



ARKTA

APPLICATION FOR ADMISSION

ArkTA member institutions are equal opportunity institutions and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other unlawful factors in admission and treatment of students. Some information is obtained for the sole purpose of state reporting and/or ensuring ArkTA is reaching all segments of the population.

Please print.

Name: _____
First Middle Last Suffix

Social Security Number: _____ [OR] **Individual Taxpayer ID:** _____

Date of Birth (MM/DD/YYYY): _____ **Gender:** ☐ Male ☐ Female ☐ Other

Personal E-mail Address: _____ **Phone Number:** _____

Mailing Address: _____
City State Zip

Residency Status: ☐ Permanent US Resident/US Citizen
County of Residence: _____ State of Residence: _____
☐ Non-Resident

Secondary Education: (SELECT ONE)

- ☐ Still in High School, Anticipated Year of Graduation (YYYY): _____
High School (FULL NAME) _____ State _____
- ☐ No High School Diploma or GED - 21 years of age or younger
- ☐ No High School Diploma or GED - 22 years of age or older
- ☐ Graduated High School - Year (YYYY): _____
High School (FULL NAME) _____ State _____
- ☐ Received GED Diploma - Year (YYYY): _____
- ☐ Received HiSet Diploma - Year (YYYY): _____
- ☐ Completed Home School - Year (YYYY): _____

Post-Secondary Education: (SELECT THE HIGHEST LEVEL COMPLETED)

- ☐ Some College - No Credential
- ☐ Certificate of Proficiency / Technical Certificate / Other Certificate
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Advanced Degree / Master's / Professional / Doctoral Degree
- ☐ Not Applicable

Post-Secondary Institution (PSI) last attended, if applicable
(FULL NAME) _____ State _____

Ethnicity: ☐ Hispanic ☐ Asian ☐ Black ☐ American Indian ☐ White ☐ Native Hawaiian

Emergency Contact Name: _____ **Phone:** _____

What occupation are you preparing to enter by taking this course?

- ☐ Tractor-Trailer Truck Driver (SOC 53-3032)
- ☐ Other (please list occupation) _____

What's the primary business of the employer where you plan to work?

- ☐ Transportation and Warehousing (NAICS 48-49)
- ☐ Other (please select one of the following)
- ☐ Agriculture, Forestry, Fishing and Hunting (11)
 - ☐ Mining (21)
 - ☐ Utilities (22)
 - ☐ Construction (23)
 - ☐ Manufacturing (31-33)
 - ☐ Wholesale Trade (42)
 - ☐ Retail Trade (44-45)
 - ☐ Information (51)
 - ☐ Finance and Insurance (52)
 - ☐ Real Estate Rental and Leasing (53)
 - ☐ Professional, Scientific, and Technical Services (54)
 - ☐ Management of Companies and Enterprises (55)
 - ☐ Administrative and Support and Waste... Services (56)
 - ☐ Educational Services (61)
 - ☐ Health Care and Social Assistance (62)
 - ☐ Arts, Entertainment, and Recreation (71)
 - ☐ Accommodation and Food Services (72)
 - ☐ Other Services (except Public Administration (81)
 - ☐ Public Administration (92)

PAYMENT METHOD

Please select a payment method. Tuition is \$3,000 with books included. Students submit CDL permit and license fees directly to the issuer.

- ☐ CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to your selected training site [ASU Three Rivers, UA Cossatot, UA Hope-Texarkana or UA Rich Mountain].*
- ☐ SPONSORSHIP. *Please: 1) obtain the sponsor's signature in the Authorizations and Acknowledgment section of this application and 2) submit a letter of authorization provided by the sponsor on the organization's letterhead, purchase order, or training voucher. Sponsorships can be applied once requested documents are received and processed.*
- ☐ CREDIT/DEBIT CARD
- ☐ VISA ☐ Master Card ☐ Discover

Card Number: _____ Expiration Date (MM/YY): _____ Security Code _____

Cardholder's Signature: _____

AUTHORIZATIONS AND ACKNOWLEDEMENTS

[APPLICANT] By signing below, I confirm:

- ☒ I've read and understand the Arkansas Trucking Academy (ArkTA) Training Program Guidelines (TPG V9.0), and any questions I had were fully addressed by ArkTA representatives.
- ☒ I will immediately inform my instructor of any moving traffic violations or a suspended license. Students are unable to lawfully operate a vehicle without a valid driver's license and to do so may subject the student to fines and legal consequences including the full financial responsibility for injuries, vehicle and other damages that may occur while operating a vehicle without a valid permit or driver's license.

- ☒ Authorization for any duly authorized agent of the Arkansas Trucking Academy (ArkTA) --- whether said records are public, private, or of a confidential nature --- to review and have full disclosure of all my records.
- ☒ Pursuant to FMCSR Subpart B, Section 392.11(b)(1), I can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- ☒ I've been informed a felony conviction, a poor driving record, or a conviction related to a controlled substance could make me unemployable --- even after the successful completion of the training program.

Applicant Signature: _____ **Date:** _____

If you will have a sponsor for the program, that's great! Please have the sponsor's authorized agent complete the following section.

[SPONSOR] By signing below, I confirm:

- ☒ Our organization will be sponsoring the named applicant upon acceptance into the program and authorize the applicable Arkansas Trucking Academy training partner [ASU Three Rivers / UA Cossatot / UA Hope-Texarkana / UA Rich Mountain] to bill the organization as outlined in the provided purchase order, training voucher, or other form of authorization.

Please include the following on the authorization: 1) organization name, 2) primary contact's name, email address and telephone number, 3) billing address, 4) student name, and 5) the total amount to be paid by the organization.

- ☒ I've read and understand the Arkansas Trucking Academy (ArkTA) Training Program Guidelines (TPG V9.0), and any questions I had were fully addressed by ArkTA representatives.

Authorized Agent Name (Please Print): _____

Authorized Agent Signature: _____ **Date:** _____

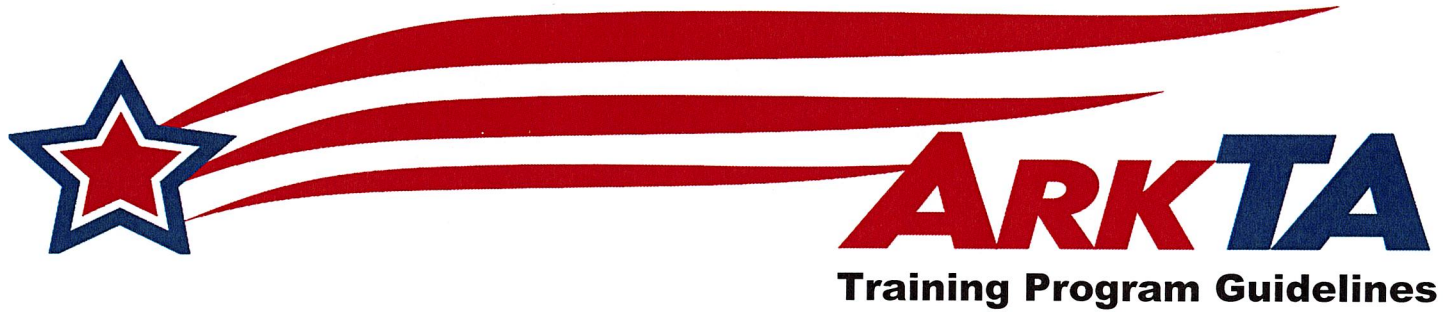
SUBMITTING AN APPLICATION FOR ADMISSION

Submit a fully completed Arkansas Truck Driving Academy (ARKTA) Application for Admission to the ARKTA location of your choice along with these supporting documents:

- ___ Arkansas Commerical Learners Permit (Arkansas Residents) OR
Commerical Learners Permit from the state of residence AND a copy of an Arkansas CDL-1 form
- ___ U.S. high school diploma (or transcript) / GED documenting the completion of 9th grade.
Note: Other types of documentation verifying essential reading and math skills are accepted. For information, please refer the Arkansas Trucking Academy Training Program Guidelines --- Page 3, "Supporting Documents" section.
- ___ Department of Transportation (DOT) Medical Examiners Certificate
Note: Instruct the healthcare provider to fax or mail DOT drug test results directly to the ArkTA training site.
- ___ Payment of Tuition OR Documentation of Sponsorship

Once an application packet including the Application for Admission and all supporting documents have been received by the Arkansas Trucking Academy (ArkTA), they are processed on a first-come, first-served basis. ArkTA advisors will provide admission status updates and coordinate training dates with applicants approved for admission.

**The Following Arkansas Trucking Academy Resources
May Be Kept for Future Reference**



In a matter of weeks, you can have a commercial driver's license (CDL) and the skills needed to be employed and earning competitive wages in the field of transportation. The Arkansas Trucking Academy, an FMCSA registered training provider, is comprised of four community colleges committed to building the workforce with highly-skilled and credentialed individuals.

Training includes 144 hours of classroom, simulation and practical over-the-road instruction focused on ensuring each graduate's success as a commercial driver. If you are 18 years of age or older with a valid driver's license, take the first step to apply today!

Application for Admission

Applying is easy. Simply complete an ArkTA Application for Admission and submit it along with copies of the following documents to the training location of your choice via fax, mail or in-person.

- ☐ Arkansas Commerical Learners Permit (Arkansas Residents) OR
Commerical Learners Permit from the state of residence AND a copy of an Arkansas CDL-1 form
- ☐ U.S. high school diploma (or transcript)/GED documenting the completion of 9th grade.
Note: Other types of documentation verifying essential reading and math skills are accepted. Please see the "Supporting Documents" section on page 3 of 5.
- ☐ Department of Transportation (DOT) Medical Examiners Certificate
Note: Instruct the healthcare provider to fax or mail DOT drug test results directly to the ArkTA training site.
- ☐ Payment of Tuition OR Documentation of Sponsorship

Full details on requirements and instructions for obtaining supporting documents are provided on pages 3 – 4. ArkTA admission advisors are available to assist you throughout the admission process. For more details on how to contact an ArkTA admission advisor, please refer to the "Contact Information" section on page 5.

Enrollment

Once an application packet including the Application for Admission and all additional documents have been received by the Arkansas Trucking Academy (ArkTA) they are processed on a first-come, first-served basis. ArkTA advisors will provide admission status updates as applicable, giving applicants approved for admission their first choice of available training dates when finalizing enrollment with payment of tuition.

Refund Policy

The Arkansas Trucking Academy reserves the right to reschedule, cancel or appoint an alternate instructor for all courses. If courses are cancelled for any reason, students will have the option of transferring to another available course section or receive a full refund (100%) of tuition.

A full refund (100%) of tuition will be issued when the Arkansas Trucking Academy is notified of a student withdraw 7 business days prior to the start of a course, excluding weekends, holidays and other academy closures.

Attendance Policy

This is a fast-paced intensive course with stringent attendance requirements. Students are expected to arrive promptly and be present for each class. Any class session or activity missed whole or in part, regardless of cause, reduces the opportunity for learning and may adversely affect a student's ability to meet the learning outcomes required to receive a Certificate of Completion. Persons with life or health conditions that may hinder attendance may wish to delay application for admission until a strong commitment to attendance can be made.

The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabus. Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instruction is typically provided on weekdays. However, in the event of inclement weather or other unforeseeable circumstances, some make-up instruction may occur on Saturdays.

Students who wish to withdraw from a course must contact the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript. Instructors reserve the right to drop or withdraw students from classes due to lack of attendance when a student has missed 2 meeting sessions.

Commercial Driver's License (CDL) Testing

During course of training, students will take the CDL skills test at an Arkansas testing center with an ARKTA provided tractor and trailer. Test applicants must present the following at the time of the CDL skills testing:

- a current CDL-1 Form
- a valid Driver's License

and proof of legal presence document. Any ONE of the following is acceptable proof of legal presence:

- U.S. Birth Certificate
- U.S. Passport
- Birth Abroad Certificate
- Certificate of Citizenship
- Certificate of Naturalization
- Permanent Resident card
- Employment Authorization Card (excludes Canada and Mexico)

Test applicants that fail to pass any portion of the test on three (3) separate dates during the testing process will be required to purchase an additional fifty dollar \$50 application payable to the Arkansas Department of Finance and Administration (Revenue Office) prior to the resumption of testing. This applies any time an applicant accumulates three (3) failures on a single application.

When students have fulfilled all licensing requirement have been fulfilled, they will be eligible to purchase a CDL license. Arkansas residents may purchase a CDL for \$42, payable to the Arkansas Department of Finance and Administration (Revenue Office). Non-Arkansas residents will be eligible to purchase a CDL license from their state of residence. Licensing policy and fees are managed by the issuer and may be subject to change.

Supporting Documents

The following documents are submitted to the training location of your choice along with your Application for Admission. While ArkTA endeavors to identify and make appropriate revisions regarding the services and associated costs described herein, revisions and price changes are possible dependent upon federal and/or state regulatory changes and other applicable factors.

Arkansas Resident: Arkansas Commerical Learners Permit

To obtain an Arkansas Commercial Learners Permit, you first purchase a CDL-1 Form (test packet) from the Arkansas Department of Finance & Administration (Revenue Office). An Arkansas CDL-1 Form is \$50 and payable to the Arkansas Department of Finance & Administration (Revenue Office).

A valid driver's license and proof of legal presence document will be needed at the time of purchase and at each visit to a testing center. Any ONE of the following is acceptable proof of legal presence: U.S. Birth Certificate, U.S. Passport, Birth Abroad Certificate, Certificate of Citizenship, Certificate of Naturalization, Permanent Resident card, or Employment Authorization Card (excludes Canada and Mexico).

If you have had a name change, you will need to provide a legal document that verifies your name as it appears on your driver's license. Acceptable documents include: a legal name change document, marriage license, divorce decree or adoption decree.

The Revenue Office will provide instructions for registering and taking the CDL knowledge exam to obtain a Commercial Learners Permit.

Non-Arkansas Resident: Arkansas Commerical Learners Permit & CDL-1 Form

Prospective students with a Commercial Learners Permit from a state other than Arkansas submit a copy of their Commercial Learners Permit along with a copy of a current Arkansas CDL-1 form. This form enables non-Arkansas residents with an out-of-state Commercial Learners Permit to participate in CDL skills testing at an Arkansas testing center.

Please refer to the "Arkansas Resident" section for cost and purchasing information.

Verificaton of Essential Reading & Math Skills

Reading and mathematics skills are essential to the successful completion of the training program. **Attach any ONE of the following to your Application for Admission:**

- ▶ U.S. high school diploma/transcript documenting the completion of 9th grade or higher from an institution with a regional accrediting body or listed with the department of education in the state in which the school is located.

(Note: Official transcripts may be faxed or mailed directly from the school issuing the transcript to the training site you wish to attend. Hand delivered transcripts cannot be accepted. For more details on how to contact ArkTA training locations, please refer to the "Contact Information" section of the training program guidelines.)

- ▶ General education diploma (GED)
- ▶ College diploma/transcript
- ▶ Document-to-Diploma High School Diploma Evaluation Report for foreign high school diploma.

(Note: Contact World Education Services (WES), www.wes.org OR Josef Silney and Associates, www.silney.com to request an evaluation and to have the official report faxed or mailed directly to the training location of your choice by service provider. Contact information for each ArkTA training location can be found in "Contact Information" section of the training program guidelines.)

- ▶ Documentation of NRS TABE Level 3 scores or higher in reading and mathematics.

Note: These two 50 minute assessments are offered free of charge in Arkansas Adult Education Centers. Arkansas Adult Education Centers also offer free instruction for adults who do not score a NRS TABE Level 3.0 scores or higher and wish to improve scores.

Commercial Driving Record **Documenting a Valid Commercial Learners Permit**

A commercial driving record is \$10 by mail or in person, \$13 online, and payable to Arkansas Department of Finance & Administration Revenue Office. The record can be acquired in the following ways:

- ▶ Online: mydmv.arkansas.gov
- ▶ In Person: At any Arkansas Revenue Office
- ▶ By Mail: Department of Finance and Administration, P.O. Box 1272, Room 1130, Little Rock, AR 72203-1272
- ▶ Driving Records Counter: Room 1130, 1900 W. 7th Street, Little Rock, AR 72201

Department of Transportation (DOT) Medical Examiners Certificate and DOT Drug Screen

A DOT Medical Examiners Certificate valid for the duration of training and a negative DOT approved drug test taken within 60 days prior to the start of training are required.

Program applicants make their own appointment and pay associated fees directly to the healthcare provider.

Attach a copy of your DOT Medical Examiners Certificate valid for the duration of training to your Application for Admission. Retain a full copy of the DOT long form physical. It will be needed when obtaining a CDL.

Instruct the healthcare provider to fax or mail drug test results directly to the ArkTA training site you wish to attend. Contact information for each ArkTA training location can be found in "Contact Information" section of the training program guidelines.

Where to get a DOT physical:

D.O.T. physicals may be obtained from any healthcare provider on the Federal Motor Carrier Safety Administration National Registry at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>. Simply select "Search for Medical Examiners," scroll to the bottom of the page that appears and enter the number of miles you are willing to travel to an eligible provider along with your city and state in the designated area, then press enter. A list of eligible healthcare providers will appear.

Where to get a DOT approved drug screen:

While numerous healthcare providers conduct both DOT physicals and a DOT approved drug screens, not all provide both services. If the medical examiner conducting your DOT physical does not conduct DOT drug screens, they can often refer you to another healthcare provider for those services. You may also contact healthcare providers you wish to use and ask them if they conduct DOT drug screens or can refer you to a healthcare provider that offers that service. Any healthcare provider with a federally qualified Medical Resource Officer (MRO) utilizing drug testing laboratories certified by the Department of Health and Human Services to receive urine specimens and test them to determine the presence of drugs can conduct DOT approved drug screens.

Applicants choosing to delay entry into training after admission into the program may be required to submit an additional negative DOT approved drug test prior to the start of training.

Payment of Tuition or Documentation of Sponsorship

Tuition is \$3,000 with books included. Applicants approved for admission will be given their first choice of available training dates when finalizing enrollment with payment of tuition.

Commercial Learners Permit (CLP) permit and license fees are submitted directly to the issuing revenue office. Please refer to the Commercial Driver's License Testing section of the training program guidelines for more information on testing requirements and licensing fees.

Contact Information

<p style="text-align: center;">ASU THREE RIVERS (Malvern)</p> <p><u>Mail</u> ASU Three Rivers ATTN: Workforce Development One College Circle Malvern, AR 72104</p> <p><u>Fax</u> (501) 332-4100</p> <p><u>Email</u> lhawthorne@asutr.edu</p> <p><u>Phone</u> (501) 332-0236</p> <p><u>In-Person</u> One College Circle Malvern, AR</p>	<p style="text-align: center;">UA HOPE-TEXARKANA (Hope)</p> <p><u>Mail</u> UA Hope-Texarkana ATTN: Community Education P.O. Box 140 Hope, AR 71802</p> <p><u>Fax</u> 870-722-8569</p> <p><u>Email</u> akili.mosesisrael@uaht.edu</p> <p><u>Phone</u> 870-722-8102</p> <p><u>In-Person</u> 2500 South Main Hope, AR</p>
<p style="text-align: center;">UA COSSATOT (Nashville)</p> <p><u>Mail</u> UA Cossatot ATTN: Continuing Education 183 College Drive De Queen, AR 71832</p> <p><u>Fax</u> (870) 584-1178</p> <p><u>Email</u> ContinuingEducation@cccua.edu</p> <p><u>Phone</u> (870) 584-1178</p> <p><u>In-Person</u> 1558 Hwy 371 W Nashville, AR</p> <p>183 College Drive De Queen, AR</p> <p>1411 N Constitution Ave. Ashdown, AR</p> <p><i>Applications and tuition can be submitted at UA Cossatot Nashville, De Queen, and Ashdown locations. Training is delivered on the Nashville campus.</i></p>	<p style="text-align: center;">UA RICH MOUNTAIN (Mena)</p> <p><u>Mail</u> UA Rich Mountain ATTN: Admissions 1100 College Drive Mena, AR 71953</p> <p><u>Fax</u> (479) 394-5329</p> <p><u>Email</u> admissions@uarichmountain.edu</p> <p><u>Phone</u> (479) 394-7622</p> <p><u>In-Person</u> 1100 College Drive Mena, AR</p>