

Thank you for your inquiry into CDL testing. Please find the following items attached:

1. A 5-page information packet about CDL testing that explains the process, prices, required documents and policies.
2. Enrollment application that the test candidate 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 (3rd Attachment) 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 submitting your information to the registry. You can check here <https://tpr.fmcsa.dot.gov> to see if your information has been submitted. 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.**

As of Oct. 15, 2024 Florida Panhandle Technical College has transitioned from Hybrid Testing to the New Modernized CDL Testing Protocols Only.

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 Online Application found at <https://fptc.focusschoolsoftware.com/focus/apply/> and a Paper Application (1st attachment)
4. CDL Test Candidate Signature Page (2nd attachment)
5. Payment upon scheduling
6. If Class A, will you be providing your own vehicle or using one of ours?

BUS TEST: We do not provide a bus for testing. You will have to provide your own bus for testing.

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
Student.Services@fptc.edu

TRANSPORTATION, DISTRIBUTION & LOGISTICS

CDL Testing Process and Policies

Process

1. Go to FPTC.EDU and complete the online application. Then fill out and return the attached application in person, by email, or mail. If by email use student.services@fptc.edu.
2. With the completed application, provide a clear copy of your CDL permit and a clear copy of your valid driver's license, front and back.
3. Call 850-638-1180, Ext. 6317 to schedule an appointment. A date and time will be selected, the test invoiced, and you will be transferred to the Business Office for payment.
4. Make payment using cash, money order, cashier's check, debit or credit card. (Visa, Mastercard, and Discover cards accepted. There is a 2.75% of the transaction amount convenience fee for credit card usage.
5. 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 to 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-Thur in 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) to pass.
- 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. If the test is cancelled in less than 3 business days or if you are a no show you forfeit your money and will have to pay again.
- 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.

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- 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 26,001 lbs and 10,000 lbs of that must belong to the towed unit (trailer, etc.). This is the weight rating for the vehicles, not how much they weight.
- Class B Vehicle requirements are any single vehicle with GVWR of 26,001 lbs or more. This is the weight rating for the vehicle, not how much it weighs.
- Class C Vehicle requirements are any single vehicle with a GVWR (weight rating, not the vehicle weight) less than 26,001 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

Testing IS NOT at the FPTC Campus, but instead

**TESTING IS HELD AT
661 RUSTIN DRIVE, CHIPLEY, FL 32428**

CDL Testing Fees (\$25 nonrefundable for cancellation prior to 72 hours of test time)

CDL CLASS	INITIAL FEE	RE-TESTING FEE	CMV PROVIDED	REQUIRED DOCUMENTS
CLASS A	\$750 *(\$500)	3 part - \$750 *(500)	Yes	Valid Class A Learner's Permit Valid Driver's License ELDT Verification
		2 part - \$600 *(350)		
		1 part - \$300 *(175)		
CLASS B	\$750 *(\$500)	3 part - \$750 *(500)	No	Valid Class B Learner's Permit Valid Driver's License ELDT Verification
		2 part - \$600 *(350)		
		1 part - \$300 *(175)		
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		
* Indicates own (personal) vehicle is being provided, FPTC's vehicle IS NOT being used.				

Class A Vehicle:

- Minimum GVWR ratings: Class A vehicles must have a combined GVWR (truck & trailer) of 26,001 lbs or more and the trailer must have a GVWR of 10,001 lbs or more.
- FPTC normally has trucks with either a manual or automatic transmission available for Class A testing. It is highly recommended that you use a vehicle you have been training with. If you choose to use one of FPTC's trucks, please specify which transmission you would prefer.

Class B Vehicles: We DO NOT provide these vehicles.

- Minimum GVWR ratings: Class B vehicles must have a GVWR of 26,001 lbs or more.

Class C Vehicles: We DO NOT provide these vehicles.

- Minimum GVWR ratings:
 - Class C passenger vehicles will be 26,000 lbs or less and designed to carry 16 passengers or more.
 - Class C Hazmat vehicles don't have a minimum GVWR.

Requirements

- Valid CDL Permit.
- Driver's License and CDL Permit numbers **MUST** match.
- ELDT Training Verification. ELDT must be complete, unless you are removing a restriction from an existing CDL license.
- Vehicle registrations for truck and trailer if used must be valid (NOT Expired).
- Proof of insurance must be current (NOT Expired).
- GVWR information has to come from the manufacturer's data tag on the vehicle or trailer. If this is missing, this vehicle or trailer can't be used for testing.
- Make sure you are studying the **MOST CURRENT** information for your CDL test.

Additional Information

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

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.

CDL Testing Orientation Video

Please review the CDL Testing Orientation Video located at <https://fptc.edu/cvd> before your scheduled test date.



Enrollment Application

Please Print Clearly

CDL Testing: (circle one) Class A Class B Class C				Enrollment Date	
<input type="checkbox"/> First Time Student <input type="checkbox"/> Returning Student				/ /	
Legal Last Name	Suffix (Sir, III)	Legal First Name	Middle Name		
Date of Birth			Social Security Number		
/ /			- -		
Street Address	Apt #	City	State	Zip Code	
Phone	Alt Phone	Email			
() -	() -				
Gender	Ethnicity (Hispanic/ Latino/ Spanish)				
Male <input type="checkbox"/> Female	<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.

I have read and understand the information contained in this document and have watched and understand the CDL Testing Orientation Video provided at <https://fptc.edu/cvd>.

Test Candidate's Name (Please Print)_____

Test Candidate's Signature _____

Date _____

**Request for Taxpayer
Identification Number and Certification**
Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

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.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they