



500 Russel Court, Woodstock, IL 60098

As of July 2, 2019

Dear CDL Training Applicant:

Based on the current economic situation and feedback from customers and other Workforce Innovation and Opportunity Act (WIOA) program administrators, we adhere to the following process and require the following criteria and documentation for all CDL training applicants. The documents should be obtained for your career planner **after** you are certified eligible for the program.

1. Job Search

- You must be willing to drive over-the-road (OTR). You will need substantial experience in over-the-road driving before most local companies will consider you for employment.

2. Valid Driver's License

- You must have a valid driver's license (with more than 6 months remaining validity) to be considered for CDL training.

3. Minimum age 21

- You must be at least 21 years to be able to obtain insurance and be allowed to cross state lines.

4. Pre-hire Letter

- You must provide 1 pre-hire letter from recognized employers stating that you will be hired upon completion of your truck driver training. Generally, the training schools will guide you in obtaining a pre-hire letter.

5. A current Motor Vehicle Record (MVR) or DAC report

- You must have a clean driving record. After you are certified eligible for WIOA, you will be asked to provide a copy of your driving record from the Illinois Secretary of State, or a DAC report if you already have driving experience as a truck driver.

6. DOT Medical Card

- You must be able to obtain a one-year (1 year) DOT Medical Card before approval for CDL training.

7. Drug Free

- You must have the ability to pass drug screening showing that you have been drug free for the past six (6) months.

In the meantime, you may participate in any of our job search workshops and seminars, Network to Success Job Club, or job fairs that are offered. You may also access all of the job search tools offered in the Woodstock Resource Room.

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