



Keep it between the lines.

Professional Driving Academy



SCAN TO APPLY.



WORKFORCE TRAINING &
CONTINUING EDUCATION

tstc.edu/workforce

PROFESSIONAL DRIVING ACADEMY

The Texas State Technical College (TSTC) Professional Driving Academy is a program in which you'll learn specific skill sets related to the professional truck driving occupation. The program prepares trainees to test for a Class A Commercial Driver's License. The program is designed to lead graduates to immediate employment within the transportation industry after four weeks of hands-on training.

TSTC offers four weeks of hands-on learning that will give you skills that can boost your career. There is a growing need for professional truck drivers in Texas and enrolling with us could be an excellent investment in your future.

TSTC offers Professional Truck Driver Training at the Abilene, Fort Bend County, Harlingen and Marshall campuses. Our program includes classroom, driving and technical instruction that focuses on preparing individuals to operate a commercial vehicle and properly perform inspections on applicable equipment in the transportation industry.

This is a 4-week course; classes normally start around the first week of each month. The course consists of one-week online training for a Commercial Drivers License (CDL) permit and three weeks in the truck.

Effective February 7, 2022, anyone applying for a new CDL, upgrading to a Class A or Class B license or seeking certain endorsements will be required to complete FMCSA.

Entry-Level Driver Training courses

Just like with a regular Texas driver's license, to get a CDL, you must first obtain a permit. The Commercial Learners Permit (CLP) will allow you to practice driving and receive instruction while behind the wheel of a Class A. This permit authorizes you to practice on public roads with a licensed CDL class and qualified driver sitting in the passenger seat. (Cost: \$25)

The first thing you will need before starting paperwork at DPS is a passing DOT physical. After receiving your permit, you must provide a drug test after the second week of class. This physical shows that you are medically qualified to drive a commercial vehicle.

When passing, you will receive a long form physical and a DOT physical card. You will need to bring the card with you to DPS.

You will need to pass the following tests at the DPS for your CLP permit in this order:

1. Texas Commercial Vehicle Operation Test which covers the basics of operating a commercial vehicle.
2. CDL General Knowledge Test is the longest test you will have to take and covers vehicle operation, rules of the road and other concepts.
3. CDL Air Brakes Test covers how to operate a commercial vehicle's air brakes system.
4. The Combination Exam reinforces concepts from previous exams.

Note: A CLP permit must be held for a minimum of 14 days prior to holder being allowed to take the CDL Skills Test (Driving Test).

The Skills Test, which is the driving portion, is taken in three phases and in this order:

1. Pre-trip Walk Around.
2. Backing Skills and Maneuvers (Straight line backing, parallel parking maneuvers and an off-set backing).
3. Road Test (This appointment for this portion of the test will be set up by the school.) TSTC has an advantage by offering the students the option to test in Abilene, Harlingen or Fort Bend County to avoid the backlog for testing at the DPS. An appointment to test at the DPS could take up to six weeks after completing the course.

Admissions Requirements

- Must be 18 years of age or older.
- Read and speak the English language well enough to converse with the general public, to understand traffic signs and signals, to respond to official inquiries, and to make entries on reports and records.
- Not have a currently suspended driver's license in any state nor any unpaid traffic tickets in any state.
- Not have been convicted of driving while intoxicated, driving under the influence of alcohol or illegal drugs, possession, transportation, or unlawful use of alcohol or illegal drugs; leaving the scene of an accident which resulted in serious injury or death; or any felony offense involving the use of a motor vehicle within the last year for a first conviction, or the last three years for a second conviction.
- Pass the Department of Transportation (DOT) physical examination and a DOT 5 Panel drug test (taken after the student obtains a permit).
- Complete the checklist provided by the Workforce Training & Continuing Education department and return all required documents (with the exception of the drug test results) **at least five days prior to class start date.**

Financial Assistance

This course is a noncredit program and does not qualify for traditional financial aid. For those students requiring financial assistance to enroll, public and private agencies may be willing to provide tuition assistance if you meet the particular agency's requirements.

- Workforce Investment Act (WIOA). These funds are issued through the various councils of governments and other coordinating agencies throughout Texas.
- Trade Adjustment Act (Texas Workforce Commission).
- Department of Assistive and Rehabilitative Services (DARS).
- Veterans Affairs (GI Bill® or Chapter 31).
- Migrant Education Training (MET Program) — Accepted at the Harlingen campus only.
- Sallie Mae® student loan.

Course Cost

- Tuition: \$4,500
 - DOT Physical: from \$50–\$100*
 - Drug Screen: from \$45–\$65* (instant results test)
 - Driver Record Request (Type 3): \$7.50
 - CDL Permit: \$25
 - CDL License: up to \$97
- *Fees may vary depending on the facility used.

Request results be emailed to transportationtraining@tstc.edu or all fees (NON-REFUNDABLE)

Requirements for Licensing

1. Valid Texas driver's license.
2. Proof of auto liability insurance.
3. Picture I.D. — Must have for drug screen!
4. Social security card.
5. Must not have any outstanding tickets or warrants!
6. Additional documents for permit. (see Proof of Citizenship or Lawful Presence on page 4)

CDL Permit & CDL Handbook Information:

Download the CDL Handbook prior to class. You can get it online at <https://www.dps.texas.gov/internetforms/forms/dl-7c.pdf>

Paper copies are no longer available at your local DPS office.

Study the following sections to prepare for your Commercial Learner's Permit (CLP) exams:

1. Section 14 - Special Requirements
2. Sections 1, 2, 3
3. Section 6 - Combination Vehicles
4. Section 5 - Air Brakes

Links and Schedule

WIOA:

www.twc.texas.gov/directory-workforce-solutions-offices-services

Register for the class:

tstc.tfaforms.net/217759

Obtain a copy of your driving record (Type 3):

txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager

DOT 5 Panel Drug Screen

www.transportation.gov/odapc/DOT_5_Panel_Notice_2018

Apply for a Sallie Mae® student loan:

www.salliemae.com/student-loans/smart-option-student-loan

Class Schedule:

Monday–Friday, 8 a.m.–5 p.m.

Proof of Citizenship or Lawful Presence

- Birth certificate* (long form preferred) or birth record issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state or local government, a U.S. territory, or the District of Columbia.
- U.S. passport book or passport card
- U.S. Citizenship Certificate or Certificate of Naturalization (N-550, N-560, N-561, N-570 or N-578)
- U.S. Citizen Identification Card (1-179 or 1-197) US Department of State Certificate of Birth Abroad issued to U.S. citizens born abroad (Form FS-240, DS-1350, or FS-545)
- Permanent Resident Card (1-551)

*The birth certificate cannot be photocopied or laminated. It must be an original issued by the state in which you were born. If your birth certificate is torn, purchase a new one to avoid delays.

Proof of Residency

When applying for your first Texas driver license (DL) or identification card (ID), you must provide documents to prove you have lived in Texas for at least 30 days. **Simply provide two of the following documents that contain the same name and Texas residential/physical address.**

Example:

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet or a residential lease.
- Medical or health card.
- Valid, unexpired registration: Texas voter registration card, motor vehicle registration or title, boat registration or title.
- Current automobile insurance policy or statement.
- Current automobile payment booklet.
- W-2 or 1099 tax form from the current year.
- Mail from a financial institution; including checking, savings, investment account, or credit card statements dated within 90 days of the application date.

- Mail from a federal, state, county or city government agency dated within 90 days of the application date.
- Current documents issued by the U.S. Military indicating residential address.

If you are unable to provide two documents from the list, you may submit a Texas residency affidavit from someone who resides at the same address along with proper identification and two documents for proof of residency.

Note: ONLY proof of residency documents may be photocopies.

For affidavit requirements, visit us at: www.dps.texas.gov/DriverLicense/ResidencyRegNonCDL.htm

Proof of Social Security Number (SSN)

- Social Security Card.
- W-2.
- Paystub with the applicant's name and SSN on it.

If unable to provide one of the above documents:

- Military identification (active, reserve and dependent status).
- Certificate of release or Discharge of Active Duty (DD-214).
- Certified college/university transcript designating number as SSN.
- Documents such as health insurance cards, Veteran's Administration cards and pilot's licenses with identifiable SSN may be accepted.

This information as well as additional documents can be found on the brochure provided by the DPS at: <https://www.dps.texas.gov/internetforms/forms/dl-57.pdf>

Please obtain these documents prior to class.

Refund Policy

Texas State Technical College reserves the right to cancel if a minimum number of students do not register for the class. Enrollment will be on a first-come, first-serve basis. Refunds are based on the date the official notification or Course Schedule Change Form is Received by the Continuing Education Department. Cash refunds are not permitted therefore all refunds are mailed within an appropriate amount of time after official notifications.

Equal opportunity shall be afforded within the Texas State Technical System to all employees and applicants for admission or employment regardless of race, color, gender, religion, ethnic or nation origin, age, disability, genetic information or veteran status. TSTC will make reasonable accommodations for persons with disabilities.

College Operating Procedures FA 1.09

Students who are enrolled in Continuing Education classes and officially withdraw from a Continuing Education class will receive their tuition and fees refunded as follows:

- Students who voluntarily terminate their enrollment prior to the 1st day of class will receive 100% refund.
- Students who voluntarily terminate their enrollment after the 1st day of class but BEFORE the 3rd day of class will receive 70% refund and no credit will be issued for course.
- Students who voluntarily terminate their enrollment after the 1st day of class and AFTER the 3rd day of class will receive 0% refund, and no credit will be issued for course.
- Students that are forcefully terminated due to attendance and/or other authorized by the administration will not receive refund or credit for course.

Photo, Video and Comment Release

Form may be completed electronically.

Form can be scanned, printed or emailed to: workforcetraining@tstc.edu

Name of Individual: _____

Student ID (if applicable): _____

Phone: _____ Email: _____

TSTC Status: ☐ Faculty/Staff/Administration ☐ Student ☐ Visitor

General Release (18 years old and above)

I, _____ hereby grant TSTC the absolute and irrevocable right and permission, with respect to photographs and videos taken of me and/or comments made by me or in which I may be included with others, to copyright for same; to use, reuse and publish the same in whole or in part in any and all media including use on the world wide web, now or hereafter, and for any purpose whatever for illustration, promotion, art, advertising, legal purposes, and trade, and if appropriate, to use my name and pertinent education and/or biographical facts as TSTC chooses. I hereby release and discharge TSTC from any and all claims and demands arising out of or in connection with the use of photographs, videos and/or comments, including without limitation any and all claims for libel or invasion of privacy. I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand its contents. This release shall be binding on me and my heirs, legal representatives and assigns.

Signed: _____

Date: _____

* If this form is submitted electronically, typing your name in the appropriate spot will be considered proof of your signature.

Student Check List

- ☐ Application (includes registration filled out online)
- ☐ Copy of Driver's License
- ☐ Copy of Medical Card (when completed)
- ☐ Copy of DOT Drug Test Results (Must be completed the second week of classes after receiving permit)
- ☐ Driving Record - Choose Type 3. (see "Obtain Your Driving Record" on page 8)
- ☐ Payment Method (Workforce Solutions, VA, MET, Sallie Mae® Loan or self pay)
- ☐ Copy of documents needed to obtain Commercial Learners Permit. (see "Proof of Citizenship or Lawful Presence" on page 4)
- ☐ Sign and return the Photo, Video and Release form (page 6).

To Obtain Your Driving Record

Note: The driving record MUST be printed PRIOR TO obtaining a Class A CDL Learners Permit. —

1. Visit the following website: <https://txapps.texas.gov/tolapp/txldrdr/TXDPSLicenseeManager>
2. Follow the prompts given by the website.



Texas Department of Public Safety
Driver License Division

Licensee Driver Records



Follow the checklist below to ensure that you can print your Driver Record at the end of this order.

Checklist for Printing Your Driver Record:

- Review the following System Requirements.
- Then, follow the Test File Instructions BEFORE you order a Driver Record.

System Requirements

- **Adobe Setup**
 - You MUST have Adobe Reader Version 9 or higher installed on your computer. ([Download Adobe Reader](#))
 - Chrome users: Google Docs will not work for the Driver Record PDF file. Adobe Reader must be installed.*
- **Browser Support**
 - This service supports the latest two versions of major desktop browsers (IE, Firefox, Chrome and Safari). Microsoft Edge is not supported.
 - Make sure to turn off ALL pop-up blockers on your Internet browser.
- **Printer**
 - Confirm your printer is connected and working properly.

Test File Instructions

Select the 'Print Test Record' button and type the password **1234** to open a test Driver Record. If the Driver Record successfully appears on your screen, proceed to the Login page and order your Driver Record. You may also choose to receive the Driver Record by email.

Print Test Record

If the test Driver Record fails to appear:

- Review the System Requirements again.
- Visit the [Adobe Reader FAQ](#) for advanced troubleshooting tips.
- If you are still unable to retrieve your Driver Record, download a [Driver Record Request form](#) from the DPS website.

☐ I acknowledge that I have Adobe Reader Version 9 (or higher) installed on my computer and can successfully print a test file.

Continue

For technical assistance regarding the website, please call 1-877-452-9060 or send an email to [Texas.gov Help](#).

Information

Steps to Complete

1. Welcome
2. Print Requirements
3. Login
4. Request Record
5. Review & Pay
6. Print & Email Record

Site Tools

- [Logout](#)
- [FAQ](#)