



Truck Driving Technical Diploma Program

Milwaukee Area Technical College – Oak Creek Campus

Pre-Admission Guide



Drive Your Future Forward with MATC

Truck Driving Technical Diploma
Manufacturing, Construction and Transportation Academic Pathway
Oak Creek Campus Program Code: 30-458-1

For more information call us at : 414-571-4546 or email us at matccdtraining@matc.edu

Overview– After completing this 8-week (full time) or 16 Week (part time) Truck Driving program, you will enter an industry in need of qualified workers. Graduates are prepared for entry-level positions as drivers or local drivers with skills and knowledge related to safety, maintenance and operation of trucks. The curriculum focuses on developing backing and driving skills through classroom, lab, range and roadway experiences. Online resources also assist with developing your skills. Students have the opportunity to attain their Class A CDL (Commercial Driver's License) as a result of their training.

Career Outlook – Currently the need for qualified truck drivers remains high in Wisconsin. The demand for truck drivers is expected to continually increase due to the retirement of current drivers and the increased need for freight-carrying services. Long-term drivers interested in running their own business can become independent owner-operators of their trucks.

Program Learning Outcomes — Employers expect graduates to:

- Drive a commercial vehicle safely
- Inspect the vehicle to ensure safety of operation
- Demonstrate knowledge of the laws and regulations pertaining to the operation of a commercial vehicle in the United States
- Complete appropriate paperwork correctly
- Demonstrate ability to plan trips and routes including managing loads and weight distribution
- Communicate effectively with peers, customers and supervisors
- Obtain a commercial driver's license

Attaining your CDL learner's permit by passing the written test prior to applying for this program is now required. The Wisconsin Department of Transportation Motor Vehicles Division administers the test. A free study guide is available; the DOT charges a fee to take the test.

If you are not comfortable or unable to obtain the CDL Learners Permit by studying on your own, MATC offers this as a separate course. The course is offered independently from the technical diploma course and is not required if you already have your CDL learners permit.

Students who have not taken a MATC CDL-400 course must either attend a MATC truck driving orientation session or meet with a MATC truck driving instructor.

The truck driving profession does not tolerate drug and alcohol use. A DOT drug test and DOT medical exam will be part of the entrance requirements to enter this program. These will be at the candidate's expense. All faculty and students will be subject to a random drug screening program as required of all employers and schools who have drivers of heavy equipment.

Classes Start Dates: <u>August/October/January/March/May</u>			
Courses		Credits	Required pre requisites
(1)TRCKDR-345	Truck Driver 1	5	Must be admitted to the Truck Driver (30-458-1) program.
(1)TRCKDR-346	Truck Driver 2	5	Prerequisite for TRCKDR-346: Successful completion of TRCKDR-345 within the last six months.
		Total credits 10	

Possible careers

- Local Truck Driver
- Over-the-Road Truck Driver
- Owner Operator of Trucking Business

Related programs

Automotive Maintenance Technician
Diesel and Powertrain Servicing

MATC Truck Driving Program 30-458-1
Pre Admissions Guide and Admissions Task Checklist
Program information

Offering: In Person

Pathway: 

Location:

Oak Creek MATC Campus

6665 S Howell Ave

Oak Creek, WI 53154

Manufacturing, Construction & Transportation

Academic & Career Pathway

mctpathway@matc.edu

P# 414-297-8901

Before you apply for the class make sure you meet all the requirements

- ☐ Are you 18 yrs old or older?
- ☐ Do you have a High School Diploma or GED? (Recommended but not required)
- ☐ Do you have a valid **Wisconsin Driver's License**?
- ☐ **Do you have an acceptable driving record?**
- ☐ Are you able to pass **the Required** Medical Exam and Drug test?

This program is currently not eligible for Financial Aid, payment options and/or scholarships may be available. [click for more information](#)

Before registering for CDL classes or Commercial Driver's License, the MATC Truck Driving Program requires students to obtain their Class A CDL permit or Commercial Learner's Permit (CLP) as part of the pre-admissions enrollment process. Students have the option to study for the test on their own; however, we encourage everyone to attend the MATC CDL Permit Preparation class. The CDL permit test is taken at a local DMV center.

CLP Permit Preparation Class Schedule

FALL 2025	SPRING 2026	SUMMER 2026
CLP Preparation Morning Class 8:00 am –12:00 pm Mon-Tue-Thur and 8:00 am - 11:00 am on Fri		
09/08 - 09/12	02/09 - 02/13	
11/03 - 11/07	04/20 - 04/23	
CLP Preparation Evening Class 5:00 pm – 9:00 pm Mon-Tue – Wed and 5:00 pm – 8:00 pm on Fri		
09/29 - 10/02	03/09 - 03/12	
12/01 - 12/04	05/11 - 04/14	

CDL Class Schedule

FALL 2025	SPRING 2026	SUMMER 2026
CDL Truck Driving Morning Class 8:00 am – 4:30 pm Monday – Friday for 8 weeks (320 hrs)		
08/18 - 09/15 (Trucking 1)	01/26 - 02/23 (Trucking 1)	
09/16 - 10/13 (Trucking 2)	02/24 - 03/25 (Trucking 2)	
10/15 - 11/11 (Trucking 1)	03/27 - 04/24 (Trucking 1)	
11/12 - 12/12 (Trucking 2)	04/24 - 05/22 (Trucking 2)	
CDL Truck Driving Evening Class 5:00 pm – 10:00 pm Monday – Thursday for 16 weeks (320 hrs)		
08/18 - 10/13 (Trucking 1)	03/26 - 05/18 (Trucking 1)	
10/15 - 12/08 (Trucking 2)	03/26 - 05/18 (Trucking 2)	

Please complete and check out every step before proceeding to the next one

(Documents submitted must be valid up to the day after class/program ends).

❑ Apply to MATC

- o **Option 1** - Create an account and apply online - <https://matccd.dudaone.com>
- o **Option 2** - Apply in person – Visit any MATC Admissions Center
 - o New student (\$30.00 application fee)
 - o Returning student

❑ Provide Driver's License photos/copies and signed waivers

- o **Option 1** – After an account has been created
 - o Complete and submit waivers and photos of the front and back of your valid Wisconsin Driver's License online. (Please physically sign the waivers)
- o **Option 2** – Download and print the waivers. (Please physically sign the waivers)
 - o Print and complete the forms ([Waiver forms](#)) and upload them to MATCCDLTraining@MATC.edu including a copy of the front and back of your valid Wisconsin Driver's License or
 - o Take them to any MATC Admissions Center.

A request for your driver's record will be sent to the Wisconsin Department of Transportation. As soon as the record is received, you will be notified of your eligibility to move on to the next step.

❑ Complete the recommended Truck Driving Pre-Assessment

- o Must get a 100% score (15 questions – unlimited retakes are allowed)
- o Submit your results

❑ Register with the FMCSA Drug & Alcohol Clearinghouse

[FMCSA \(Federal Motor Carrier Safety Administration\)](#)

- o Complete the required DOT Medical exam and Drug and Alcohol tests (\$200.00 average cost for both)
- o Obtain a pass to our designated clinic
 - Concentra Airport*
 - 5007 S. Howell Ave*
 - Milwaukee, WI 53207*
 - 414-483-7777*
 - Hours 8:00 am to 5:00 pm*
- o **Note:** You must pass the medical examination and hold a valid Federal Medical Card to drive in intrastate or interstate commerce in accordance with Federal Motor Carrier Safety Regulations 49 CFR 391, Subpart E. You must show your Federal Medical Card to the DMV at the time of licensing to avoid restrictions on your license.

❑ Apply for your Class A Driver Learner's Permit or CLP

If you don't already have the required CDL Driver Learner's Permit or CLP now is the time to start working on it. You are welcome to study the guide on your own; however, we encourage everyone to take the permit preparation class that MATC offers.

To study for the CDL learner's permit - Click on [Commercial Driver's Manual \(Wisconsin\)](#)

Test	Questions	Sections to focus on	Page
General Knowledge Test Class B and C	50 Questions	Section 1: Introduction Section 2: Driving safely Section 3: Transporting cargo safely	Page 25
Combination Vehicles Class A	20 Questions	Section 6: <ul style="list-style-type: none">• Driving Combination Vehicles Safely• Combination Vehicle Air Brakes• Antilock Braking Systems• Coupling and Uncoupling• Inspecting Combinations	Page 119
Air Brakes	25 Questions	Section 5: <ul style="list-style-type: none">• Air Brake System Parts• Dual Air Brake Systems• Inspecting Air Brakes• Using Air Brakes	Page 107

☐ **Obtain the Commercial Driver Learner's Permit (CLP) (The test will be taken at the DMV office.)**

*All Knowledge tests are free

* Allow at least 2 hrs to complete the test at the DMV

*No appointment needed

*Passing score is 80% or better

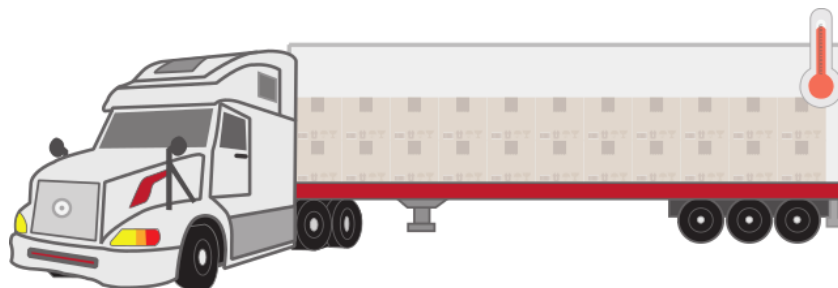
- o [MV3230](#) Commercial Driver Certification: Tier of operation
- o Must have your valid DL at the time of testing
- o Must have your valid Federal Medical Card at the time of testing
- o Pay the required fee(s) [Commercial Driver License \(CDL\) fees](#)
- o Applicants for CDL Class H (Hazardous Materials)
 - o **Must** show proof of US Citizenship or Legal Residential Status in the US at the time of testing. [Acceptable documents](#)
 - o **Must** pay the additional fees for the H endorsement for background check and fingerprinting

Congratulation on getting your Class A CDL permit or Commercial Learner's Permit (CLP)

- o Make sure to send a photo of the front and back of your permit to matccdtraining@matc.edu
- o Your CLP will be valid for 180 days
- o You must have a valid CLP to practice driving with a qualified instructor or CDL driver that holds a valid CDL that is at or above the level of your CLP

☐ **You are now ready to register for the CDL Truck Driving Class**

- o After we determine that you have met all the requirements for the program and we know the date and time of your preferred class we will contact the registrations department to add the class to your portal and you will then receive an email asking you to log into your account and pick up the class.



MATC Truck Driving – Manufacturing, Construction & Transportation Academic Pathway

MATC Truck Driving Program 30-458-1

Tuition cost, licensing and fees *(amounts are subject to change)*

CDL Permit Preparation Class – (This is not a required class <u>but is highly recommended</u>) This 4-day class will help you prepare for the Knowledge test to obtain the DLP (Learner's Permit)	\$70.36		
CDL Permit Preparation Class Textbook (Not Required)	\$55.00 (optional)		
Commercial Learner Permit (CLP) (Class A, B, C) (Good for 180 days)		\$30.00	Pay at the DMV
MATC –Class Tuition – Technical Diploma		\$2,416.00	
CDL Class Textbook Delmar's: Tractor – Trailer Truck Driver Training ISBN:9781111036485 Author: Adams Publisher: Cengage L Published date: 2013		\$60.50	
Student ID		\$9.00	
Admin fee (includes insurance)		\$7.00	
Parking Pass		\$25.00	
Skid Pad Experience		-\$295.00	Paid by MATC
Required Medical Exams and Drug and Alcohol Tests		\$217.00	Pay at Concentra
Final Exam (Retakes are an extra \$50.00 every time)		\$150.00	
CDL Licensing (Pre-Trip, Backing) <u>Commercial Driver License (CDL) fees</u>		\$150.00 (May be different depending on the student's needs)	Pay at the DMV
Total cost including the CDL Permit Preparation class	\$3,134.86		
Total cost without the CDL Permit Preparation Class		\$3,064.50	
+ Gloves, a Flashlight, a notebook and a lock for locker			Student's responsibility

Be advised that the costs listed above are to the best of our knowledge and control. The fees that you pay to the DMV and Concentra or any other organization outside of MATC are outside of our control. You may contact the DMV and Concentra directly to confirm the cost of the tests, licensing, and fees.

MATC Foundation Scholarship may be available to those who demonstrate a financial need. Please refer to the MATC Truck Driver Training Scholarship Form.

MATC Truck Driving – Manufacturing, Construction & Transportation Academic Pathway

MATC Truck Driving Program 30-458-1

Scholarship resources and Contact information

Here we've done our best to find real scholarships available through different schools, organizations, companies, and non-profit organizations. They are labeled by the type of award, who is offering, and who is eligible. We've also tried to link directly to the correct application page to make it as easy as possible for you to find. If you have questions about one of the scholarships below, please contact the organization directly...we don't know the answer, it's not our program.

Scholarships for Truck Driver's Children, Grandchildren, and Dependents	http://www.truckload.org/Scholarships http://www.ooida.com/BenefitsServices/Achievement/MIScholarship/
Scholarships by company	Swift Transportation - Veterans - http://swifttrans.com/careers/veterans
Women in Trucking Scholarship Accepts applications for scholarship awards twice in the calendar year, January/February and September/October.	https://www.womenintruckfoundation.org/scholarship-info/ (1.888.464.9482)
Community based organizations Funding is sometimes available for low income, un-employed, and or under-employed people through local community based organizations. Here are some organizations you may contact if you are in need and think you might qualify.	Contact: Maximus , 421 N. 27th St., Milwaukee, WI. 414-203-8500 Contact: America Works , 816 W. National Ave, Milwaukee, WI 414-302-2668
Other type of Scholarships	http://truckersfund.com/
Veteran Education Benefits: Tuition	https://www.matc.edu/who-we-are/offices/meso/veteran-tuition-assistance.html Or call 414-297-8363

Location	MATC Email	Phone numbers
Oak Creek MATC Campus 6665 S Howell Ave - Room B 119 Oak Creek, WI 53154	matccdtraining@matc.edu or mctpathway@matc.edu	(414) 297-8901 (ext. 78901) (414) 571 - 4546

Agency/Company Sponsorship Arrangements	Name	MATC email	Phone number	Room
If you are sponsored by an agency, you will need to speak to someone who can assist with payments and registration	Ann Schramm	Schramma@matc.edu	(414)571-4630 (ext 54630)	A106

Financial Aid	MATC email	Phone number
If you need help with your FAFSA application or want to apply for scholarships, please contact the number and/or email	finaid@matc.edu	(414) 297-6282 (ext 76282)

Student accounts / Cashier's office	MATC email	Phone number
Contact this office to pay your tuition, set up payment arrangements, pay an outstanding balance and/or check if your MATC debt was ever turned over to a collection's agency	saccounts@matc.edu	(414) 297-6797 (ext 76797)



Wisconsin state waivers for CDL drivers

[Aging drivers](#)
[Driver medical concerns](#)
[Driving with a disability](#)
[Driving with a medical condition](#)
[Reporting an unsafe driver](#)
[State medical waivers for CDL drivers](#)
[Driver license/ID cards](#)
[Commercial license](#)
[Teen drivers](#)
[Vehicles](#)

Wisconsin DMV offers waivers to drivers who do not meet [federal vision standards](#).

Please be aware that a Wisconsin State Waiver (intrastate) is not the same as a federal waiver (interstate) and cannot be used in conjunction with a Federal Medical Examiner's card.

Drivers who wish to obtain a Federal Waiver/Variance for interstate driving should contact the [Federal Motor Carrier Safety Administration \(FMCSA\)](#) at (703) 448-3094.

When would you need a Wisconsin State Waiver?

For **vision**, if you:

- Have less than 20/40 vision in either eye or less than 70-degree field of vision in either eye
- Operate a Commercial Motor Vehicle (CMV) in intrastate commerce
- Are not in an excepted industry
- Are not grandfathered

How to apply for a Vision Waiver:

- Check your driving record.
 - If you are applying for a **vision waiver**, your driving record will need to be free of any moving violations or at-fault accidents in the past 3 years to qualify for the waiver.
- Submit a Driving Description which includes the following information:
 - type of vehicle you intend to drive (i.e. straight truck, tractor/trailer combination, tank, etc.)
 - type of driving you intend to do (i.e. long-distance transport, local transport, etc.)
 - type of cargo you will transport
 - number of hours and miles you will drive, listed by daytime and nighttime operation
 - modifications made to the vehicle you intend to drive
- Submit your vision report. It is a Certificate of Vision Examination by Competent Authority [MV3030V](#) based on an examination conducted within 90 days immediately prior to applying for the waiver.

- Send all documents to the DMV address listed at the bottom of this page for review.

Reminder: if you are grandfathered, you do not need this waiver for CMV operation. However, if you drive a school or passenger bus, you will need to get licensing approval (also called an exception) by getting a [board review](#).

What happens after your waiver material is reviewed?

- If approved:
 - You will receive a letter approving the waiver. The waiver expiration date will appear on the letter.
 - You will need to carry a copy of the waiver letter when operating a Commercial Motor Vehicle.
 - The appropriate renewal forms will be sent to you at the time of renewal. If the completed forms are not returned within the required time period, the waiver will expire.
 - A waiver can be cancelled due to non-compliance with applicable reporting requirements, a change in medical condition or driving history.
- If denied:
 - Information regarding your appeals options will be sent to you.

What if I am a school or passenger bus driver or want to be a school or passenger bus driver and I do not meet federal vision standards?

You will need to get a [board review](#). It does not matter whether you have a Wisconsin state waiver, a federal waiver, an industry exception or are grandfathered, for **driving school bus** you will need to get the special exception available only after consideration by the medical review board.

[Medical information specific to ongoing school or passenger bus drivers](#)

[BDS353 - Wisconsin State Waiver Information for CDL Drivers](#)

Medical Review & Fitness Unit

P.O. Box 7918

Madison WI 53707-7918

Email [Wisconsin DMV email service](#)

Phone (608) 266-2327

Fax (608) 267-0518

Contact WisDOT

- [General Contact Information](#)
[Contact DMV](#)
[Media Contacts](#)
- [Technical Web Support](#)

Forms / Notices

Acceptable Use Policy

Accessibility Statement

Forms

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Privacy Policy

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WisDOT Employees

Employee Information

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SCHOLARSHIP PROGRAM

The Women In Trucking Foundation awards scholarships for training and professional development in the fields of **SAFETY, DRIVING, TECHNICAL AND LEADERSHIP**. Applicants must show a financial need and desire to further a career in the trucking industry.

Any woman attending a school or training facility is eligible to apply. If selected, funds (most for \$1,000) are sent directly to the school or training facility, to be used for educational purposes only.

Applications are accepted twice each calendar year, in February and August. Visit www.womenintruckingfoundation.org for more information and to apply, or follow us on Facebook or Twitter to receive regular updates.

WIT Foundation scholarships are awarded without regard to race, religion, sexual orientation or national origin. We welcome all applicants identifying as female who are committed to advancing their trucking industry careers.

BOARD OF DIRECTORS

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- Angela Thompson, UPS
- Gail Wearsch, Petro Stopping Centers
- WIT CEO - Ellen Voie
- Foundation Executive Director - Miranda Barrett

www.womenintruckingfoundation.org





grow
&
learn

achieve
&
excel



Support

Supporting the Women In Trucking Foundation means creating new opportunities to build and train industry professionals, especially women. Funds received go directly to the educational costs of award recipients.

The foundation is a 501(c)(3) organization and all gifts are tax-deductible.

Corporate partners receive visibility through promotional materials, website, social media, and newsletters.



Donate

\$ _____ tax-deductible donation

Name: _____

Email: _____

Credit Card Number _____

Expiration _____

Security Code _____

Card Mailing Address: _____

15

Signature: _____



Impact

"Ever since I was young I thought it would be amazing to be a truck driver. But I was told that "nice girls" didn't do that kind of work. But now I see that there are more and more women behind the wheels of semis, I realize this is no longer true. With support from groups such as the Women In Trucking Foundation I know that I can accomplish my goal and join the ranks of other professional drivers."

Mail check donation to:
Women In Trucking Foundation
PO Box 400, Plover WI 54467-0400
Donations accepted via PayPal, 1c4ontact
miranda@womenintrucking.org

A waiver of certain physical impairments or diseases may be available.

For information on federal exceptions or waivers see [FMCSA Exemptions Programs](#) or [Skill Performance Evaluation \(SPE\)](#).

If you do not hold a federal medical card or are not grandfathered, you will be issued a restricted commercial driver license. This license would only be valid if you are:

- a school bus driver employed by a private contractor and you do not cross state lines for extracurricular activities;
- a school bus driver employed by a school district and drive a school bus owned by the district;
- employed by a municipality, county or state organization (i.e., a political subdivision).

For more information about school bus operations that do and do not require a federal medical card, please see the section federal medical standards frequently asked questions in the [Wisconsin Commercial Driver's Manual](#). Direct other questions concerning federal medical standards to:


1 Point Place
Suite 101
Madison, WI 53719-2809
Phone: (608) 662-2010 (federal medical standard questions only, please)

[Diabetes and vision waivers for a CDL to drive intrastate commerce in Wisconsin](#)

[BDS353](#) – Brochure about diabetes and vision waivers for CDL to drive intrastate commerce

Driver Eligibility Unit
Email [Wisconsin DMV email service](#)
Phone (608) 264-7447

Contact Us

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Fed Med Card

[Military or out-of-state driver license renewal](#)

[Motorcycle license](#)

[Federal medical cards](#)

[Tiers of operation](#)

[Upload your Fed Med card](#)

[Driver license/ID card](#)

[Commercial license](#)

[Teen drivers](#)

[Vehicles](#)

Federal medical certificate (Fed Med card) and your Commercial Driver License (CDL) – what you need to know

Federal and state regulations require all commercial drivers to certify their tier of operation – the type of operation in which they are engaged. Based on that certification, some drivers will be required to provide a copy of their Fed Med card to the Wisconsin Division of Motor Vehicles (Wisconsin DMV).

What has not changed?

Rules concerning which drivers need a federal medical certificate ([Fed Med card](#)) with them while operating a commercial vehicle are not changing.

What has changed?

If you drive a commercial vehicle, federal regulations require you to tell DMV where you drive. DMV calls this process selecting a tier of operation. You will need to tell us whether you:

- Drive interstate (you or your load cross state lines)
- Need to carry a [Fed Med card](#)

When is this happening?

All CDL holders were required to certify their tier of operation (where they drive) by January 30, 2014. Drivers are required to certify their tier upon original (first time) issuance of a CDL, renewal, change of authority, or out-of-state transfer.

What should you do?

- [Learn more about selecting your tier of operation](#)
- If you need to change your current tier of operation or you have not yet selected a tier, you will need to appear in person at your local [DMV customer service center](#), select your tier by completing the Commercial Driver Certification: Tier of Operation form [MV3230](#) and provide your [Fed Med card](#) (if required).
- If you have a Fed Med card and are 21 or older, choose Interstate Fed Med ("Tier 1"). Tier 1 is the most flexible option; it covers you anywhere you operate - in state or out of state.
- If you are under 21 or you don't have a Fed Med card or drive intrastate (you or your load never cross state lines), you will select a different tier. Other tiers restrict where you operate and are not as flexible as Tier 1.

Online service

The [interactive driver licensing guide](#) is a helpful tool for those looking for information on commercial driving requirements. The guide will provide you with a checklist of requirements, and allow you to pre-fill any required application(s) before visiting a DMV Customer Service Center. Depending on your eligibility, you may also be able to use the guide to electronically submit your application(s) and schedule an appointment with the DMV for expedited service.

- If you are currently certified as Tier 1, use our [online application](#) to update your current Fed Med card or view and print your tier of operation.
- If you are currently certified as Tier 2, 3 or 4 you may use our [online application](#) to view and print verification of your current tier.

For Fed Med questions:

Email fedmed@dot.wi.gov

Phone (608) 267-2290

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: STUDENT DRIVERS

The instructions below are for a student driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP) and is enrolled in a training program that is not affiliated with or operated by a motor carrier. If you are a student driver who is also an employee of a motor carrier, you must register as a driver. View the [CDL Driver Registration Job Aid](#) for step-by-step instructions.

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

During the login.gov registration process, after 15 minutes of inactivity, the current page will aRbRc M]h information entered into data fields.

1

Visit <https://clearinghouse.fmcsa.dot.gov> and click **Register**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse homepage. At the top, the FMCSA logo and navigation links (Register, Log In) are visible. Below the header, the main heading reads 'Welcome to the Drug and Alcohol Clearinghouse'. A large image of a semi-truck is in the background. Below the heading, there is a description of the clearinghouse as an online database. Two buttons, 'Register' and 'Log In', are prominently displayed. The 'Register' button is highlighted with a red box, and a red line connects it to the number '1' in a circle. Below the buttons, there is a section titled 'Before You Register' with a red octagonal icon containing a white hand. To the right, there is a list of features: Record, Consent, Query, and Safety, each with a green checkmark. At the bottom, there is a 'Learn More' link.



2

On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In**, and **go to step 9**.

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.



5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. You will need to provide a way for login.gov to send you a one-time security code. Follow the instructions for the method you select.

Backup codes should not be used as the primary authentication method unless none of the above methods are available to you, as they can only be used a limited number of times.



7

Enter your security code and click **Submit**. This code will be provided via the method you selected in step 6. The screenshot below illustrates the SMS phone method.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

STEP 3 OF 4

Enter your security code

We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☐ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)



8

You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV | DRUG & ALCOHOL
CLEARINGHOUSE

✓ Phone confirmed successfully.

You are now signing in for the first time

We'll share this information with The FMCSA Drug & Alcohol Clearinghouse:

✓ Email address
sample20user20@gmail.com

The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account

Agree and continue



Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. **If you are a student driver in a training program that is not affiliated with or operated by a motor carrier, you must select the option to register as a student driver.** This enables you to register with both the driver and employer roles and designate a consortium/third-party administrator (C/TPA). Follow the steps below to register as a student driver.

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Select your role (**Student Driver**) and click **Register as a Student Driver**.

If you are a student driver who is also an employee of a motor carrier, select the Driver role. View the [CDL Driver Registration Job Aid](#) for step-by-step instructions to register as a driver.

Select Your Role

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role.

<input checked="" type="radio"/> Student Driver	<input type="radio"/> Driver	<input type="radio"/> Employer
<input type="radio"/> Consortium/Third-Party Administrator (C/TPA)	<input type="radio"/> Medical Review Officer (MRO)	<input type="radio"/> Substance Abuse Professional (SAP)

I will:

- ☒ Respond to query consent requests (requests from employers and consortia/third-party administrators (C/TPAs) to view my Clearinghouse record).
- ☒ Review my electronic Clearinghouse record.
- ☒ Designate a C/TPA.

Are you an employee of a motor carrier?

If so, select **Driver** above.

If you are a student driver in a training program that is **not** affiliated with or operated by a motor carrier, you must designate a consortium/third-party administrator (C/TPA) during your Clearinghouse registration. Select **Register as a Student Driver** below to continue.

Register as a Student Driver



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Enter your contact information. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Type

Alternate Phone Number (Optional)

Type

Email Address (Login.gov Username)

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address

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Choose your preferred contact method and click **Next**.

Preferred Contact Method

Per § 382.707, FMCSA must notify a driver when information concerning that driver has been added to, revised, or removed from the Clearinghouse, and when information concerning that driver has been released from the Clearinghouse to an employer. Please indicate how you would like to receive these types of notifications from FMCSA. (Note: Additional notifications about your Clearinghouse account will be send via email only.)

☒ **Email**
 Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ **U.S. Mail**
 Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated; please allow 2-3 weeks for delivery. Letters will be sent to the mailing address associated with your commercial driver's license (CDL).

Previous

Next

Cancel

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.

DRUG & ALCOHOL CLEARINGHOUSE

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

Change to Email

Keep as U.S. Mail



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As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). This allows your C/TPA to access the Clearinghouse on your behalf. A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the USDOT/FMCSA Drug and Alcohol Testing rules and regulations. You should contact a C/TPA prior to designating them in the Clearinghouse.

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA's name, a list of options will also appear.

Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

Enter the name of the C/TPA managing your drug and alcohol testing program



C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

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Next

Cancel



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This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?



C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

There are 68 C/TPAs which match the search "Sample C/TPA"

Sample C/TPA
123 Main St, Springdale, MA 98675
+1 543-210-9876

Designate

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Next

Cancel



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For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating your C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note that you must authorize at least one C/TPA to report violations and at least one C/TPA to report return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up testing plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries; however, this action is not required to be performed by a C/TPA.

Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by § 382.705(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA now, or after you have completed your registration.

DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA?

C/TPA not listed?

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

Designated C/TPA(s)

I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf. ⓘ

C/TPA	Report Violations	Report RTD Information ⓘ	Conduct Queries
Sample C/TPA 123 Main St, Springdale, MA 98675 +1 543-210-9876	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Previous](#) [Next](#) [Cancel](#)

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Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information and click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

Note: This is required to view your Clearinghouse record and respond to query requests.

Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name <input type="text" value="Sample"/>	Last Name <input type="text" value="Driver"/>
Country <input type="text" value="country"/>	State <input type="text" value="state"/>
CDL Number <input type="text"/>	Date of Birth month <input type="text"/> day <input type="text"/> year <input type="text"/>

[Previous](#) [Verify](#) [Cancel](#)






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Once your CDL or CLP information is verified, you will not be able to edit it. Click **Next**.

If the Clearinghouse cannot verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact [724E2](#) to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to consent requests until your CDL information has been verified. You can update this information under “My Profile” in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.




Success!

We have verified your CDL information.

STEP 5 OF 6

Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) .

First Name	Last Name		
<input type="text" value="Samuel"/>	<input type="text" value="Brown"/>		
Country	State		
<input type="text" value="United States"/>	<input type="text" value="Alabama"/>		
CDL Number	Date of Birth		
<input type="text" value="123456789"/>	<input type="text" value="January 2012"/>	<input type="text" value="18"/>	<input type="text" value="1985"/>



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Review the Clearinghouse terms and conditions.

Check the box to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

Terms and Conditions

FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).

☒ I affirm that all the information provided is true and accept all of the terms above.

[Previous](#) [I Agree](#) [Cancel](#)

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to designate C/TPAs, review your Clearinghouse record, and update your Clearinghouse account.

****What CDL drivers should know about using CBD products****

It is important for all employees who perform safety-sensitive functions, including CDL drivers, to know:

- The USDOT requires testing for marijuana and not CBD.
- The labeling of many CBD products may be misleading because the products could contain higher levels of tetrahydrocannabinol (THC) than what's stated on the product label.
- The USDOT's Drug and Alcohol Testing Regulation, 49 CFR [Part 40](#), does not authorize the use of Schedule I drugs, including marijuana, for any reason.
- **CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result.** Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, **even if an employee claims they only used a CBD product.**
- Since the use of CBD products could lead to a positive drug test result, USDOT-regulated CDL drivers should **exercise caution when considering whether to use CBD products.**

Read the USDOT's "CBD Notice" in full on the [USDOT website](#).

DOT "CBD" Notice

[ODAPC CBD Notice.pdf](#)

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE

The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety-sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement."* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label. **[i]

3. The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. **Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40.**

February 18, 2020

[i]* What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: *The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD.*" <https://www.fda.gov/consumers/consumer-updates/what-you-need-know-and-what-were-working-find-out-about-products-containing-cannabis-or-cannabis>

**<https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiol-related-products>

Regulatory Topic: Drug and Alcohol Testing
Published Date: Tuesday, February 18, 2020
Issued Date: Tuesday, February 18, 2020

**Truck Driving Student Process for
Positive Alcohol and other Drug Test Results**

Last Updated: October 21, 2020

This document applies to students who are: (1) active in the Milwaukee Area Technical College (MATC) Truck Driving Technical Diploma program and have received positive alcohol and/or other drug test results; (2) seeking to be re-admitted into the MATC Truck Driving Technical Diploma program due to previous positive alcohol and/or other drug test results; (3) who are applying to the MATC Truck Driving Technical Diploma program for the first time and have received positive alcohol and/or other drug pre-employment drug test results.

In compliance with the Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation, MATC is required to implement an alcohol and other drug abuse program for students who are part of MATC's Truck Driving Technical Diploma program. In addition, all students enrolled in the Truck Driving Technical Diploma program are subject to random and reasonable suspicion drug and alcohol testing.

If you, while enrolled in MATC's Truck Driving Technical Diploma program test positive for alcohol and/or other drugs during a random alcohol and other drug test, the following will apply:

1. You will be immediately removed from the Truck Driving Technical Diploma program. Any tuition, fees, loans, or other forms of tuition and fees payment on your behalf are your responsibility to meet in full. MATC does not allow refunds for this type of dismissal.
2. You will be required to attend and participate in a meeting with the Dean of the Manufacturing, Construction, and Transportation Pathway programs Becky Alsup or her designee. Dean Alsup or her designee will contact you to schedule this meeting.
3. You will be given alcohol and other drug treatment program options.
4. You cannot re-enter MATC's Truck Driving Technical Diploma program until all re-admission requirements are met.
5. The MATC Student Life Office will be notified so that this is noted in your student file and you will be subject to potential disciplinary action.

If you are seeking re-admittance into MATC's Truck Driving Technical Diploma program due to a previous positive alcohol and/or other drug test, the following activities must be completed:

1. Select, participate in, and successfully complete a substance abuse program through MATC's referral source IMPACT, Inc. You can contact IMPACT, Inc. by telephone at 414.256.4808 and you may also explore their website at www.impactinc.org. You must complete all treatment and recommendations at your own expense.
2. The substance abuse program provider must enter the date of your initial evaluation and the date of determination of eligibility for Return-to-Duty testing into the Drug and Alcohol Clearinghouse as part of the Return-To-Duty process. This must be done by the close of the business day following the assessment or determination.
3. The substance abuse program provider will re-evaluate you to determine compliance and create a follow-up testing plan.

4. Consult with MATC's Truck Driving Technical Diploma program staff to provide an updated Return-To-Duty alcohol and/or other drug test and current medical exam results.
5. The results of the Return-To-Duty negative drug test must be entered into the Drug and Alcohol Clearinghouse by the Return-To-Duty alcohol and other drug test examiner. There is no defined timeframe in which this will occur.
6. Meet with Becky Alsup, Dean of the Manufacturing, Construction, and Transportation Pathway programs or her designee to discuss your interest in being re-admitted into the Truck Driving Technical Diploma program. You need to provide all necessary documentation verifying that you successfully completed all of the treatment and other recommendations of the substance abuse program at this meeting.
7. Once all of the necessary conditions are met, we will communicate to the necessary staff at MATC that your Truck Driving Technical Diploma program code should be re-activated and you will be able to register for an upcoming course section that has availability. There is no defined timeframe in which this will occur. We cannot guarantee that you will be able to register for any specific course section as all course sections are filled on a first-come-first-served basis.
8. You must complete the required follow-up Return-To-Duty alcohol and other drug testing plan as specified by the substance abuse program provider. You will be subject to random alcohol and other drug testing if allowed to re-enroll in MATC's Truck Driving Technical Diploma program.

Please note that if you are re-admitted and test positive for alcohol and/or other drugs, you will not have an opportunity to re-enter the MATC Truck Driving Technical Diploma program a third time.

DRUG & ALCOHOL CLEARINGHOUSE

The Return-to-Duty Process and the Clearinghouse



Employers, or their designated consortia/third-party administrators (C/TPAs), and substance abuse professionals (SAPs) must now report select parts of the return-to-duty (RTD) process in the Clearinghouse, within specific time frames. This reported information will update the driver's view of their RTD status (see right).

RETURN-TO-DUTY STATUS



Information must be reported in the Clearinghouse within required time frames:



Employers (or their designated C/TPAs) must report violation information by the **close of the third business day** following the date on which they obtained the information.



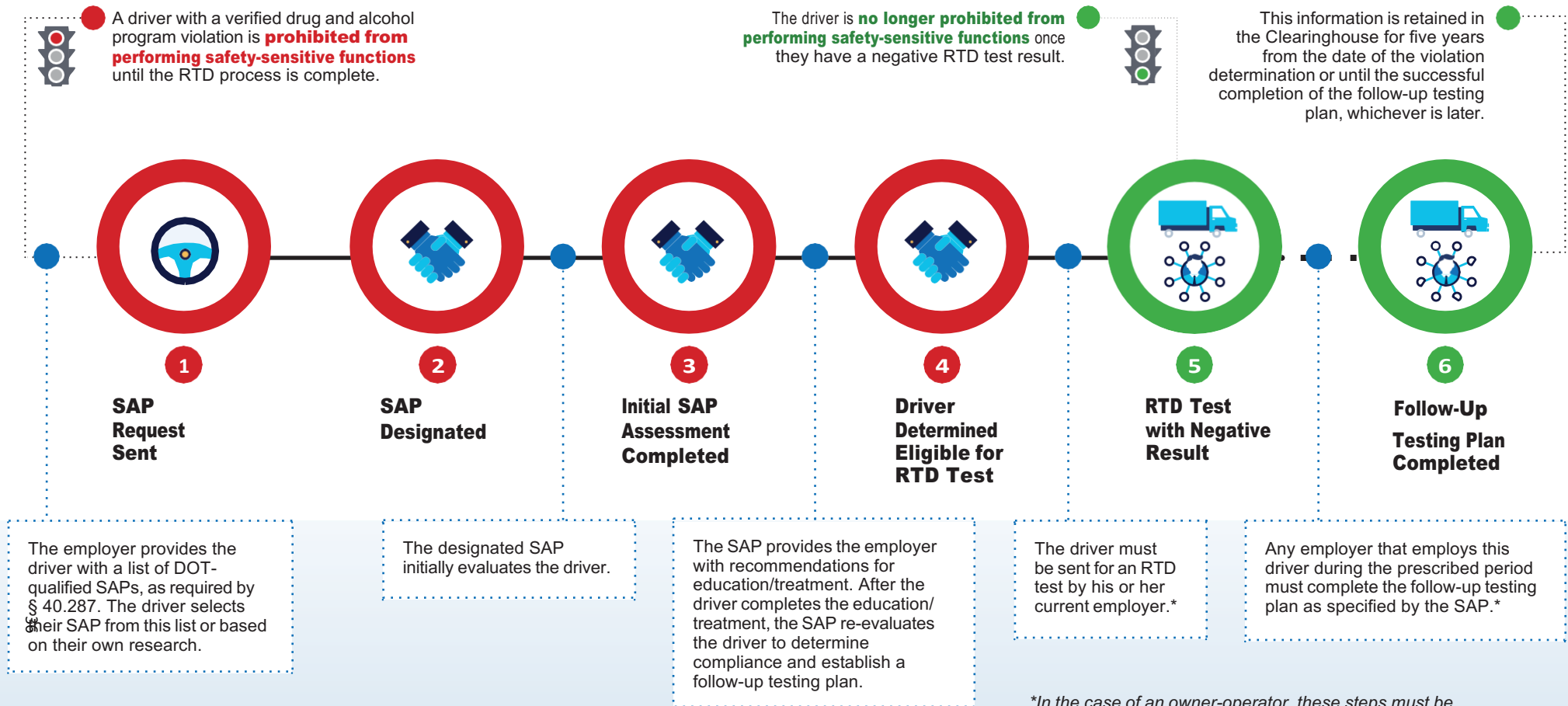
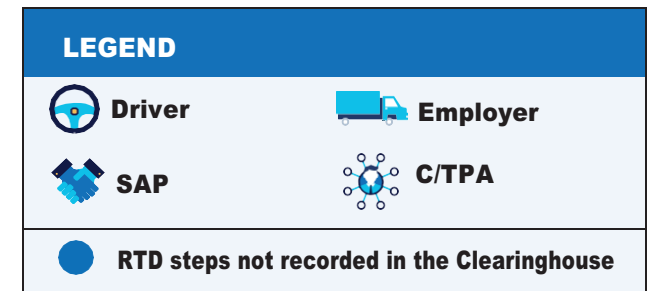
SAPs must report the date of completion of an initial SAP assessment and the date of determination of eligibility for RTD testing, by the **close of the business day** following the assessment or determination.



NOTE: The steps of the RTD process must be completed in the order listed above to be properly recorded in the Clearinghouse. Reporting this information within the mandated time frames is critical to ensuring that the driver's Clearinghouse status is kept up-to-date.

How does the Clearinghouse fit into the RTD process?

The return-to-duty (RTD) process outlined in Part 40 Subpart O has not changed. The graphic below illustrates how the reporting requirements detailed in § 382.705 fit into this process.



*In the case of an owner-operator, these steps must be completed by a designated C/TPA.



Complete the form below and return it to the Welcome Center at any MATC Campus: I am aware that Motor Vehicle Reports may be obtained as part of Milwaukee Area Technical College's evaluation of my driving record for purposes of course requirements involving operation of a vehicle. The report will be procured by Milwaukee Area Technical College representatives, and may include personal information obtained from state Motor Vehicle Departments. An assessment of my status for operating a motor vehicle as part of MATC's Truck Driver Training Program will be completed. By signing this letter, I hereby provide my authorization to Milwaukee Area Technical College or its representatives to procure such information and reports, from time-to-time as deemed appropriate; to evaluate my status for operating motor vehicles on behalf of the College. I certify that the information presented below is accurate, complete and correct information concerning my driver's license.

Signature

Date

Student ID Number

Best Contact Phone Number

Preferred Email Address

Complete All Information Below:

☐ I have held a driver's license issued from the state of Wisconsin and no other state during the past six (6) years.

☐ I have held a driver's license issued from a state other than Wisconsin within the past six (6) years.

Name of state issuing license: _____

Name as it appears on Driver's License: _____

Driver's License Number: _____

State of Issuance of Driver's License: _____

Date of Birth: _____

MATC is not responsible for the accuracy of information reported by the State Department of Motor Vehicles.



Please read, initial and sign this document prior to being accepted to the MATC Truck Driver Training program. This is to be sure that you understand your responsibility for coming into the program prepared for successful completion.

- ▶ I understand that if I have violations on an out-of-state driver's license or any outstanding warrants for my arrest in any State that I may not be eligible to get a Commercial Driver's License learner's permit from the Wisconsin DOT. _____ **Initial**
- ▶ I further understand that it is my responsibility to look into my own record for these possible infractions and resolve them. _____ **Initial**
- ▶ It is also my responsibility to identify and resolve any criminal convictions which may prohibit me from obtaining a CDL. These are listed on the Department of Transportation website. _____ **Initial**

Signature and Date:

Please Print Name

Date

Signature

- ▶ **As soon as I register** in MATC Truck Driver Training program classes and regardless if classes are in session, I will be entered into the **RANDOM** drug testing pool used by MATC. _____ **Initial**
- ▶ If I am selected for the **RANDOM** pool you will be notified and have to report to the clinic to test. If I refuse to test, I will not be able to complete the requirements of this class and will be withdrawn. I will lose any tuition paid to the College for incomplete classes at the time of withdrawal. _____ **Initial**
- ▶ I am aware that I will be removed from the **RANDOM** pool upon completion, withdrawal or failure of the truck driving program. _____ **Initial**

Signature and Date:

Please Print Name

Date

Signature



I, _____ (**your name**), hereby provide consent to Milwaukee Area Technical College (MATC) Truck Driving Program to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol information about me exists in the Clearinghouse.

- ▶ I understand that if the limited query conducted by MATC Truck Driving Program indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to MATC Truck Driving Program without first obtaining additional specific consent from me. _____ **Initial**
- ▶ I further understand that if I refuse to provide consent for MATC Truck Driving Program to conduct a limited query of the Clearinghouse, MATC Truck Driving Program will prohibit me from registering for the program's classes. _____ **Initial**

Signature and Date:

Please Print Name

Date

Signature

CLICK HERE TO SUBMIT BY EMAIL