

COMMERCIAL DRIVER'S LICENSE (CDL) KNOWLEDGE & THEORY TRAINING

Process for Knowledge & Theory Training

GENERAL INFORMATION

☐ **Basic Eligibility**

- Be at least 18 or 21 years old (according to State and CDL Class requirements).
- Have a valid Class D or regular driver's license.

☐ **Registration Process**

- Complete Ridgewater registration forms, including availability for Behind-the-Wheel and Self-Certification Form.
 - Note: please plan to provide a copy of your driver's license during this process.
- Prepare payment option: cash, check, credit card, or agency purchase order accepted.
- Submit MN State Vehicle Use Agreement form.
- Pass a *driving* background check (required for State vehicle use).

As a final step, ensure all required registration materials are submitted to Ridgewater.

☐ **Administrative Processing**

- Ridgewater will begin to process your registration within 2 business days.
- You'll receive an email with login information for the Knowledge and Theory course when the process is complete.

☐ **Complete Online Training**

- Complete the Knowledge and Theory course online (training completion length will vary by learner).

☐ **Notify Ridgewater**

- Inform Ridgewater immediately upon completion of online training to schedule Behind-the-Wheel training. Ridgewater will enter into the Training Provider Registry (TPR) within 2 business days of completion.

Disclaimer: This document provides a general overview and is not intended to be all-inclusive. It serves as a quick guide to what you can expect and outlines general processes. For specific questions or more detailed information, contact Tony Nelson (Anthony.Nelson@ridgewater.edu).

COMMERCIAL DRIVER'S LICENSE (CDL) ROAD & RANGE SKILLS TRAINING

GETTING STARTED INFORMATION

1 Submit Documentation. After successful completion of Knowledge and Theory training, Ridgewater documents in the Federal Training Provider Registry.

2 Pass Written Knowledge Tests that Apply to You.

- Class A Endorsements (General Knowledge, Combination, Air Brakes).
- Class B Endorsements (General Knowledge, Air Brakes).

3 Apply for Commercial Learner's Permit (CLP) at DVS Licensing.

Information needed at DVS:

- Valid Minnesota driver's license.
- Second form of ID (e.g., birth certificate or passport).
- DOT Medical Card (if available).
- Self-certification form
 - <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/CommercialDriverLicense-Medical-Self-Certification-Form.pdf>
- Name change additional documents
 - <https://dps.mn.gov/divisions/dvs/Pages/dvs-content-detail.aspx?pageID=666>

Additional Required Steps

- Provide a copy of your Commercial Learner's Permit (CLP) and DOT Health Card to Ridgewater.
- Register in the Drug and Alcohol Clearinghouse.
- Complete query consent in the Drug and Alcohol Clearinghouse.
- Complete DOT Drug Test (5 Panel DOT) through an accredited testing source.
 - Important Note: Once you get your results back, you have 30 days to begin Road and Range training. If you do not begin this training within 30 days, you will be required to take another drug screen before beginning.
- Verify payment and registration with Ridgewater.

ROAD AND RANGE TRAINING

- **Schedule Training.** Schedule *Range and Road Skills Training* with Ridgewater Instructors.
- **Complete Training** (skills-based practice). Undergo Range and Road Training to learn and apply practical skills, including pre-trip vehicle inspection, basic control maneuvers, and on-road driving test.
- **Schedule Test.** Schedule Road Test with DMV (*either CTCE staff or Ridgewater Instructors will schedule when student is ready*).
- **Documentation of Training Completion.** Ridgewater will document the completion of Range and Road Training in the Training Provider Registry within two business days.

CDL DRIVING/ROAD TEST

Take the Commercial Driver's License (CDL) Test. Items needed:

- Valid MN Driver's License
- Valid MN Commercial Learner's Permit
 - Note: must possess Commercial Learners Permit (CLP) for 14 business days prior to testing.
- DOT Medical Card (technically optional, but there are cases where DVS examiners require to see it).
- Proof of Insurance (know location of insurance papers regardless of vehicle being used).

Apply for CDL at DMV. In addition to the above documentation (excluding insurance papers), you'll also need:

- Second form of ID (e.g., birth certificate or passport).
- Cash/Card for processing the license after the test is completed/passed.
(Ranges from \$50-\$100, current as of 12/24)