

Thank you for your inquiry into the CDL testing. Attached is:

1. A 2-page information sheet about CDL testing that explains the process, prices, required documents and policies.
2. Enrollment application that the one being tested must fill out.
3. Signature page that needs to be read and signed.
4. If payment is being made by the employer, I will need the attached W-9 filled out and returned also. I will use this to set up a customer/vendor number in our system. Let us know who you'd like the examiner to contact (with contact information) to schedule the test, employer or tester?
5. Before you can test you will need to complete the entry-level driver training course. The DMV has the following list of training courses. Go to <https://tpr.fmcsa.dot.gov/search> for locations. You will not be allowed to test without taking this course and your information submitted to the registry. You can check if your information has been submitted here <https://tpr.fmcsa.dot.gov>. If your information has not been submitted your test and money will be forfeited at time of testing and you will not be allowed to test. You will have to pay again to be able to test.

Required documents to schedule testing:

1. Copy of Driver's License
2. Copy of Permit NOTE: this MUST be a clear (non-glared) copy of both sides of your cdl permit and driver's license with all edges visible of the plastic Florida temporary permit.
3. Completed application (2nd attachment)
4. CDL Tester Signature Page (3rd attachment)
5. Payment

Will you be providing your own vehicle or using one of ours?

If you have any questions, let me know. We look forward to providing this service for you.

BUS TEST: We will provide a bus if needed for class B – please be sure to advise a bus is needed when scheduling.

If you have any questions, let me know. We look forward to providing this service for you. Once all documents are complete, you may provide a COPY to student services to schedule and pay (invoicing is employer paid), BUT the originals should be provided to the tester at testing.

Student Services

850-638-1180 ext.6317

Fax 850-415-5378

April.Patterson@fptc.edu

Additional Information that may be helpful.

The DMV Genie Permit Practice Test: Car & CDL (on Android and iOS) has proven helpful with the permitting tests.

We use the most current CDL Handbook find the information here:

<https://www3.flhsmv.gov/handbooks/englishcdlhandbook.pdf>

<https://tpr.fmcsa.dot.gov> Scroll down to the bottom of page where it has (Have you completed entry-level driver training) then click on start record check. This will show you if your entry-level driver training instructor has submitted your information to the Registry.

FLORIDA PANHANDLE TECHNICAL COLLEGE
 757 HOYT STREET
 CHIPLEY, FL 32428
 PHONE 850.638.1180 FAX 850.415.5378
 CDL TESTING SITE
 661 RUSTIN DRIVE
 CHIPLEY, FL 32428

CDL Testing Fees (\$25 nonrefundable for cancellation)

CDL CLASS	INITIAL FEE	RE-TESTING FEE	CMV PROVIDED	REQUIRED DOCUMENTS
Class A	\$550 *(\$450)	3 part – \$550 *(\$450)	Yes	Valid Class A Learner’s Permit Valid Driver’s License
		2 Part – \$370 *(\$300)		
		1 Part – \$185 *(\$150)		
Class B	\$550 *(\$450)	3 part – \$550 *(\$450)	Yes	Valid Class B Learner’s Permit Valid Driver’s License
		2 Part – \$370 *(\$300)		
		1 Part – \$185 *(\$150)		
Class C	\$350	3 part – \$350	No	Valid Class C Learner’s Permit Valid Driver’s License Current Vehicle Registration Proof of Insurance
		2 Part – \$250		
		1 Part – \$125		

Class A Vehicle:

FPTC uses a Class 8 Tractor and 48 ft. Trailer with 9-speed manual transmission (hi/lo range) that requires double clutching.

Class B Vehicles:

FPTC uses a 40 ft. enclosed vehicle with automatic transmission and air brakes or a county school bus.

Testing will be offered at the tester’s availability. No refunds will be granted. Lack of documentation will result in NO TESTING and a loss of fees. Pre-registration is required. Fees are due at time of registration. NO Weapons are allowed during testing.

* Indicates own (personal) vehicle is being provided, FPTC’s vehicle IS NOT being used.

All payments made with a debit or credit card will be charged a fee of 2.75%, with a .50¢, in addition to the fee.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

CDL Testing Process and Policies

Process

1. Fill out and return the attached application in person, by email, fax or USPS.
2. With the completed application, provide a copy of your CDL permit and a copy of your valid driver's license.
3. Make payment using cash, money order, cashier's check, debit or credit card. (Visa, Mastercard, and Discover cards accepted. There is a \$1 convenience fee for debit card use and a \$10 convenience fee for credit card use.)
4. The tester will contact you to confirm the test schedule. Tests are scheduled on a first come, first served basis.

If you have any further questions, call **Student Services** at 850-638-1180 ext. 6317. **Central Standard Time office hours are 7.30 to 3.30 Mon-Fri (Aug-May) & 7.30-4.00 (June & July).** We look forward to providing this service for you.

Scheduling /Canceling Tests

- Initial permits require a 14 day waiting period before driving test.
- All skills test must be scheduled at least 2 full business days in advance. A business day is defined as Monday through Friday (Mon-Th June & July). The day the test is scheduled does not count as the first day. For example –Applicant contacts organization on Monday. The first day the applicant is eligible to test is Thursday. This allows 2 full business days (Tuesday & Wednesday).
- Changing a scheduled test due to applicant: **If an applicant seeks to change** the original test time, the test must be canceled and rescheduled at least three (3) **business days in advance**. Remember, there are minimum time-lapse requirements to schedule CDL tests.
- Rescheduling Limit: After the initial scheduling, a tester may only reschedule a CDL test one (1) additional time, then charges will be due again.
- Changing a scheduled test due to staffing shortage: If a Third Party Tester needs to be out on the day of a scheduled test, the test may be reassigned to another examiner on that same day. If the test cannot be reassigned for that same day, the test should be canceled and rescheduled at least 2 business days in advance.
- Changing a scheduled test due to weather: If inclement weather occurs and a test needs to be postponed to a later time, the test will be rescheduled at least 2 business days in advance.

CDL Testing

- Make sure you understand the scheduled test date and time. Missing an appointment by one hour forces a cancellation of that test and is not refundable. If a test needs to be rescheduled, contact your examiner as soon as possible and prior to your scheduled test day. Ask the examiner if your test can be rescheduled. This will require a minimum wait time of two business days before you can be retested.
- Make sure you have all your paperwork with you when you arrive for your test: driver's license, a valid temporary permit and the receipt showing your test has been paid for, unless you paid for your test over the phone.
- Show up prepared to test. There is no practice prior to testing. Make sure you have studied the most recent Florida CDL Handbook (available online at <http://www.flhsmv.gov>). Pay close attention to sections 11, 12 & 13 in the CDL Handbook. These sections cover all three portions of the CDL Skills Test in which you are about to take. It is highly recommended that you find a comparable vehicle to practice with prior to testing. It is very difficult to learn the driving skills needed by only reading the CDL Handbook.
- If you will be testing using your vehicle, you must also provide a copy of the current vehicle registration and proof of insurance for that vehicle.
- Class A Vehicle requirements are any combination of vehicles with a combined GVWR of both vehicles that is greater than 26,000 lbs and 10,000lbs of that must belong to the towed unit (trailer, etc.) This is the weight rating for the vehicles, not how much they weigh.
- Class B Vehicle requirements are any single vehicle with GVWR of 26,000 lbs or more. This is the weight rating for the vehicle, not how much it weighs.
- Class C Vehicle requirements are any single with a GVWR (weight rating, not the vehicles weight) less than 26,000 lbs and designed to carry 16 or more passengers or used to transport Hazardous Materials in quantities that require placarding, or is carrying any amount of certain HazMat listed in 42CFR part 73.
- The three parts of the skills test (vehicle inspection, backing, road test) normally takes 2.5-3 hours to complete. Each test begins with the vehicle inspection, then moves to the backing, and ends with the road test. Each section must be passed before you move to the next section. You can only test once per day.
- For more specific testing information please call the CVD office at (850) 638-1180 ext. 6356. If no answer, leave your name and contact number and an examiner will call you back as soon as possible.



FLORIDA PANHANDLE TECHNICAL COLLEGE

ENROLLMENT APPLICATION

Please Print Clearly

CDL TESTING :		Circle One: Class A Class B Class C			Enrollment Date:	
<input type="checkbox"/> First Time <input type="checkbox"/> Returning					/ /	
Legal Last Name:	Suffix (Sr., III):	Legal First Name:	Middle Name:	Previous Name(s) (if changed):		
		BIRTHDATE:	Social Security Number:			
		/ /	- -			
Street Address:	Apartment #:	City:	State:	Zip Code:	Residential County:	
Home Phone:	Cell Phone:		Email Address:			
() -	() -		@			
Gender:	Ethnicity:					
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Hispanic/Latino/Spanish <input type="checkbox"/> YES <input type="checkbox"/> NO					
Race: (Check all that Apply):	<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> White

AFFIDAVIT:

I hereby certify the information on this form is accurate to the best of my knowledge. I understand that false or incomplete information will result in immediate dismissal from Florida Panhandle Technical College. I have read and understand the refund policy. By signing below, I give Florida Panhandle Technical College the right to use my likeness (in photo or video) and my words (spoken or written) for public relations and/or recruitment/marketing purposes without compensation and free of restrictions.

Student Signature: _____ Date: _____



CDL Tester:

Florida Statutes 322.56 grants the Florida Highway Safety and Motor Vehicles the authority to retest a random sampling of individuals that received their CDL license with a skills test waiver through a third party provider. By signing this document, you are acknowledging you may be contacted by a DMV Compliance Officer in order to be retested and **you will be responsible** for the cost of the random sampling test.

Also by signing, you are acknowledging receipt of the fee amounts and the CDL Policies and Processes.

Tester's Name (Please print) _____

Tester's Signature _____

Date _____

Superintendent: Mr. Joseph Taylor Director: Mrs. Martha Compton Assistant Director: Mr. Bryan Lee
757 Hoyt Street, Chipley, FL 32428
Phone: 850.638.1180 FAX 850.638.6177

Established in 1967 as Washington-Holmes Area Vocational Technical Center

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
 See Specific instructions on page 2

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D—disregarded entity, C—corporation, P—partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number : : :	OR	Employer identification number : : :
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,