



# CUSTOMIZED TRAINING CENTER

ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE



## Entry Level Driver Training | CDL A or B Hybrid Course

Alexandria Technical and Community College is a registered provider of a hybrid entry level driver training program for individuals and businesses who would like to obtain a Commercial Driver's License (Class A or B) who operate their own vehicle. The hybrid course includes:

- ◆ **Instructor-led virtual classroom training** via Zoom. Four evenings from 5:00 to 7:00 pm via Zoom (4 sessions; 8 hours). Training covers:
  - Prep to take your Commercial Learner's Permit exam
  - Pre - and post-inspections
  - Overview of steps to obtain your Commercial Driver's License (Class A or B)
  - Review of truck systems and component identification
- ◆ **Online Coursework** including 35 chapters of trucking theory instruction as required by Federal Regulation. Online training will be available the first day of class, self-paced, and is required to be completed within 30 days. Student needs to pass all quizzes with a final grade of 80% or greater.
- ◆ **Behind-the-wheel / Range Training**
  - Requires you to use your own vehicle/truck or be sponsored by a business and use their vehicle/truck for the behind-the-wheel / range portion of the training
  - Will be scheduled for 2-hour behind-the-wheel lessons
  - Our behind-the-wheel instructor will go through the proficiency checklists with you and provide guidance on what you need to practice or refer you to our assessment instructor.
  - Must have Commercial Learner's Permit prior to Range training
- ◆ **Final Assessment:** the final behind-the-wheel / range proficiency driving assessment will be performed at ATCC with an instructor. Successful completion will place you on the Federal Registry.

Once the student has obtained a Commercial Learner's Permit, completed the online theory training with a final grade of 80% or greater, completed the behind-the-wheel / range portion, and the final proficiency driving assessment, they will be placed on the Federal Registry. At that time, a Road Test can be scheduled with a Minnesota Exam Station.



**ALEXANDRIA**  
Technical & Community  
**COLLEGE**

A member of Minnesota State

### TRAINING DETAILS

#### Virtual Classroom Training via Zoom

*(Select one start date)*

- ☐ July 14-17, 2025 (completed by Oct 14, 2025)
- ☐ September 8-11, 2025 (completed by Dec 8, 2025)
- ☐ October 6-9, 2025 (completed by Jan 6, 2026)
- ☐ November 3-6, 2025 (completed by Feb 3, 2026)
- ☐ December 1-4, 2025 (completed by Mar 1, 2026)

**Monday through Thursday  
5:00 - 7:00 pm (Live via Zoom)**

**NOTE:** Training sessions are scheduled to be completed within a three month time period.

**FEE: \$3,000**

#### Prerequisites:

- Valid Class D Driver's License
- DOT Health Card
- Access to privately-owned truck for driving practice and behind the wheel training
- Prior experience driving a truck

#### Includes:

- Four evenings of virtual training
- Commercial Learner's Permit preparation
- Online theory modules
- Pre-Trip preparation
- Customized behind-the-wheel training
- Final proficiency driving assessment

### REGISTER TODAY!

Click Here: [alextech.edu/customizedtraining](https://alextech.edu/customizedtraining)

Click "Browse Current Courses"

**Customized Training Center**

**Office: 320-762-4510**

**Direct: 320-762-4539**

# Frequently Asked Questions

## What should I expect after I register for the Entry-Level CDL course?

**STEP ONE:** Registered students will receive an email confirming your registration with instructions on how to activate their online account (claim StarID, establish a password, or update their password for existing students). Students will receive a Welcome Email from our office with additional class details, links, and information. Communication is key during this initial activation period; students are asked to watch their email and reply on a timely basis.

**STEP TWO:** A packet will be mailed to the student including text books, Zoom link for virtual classroom training, and online training instructions on accessing the training platform. Students should be prepared to provide a copy of their Class D Driver's License and sponsorship form, if not previously submitted.

**STEP THREE:** Make plans to attend the virtual training with the instructor live via Zoom

**STEP FOUR:** Start your online modules (self-paced; sign in with StarID and password); Online course opens the first day of the session. Online training modules should be completed within 30 days of the start date. Online training will take approximately 80-100 hours.

**STEP FIVE:** Schedule your behind-with-wheel / range session with the instructor.

- ◆ Commercial Learner's Permit can be taken at any time. Schedule with a Minnesota Exam Station.
- ◆ Students will need to successfully complete the course and pass their final behind-the-wheel proficiency session prior to being placed on the Federal Registry. Once on the Registry, they can schedule a Road Test with a Minnesota Exam Station.

## Who should take this course?

This entry-level, customized course is intended for individuals who are required to have a Commercial Driver's License (CDL) for their employment. Those seeking a professional truck driving career, who do not have access to trucks, or would like to learn the trucking industry, and especially for intensive behind-the-wheel training, are highly encouraged to enroll in our 16-week **Professional Truck Driving Certificate** program offered starting each August and January. Financial aid is available for students enrolled in the 16-week program. Both program pathways lead to obtaining the CDL.

## What type of truck is required to obtain a Class A / Class B?

**Class A** — Any vehicle towing a unit of more than 10,000 pounds GVWR with a gross combination weight rating (truck plus trailer) over 26,000 pounds.

**Class B** — A single-unit vehicle that is over 26,000 pounds GVWR.

- For a passenger endorsement, the skill test must be passed in a bus with a GVWR greater than 26,000 pounds and a passenger capacity of more than 15, including the driver.
- For a school bus endorsement, the skill test must be passed in a school bus with a GVWR greater than 26,000 pounds and a passenger capacity of more than 15, including the driver

**Age Requirement:** You must be at least 18 years old and have a valid Minnesota driver's license in order to obtain a Minnesota commercial learner permit (CLP). All applicants must obtain a CLP, which will allow them to practice driving the commercial vehicle only with another driver with the same class license or higher. The CLP must be held for 14 calendar days before being able to take the CDL road tests.

**Cancellation Policy:** Class cancellations must be done three full business days before the class start date. Refunds will not be issued for no-shows, failure to attend without notification, or those that do not complete the course. Registration fee must be paid in-full at the time of registration. If invoiced to the employer, the invoice must be paid in full prior to being placed on the Federal Registry.

[www.alextech.edu/ctc](http://www.alextech.edu/ctc) • [atcc-customized@alextech.edu](mailto:atcc-customized@alextech.edu) • 320.762.4510

• An Equal Opportunity Employer/Educator • This document is available in alternative formats by calling 320.762.4673.

## **COURSE TIMELINES**

Please choose a timeline that fits your schedule. Those not completing the training within the timeline will receive a “no-credit” grade unless prior arrangements are made with the program coordinator.

<b>SEPTEMBER</b>	<b>TIMELINE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>COURSE NUMBERS</b>	<b>Sept 8 - 11, 2025</b>	Virtual Instructor-Led Training 5:00 - 7:00 pm, M - TH	Alexandria College via Zoom w/Instructor
<b>TRDR 1690 (6 credits)</b> <b>20263 #526</b>	<b>Sept 8 - Oct 8, 2025</b>	Online Modules / Self-Paced	Online Platform CECT D2L <a href="https://cect.learn.minnstate.edu">https://cect.learn.minnstate.edu</a>
<b>TRDR 1691 (1 credit)</b> <b>20263 #530</b>	<b>Oct 8 - Dec 8, 2025</b>	Range Training / Behind the Wheel / Final Assessment	By Appointment w/Instructors

<b>OCTOBER</b>	<b>TIMELINE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>COURSE NUMBERS</b>	<b>Oct 6 - 9, 2025</b>	Virtual Instructor-Led Training 5:00 - 7:00 pm, M - TH	Alexandria College via Zoom w/Instructor
<b>TRDR 1690 (6 credits)</b> <b>20263 #527</b>	<b>Oct 6 - Nov 6, 2025</b>	Online Modules / Self-Paced	Online Platform CECT D2L <a href="https://cect.learn.minnstate.edu">https://cect.learn.minnstate.edu</a>
<b>TRDR 1691 (1 credit)</b> <b>20263 #531</b>	<b>Nov 6, 2025 - Jan 6, 2026</b>	Range Training / Behind the Wheel / Final Assessment	By Appointment w/Instructors

<b>NOVEMBER</b>	<b>TIMELINE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>COURSE NUMBERS</b>	<b>Nov 3 - 6, 2025</b>	Virtual Instructor-Led Training 5:00 - 7:00 pm, M - TH	Alexandria College via Zoom w/Instructor
<b>TRDR 1690 (6 credits)</b> <b>20263 #528</b>	<b>Nov 3 - Dec 6, 2025</b>	Online Modules / Self-Paced	Online Platform CECT D2L <a href="https://cect.learn.minnstate.edu">https://cect.learn.minnstate.edu</a>
<b>TRDR 1691 (1 credit)</b> <b>20263 #532</b>	<b>Dec 6, 2025 - Feb 3, 2026</b>	Range Training / Behind the Wheel / Final Assessment	By Appointment w/Instructors

<b>DECEMBER</b>	<b>TIMELINE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>COURSE NUMBERS</b>	<b>Dec 1 - 4, 2025</b>	Virtual Instructor-Led Training 5:00 - 7:00 pm, M - TH	Alexandria College via Zoom w/Instructor
<b>TRDR 1690 (6 credits)</b> <b>20263 #529</b>	<b>Dec 1, 2025 - Jan 1, 2026</b>	Online Modules / Self-Paced	Online Platform CECT D2L <a href="https://cect.learn.minnstate.edu">https://cect.learn.minnstate.edu</a>
<b>TRDR 1691 (1 credit)</b> <b>20263 #533</b>	<b>Jan 1 - Mar 1, 2026</b>	Range Training / Behind the Wheel / Final Assessment	By Appointment w/Instructors

# CUSTOMIZED TRAINING CENTER

Alexandria Technical & Community College  
1601 Jefferson Street, Alexandria, MN 56308  
320-762-4490 Toll Free 1-888-234-1313 Fax 320-762-4633  
[www.alextech.edu/CustomizedTraining](http://www.alextech.edu/CustomizedTraining)  
Email: [atcc-customized@alextech.edu](mailto:atcc-customized@alextech.edu)

**We communicate via email.** Watch your inbox for a **confirmation email** from [notifications@mail-mnscu.rschooltoday.net](mailto:notifications@mail-mnscu.rschooltoday.net). After your registration is processed, you will activate your online profile (StarID) and set a password using a link provided in the confirmation email.

You will also receive a **welcome email** from our office (subject: Welcome! Entry Level Driving Training) with detailed instructions, Zoom meeting link, direct link to online training platform (CECT D2L), and contact information should you have questions.

## Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

**Email Addresses** – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department of Alexandria Technical & Community College. Email addresses are not distributed.

**Cancellations** – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

**Missed Classes** – Refunds will not be issued for any missed class, full class fees are due.

**Late Arrivals** – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

**No Shows** – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.



**ALEXANDRIA**  
Technical & Community  
**COLLEGE**

A member of Minnesota State

Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community.

This document is available in alternative formats by calling  
1-888-234-1222 ext. 4673 or 320-762-467.

## Entry Level Driver Training—CDL A/B

### In-Person CDL Training (Check one)

### Sponsorship Form

July 14-17, 2025 (completed by Oct 14, 2025)

September 8-11, 2025 (completed by Dec 8, 2025)

October 6-9, 2025 (completed by Jan 6, 2026)

November 3-6, 2025 (completed by Feb 3, 2026)

December 1-4, 2025 (completed by Mar 1, 2026)

#### Company Sponsorship:

☐ As the Company representative, I agree to sponsor \_\_\_\_\_  
(Name of individual)

and allow them to utilize a company vehicle for the Behind the Wheel practice and testing in conjunction with the Entry Level Driver CDL Training being provided by the Alexandria Technical and Community College.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Representative: (name printed) \_\_\_\_\_

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

#### Individual Sponsorship:

☐ I attest to having a private owned vehicle to utilize for the Behind the Wheel practice and testing in conjunction with the Entry Level Driver CDL Training being provided by the Alexandria Technical and Community College.

Participant Name: (name printed) \_\_\_\_\_

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



# Entry-Level CDL Theory-Lab College Credit and Registration Proxy Authorization Form

## Alexandria Technical and Community College | Customized Training Center

1601 Jefferson Street, Alexandria, MN 56308

Phone: 320-762-4510 • Fax: 320-762-4634 • [www.alextech.edu/CustomizedTraining](http://www.alextech.edu/CustomizedTraining)



### Course Descriptions:

1) This theory course (TRDR1690 | 6 Credits) will introduce students to the laws and regulations of operating a Class A or B commercial vehicle. Students will be trained in theory operation of Class A or B vehicles. This course prepares students to practice their truck driving skills in behind-the-wheel training and driving simulators.

2) This lab course (TRDR1691 | 1 Credit) will provide students with behind-the-wheel training to assist in becoming a proficient commercial truck driver. Upon successful demonstration of proficiency, students will exit being eligible to test for their Commercial Driver License (CDL).

### SELECT YOUR START DATE:

July 14-17, 2025 (completed by Oct 14, 2025)

September 8-11, 2025 (completed by Dec 8, 2025)

October 6-9, 2025 (completed by Jan 6, 2026)

November 3-6, 2025 (completed by Feb 3, 2026)

December 1-4, 2025 (completed by Mar 1, 2026)

## College Credit Disclosure

By signing this form, you agree to complete the course according to the timeline selected. You will also be registered for two credit-based courses and earn college credits with successful completion of each course. Those not completing the training within the timeline will receive a "no-credit" grade unless prior arrangements are made with the program coordinator.

By requesting credit for these classes, the courses will be on your permanent academic record with ATCC. In the event you take further college courses at another institution, they may require you to submit an official transcript from ATCC. If you need to request a transcript, use [www.getmytranscript.com](http://www.getmytranscript.com).

If you are enrolled in six (6) or more credits, your enrollment will automatically be reported to your loan servicer in the semester that your registration appears. This could cause your loans to go into automatic in-school deferment. If you would like to continue to make payments on your loans, please contact your loan servicer for instructions on how to do this. You can access your loan information electronically at [www.nslds.ed.gov](http://www.nslds.ed.gov) using your FSA ID and password.

### I UNDERSTAND:

- By signing, I am requesting to enroll in seven (7) college credits within the timeframe selected above.
- I understand the academic and financial aid implications of enrolling in college credits at Alexandria Technical and Community College.
- Email is the official means of communication at ATCC and it is my responsibility to check email on a regular basis.
- Alexandria Technical & Community College will withdraw you from courses once identified as not continuing.
- I agree to allow Alexandria Technical & Community College to register me ONLY for the courses listed above.

Print Name Legibly \_\_\_\_\_

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

Alexandria College is committed to an equitable, diverse, and inclusive environment.

[www.alextech.edu/customizedtraining](http://www.alextech.edu/customizedtraining) • [atcc-customized@alextech.edu](mailto:atcc-customized@alextech.edu) • 320.762.4510 • An Equal Opportunity Employer/  
Educator • This document is available in alternative formats by calling 888.234.1222 ext. 4673 or 320.762.4673. Alexandria  
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campus community. [www.alextech.edu/EEO](http://www.alextech.edu/EEO)





**Entry Level Driver Training CDL A / B Registration**

Completing this registration form signifies that my name, address, and employer information is current and correct. ATCC has permission to update my information as well as register me for this training.

**Session  
Start  
Options**Select  
One

- ☐ **July 14-17, 2025** (completed by Oct 14, 2025)
- ☐ **September 8-11, 2025** (completed by Dec 8, 2025)
- ☐ **October 6-9, 2025** (completed by Jan 6, 2026)
- ☐ **November 3-6, 2025** (completed by Feb 3, 2026)
- ☐ **December 1-4, 2025** (completed by Mar 1, 2026)

**Driver's License** - please submit a copy of your Class D Driver's License (front and back) along with this registration form, sponsorship form, and credit authorization form.

**Student Information – Use LEGAL name as listed on Driver's License**

**Name** First 



 Middle 



  
Last

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student Email Address (required) \_\_\_\_\_

We communicate via email. Watch your email inbox for class confirmation notices and additional instructions.

Birth Date\*  
(MM/DD/YY)

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\*Providing this information is voluntary.  
It assists us in maintaining accurate records.  
Data will remain confidential.

**Payment – Total Amount \$ 3,000.00 (payment must accompany registration)**☐ **Check Number:** \_\_\_\_\_ Make checks payable to ATCC or Alexandria Technical & Community College☐ **VISA**    ☐ **MasterCard**    ☐ **Discover**    PLEASE do not fax or email credit card information.  
Call 320-762-4510 or 888-234-1313 to make payment arrangements.

Card No \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

Name on Card \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ **Purchase Order – please contact our office at 320-762-4510 if you wish to pay with Purchase Order**