelines:

- Any violent felony convictions of homicide (no time limit).
- Any registered sex offender (no time limit).
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application and/or prior to starting class.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application and/or prior to starting class.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application and/or prior to starting class. Any crimes related to section 18-18-426 C.R.S. (Paraphernalia) are not considered disqualifying offenses.
- Non-negative drug screen. Students utilizing medical marijuana under sections 18-18-406.3 and 25-1.5-106 C.R.S. **are not** excluded from this requirement. For all programs, the time period for this disqualification is 6 months. Once the 6-month exclusion has expired, students will be required to obtain a second drug screen. A drug screen returned as dilute is considered non-negative. Students will be required to obtain a second drug screen at their expense. Drug screens returned as dilute a second time may result in disqualification.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application and/or prior to starting class.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Misdemeanor or felony crimes of moral turpitude as defined in section 18-7-101 C.R.S. in the 7 years immediately preceding the submittal of application, which include but are not limited to prostitution, sexual exploitation of a minor and criminal invasion of privacy.
- Any offense in any state other than Colorado, the elements of which are substantially similar to the elements of any of the above offenses.
- Any offence that would qualify as a disqualifying offence, which is still pending in the courts (without official legal disposition).
- More than one (1) DUI in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any student included on the HHS/OIG List of Excluded Individuals/Entities or GSA List of Parties Excluded from Federal Programs.
- Any student included on the U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN).

If the Background Investigation reveals information that could be relevant to the application, the designated individual or committee within Aims Community College may request additional information from the applicant. The potential Disqualifying Offense shall be reviewed on a case by case basis. Aims Community College reserves the right to remove a student from the Commercial Driver License (CDL) Training Program in the event a Disqualifying Offense appears on any of the above mentioned checks. Students may be subject to random or For Cause drug screens. Refusal to comply with such a request will result in immediate removal from the Commercial Driver License (CDL) Training Program. Annual checks for HHS/OIG List of Excluded Individuals/Entities and GSA List of Parties Excluded from Federal Programs may be required to meet requirements of certain clinical facilities.

All Background Investigations will be processed under the Fair Credit Reporting Act, and Aims Community College has enacted a "red flag procedure" as required by November 1, 2008. 16 CFR 681. The applicable applicant/employee will be notified and informed in the event of an unacceptable background report. By signing the form below, I accept the responsibility for understanding the above content.

Student Name (Printed): _____

Student Signature: _____

Date: _____