



July, 2020

Dear Applicant,

Thank you for your interest in Lake Superior College's Truck Driving Program! Please review this entire packet for important information on cost, requirements and registration.

Our Truck Driving program is a customized series of courses that meet Federal Motor Carrier Safety Administration Entry Level Driver Training (ELDT) requirements. The first class in the series is Truck Driving Theory (*CDL Theory*). This course prepares you to take your Class A permit exam. Your permit is required prior to any on-road training here at LSC.

The next class is *CDL Class A Range*. In this course you will learn how to maneuver a large combination vehicle in confined spaces, including backing skills. Once you are proficient in the range course, you will finish with the *CDL Class A Road* course.

More information about the training schedule, costs and expectations will be offered during orientation on the first virtual meeting of your Theory class.

You do not need to apply for admission to Lake Superior College to take this program. You just need to set up an account and register, which is done online. You will find step by step instructions on how to do that later in this information packet.

LSC's truck driving program is located at 11501 Hwy 23, in Duluth, Minnesota (55808). If you have questions, or would like to tour our facility, please contact us at 218-733-5924 or continuingeducation@lsc.edu.

Sincerely,

Erik Simonson

Erik Simonson, Executive Director
Workforce Development/CECT
Lake Superior College

What Courses do I need?

CDL Theory (up to 2-4 weeks): Teaches the knowledge you will need to be successful as a CDL A driver, as well as prepare you for the CDL A permit tests. This course will be taught as an on-line course. Students can work at their own pace online so long as the course is finished within the scheduled four weeks. At the conclusion of this course, students will be able to take their permit test.

- Permit exams are offered at State Driver Exam Offices. The exam includes tests in General Knowledge, Air Brakes, and Combination Vehicles. After completing the CDL Theory portion of your training you will be prepared take the three permit tests. You can also find free online practice tests at <http://criscdl.com>.
- Cost is \$630

CDL Class A Range (up to 96 hours): Range training teaches backing and pre-trip inspections, plus gets you acclimated to operating class A vehicles in confined spaces. A recent addition to this course is our state-of-the-art Virage simulator which will help with all aspects of the Program. (Pre-requisites for this class are your Drug/alcohol testing, your DOT Physical card, copy of your driving record on file and CDL Theory (or lead instructor approval).

- Minnesota residents can get a copy of their driving record at a State Driver Exam Office. Wisconsin residents will have to obtain the record on-line. Make sure the physical exam is administered by a provider that is listed on the Federal register (an internet search will list possible providers).
- Cost is \$892

CDL Class A Road (up to 96 hours): The On-Road course is where we take you out in one of our trucks and you'll receive the real-life training you need to pass your driving test, but more importantly, to be a safe and effective driver. You will need lead instructor permission to start the On-road portion of the class. This is also a FMCSA requirement. (Pre-requisites to this course are your permit, and completion of CDL Class A Range course).

- Cost is \$630

How much will it cost?

Program fees for the entire series are *approximately* \$2,200.00. Fees do NOT cover the cost of drug and alcohol testing, textbook, DOT physical, permit tests, state license fees or driving record checks as these costs vary from state to state.

What materials/books do I need?

You will be required to purchase a textbook (JJ Keller Entry-Level Driver Training). The LSC store carries this book. You will also need a Minnesota or Wisconsin Commercial Driver's manual. See below for links to the Commercial Driver's Manuals:

- Minnesota: <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/CDLManual.pdf>
 - Wisconsin: <http://wisconsin.gov/Documents/dmv/shared/bds356-cdl-manual.pdf>
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Truck Driving Class Schedule

If you are not able to find a class from the selection listed below, that would indicate the class is full and you would need to enroll in the next available class.

Semester	Course Dates	Course Schedule
Fall 2020	CDL Theory August 24 – September 17, 2020	CDL THEORY: 100% Online CDL Class A RANGE TRAINING: Times TBD – Attendance mandatory – Coordinated between lead instructor and student CDL Class A Road Driving: Instructor permission required for enrollment. Times TBD Attendance mandatory – Coordinated between lead instructor and student
	CDL Theory October 19 – November 13, 2020	
	CDL Class A Range September 21 – October 8, 2020	
	CDL Class A Range November 16–December 10, 2020	
	CDL Class A Road (Rolling Enrollment) August 24-December 10, 2019	
Spring 2020	TBD	TBD
Summer 2020	TBD	TBD

LOCATION INFORMATION ON THE NEXT PAGE!

LSC's truck driving program takes place at the **Emergency Response Training Center, 11501 Highway 23, Duluth MN 55808.**

From I-35 (from either direction) you would take Exit #246 (Midway Road) and head south on Midway Road/Becks Road for 3.78 miles, until you reach Highway 23 (Commonwealth Avenue). Turn right and continue 2.51 miles (through Gary New Duluth). We will be on your right.

If you map this on your phone, or other device, it may take you a bit too far and place us incorrectly. Watch for the signs on Highway 23. We have a well-marked entrance.

Once you drive through the entrance, you will see the Driving Range on your right. Continue to the stop sign and *turn left*, this will take you to the classroom facility.

LSC Truck Driving Contact Information:

Questions can be emailed to: continuingeducation@lsc.edu

If you need help registering for classes, you can call our office at 218-733-5924

Are there program restrictions?

Yes. Please note that you are **not eligible** to drive Minnesota State vehicles if you have had ANY of the following major violations in the last five years. If the State of Minnesota Risk Management discovers you have any of these violations, you will be dropped from the Program without a refund.

- Driving Under the Influence of Drugs/Alcohol
- Careless Driving
- Exhibition Driving
- Reckless Driving/Speeding Contest
- Driving While Impaired
- Fleeing Law Enforcement/Peace Officer
- Making a False Accident Report
- Failure to stop/Report an Accident
- Homicide/Manslaughter/Assault arising out of the use of a Vehicle
- Driving while license is Suspended/Revoked/Canceled
- Leaving the Scene of a Crash
- Major Speeding (20 MPH or more over)

If there are any warrants, or unpaid traffic fines in any state, you may not be issued a CDL permit. Applicants must be 18 years old to drive intra-state and 21 years old to drive inter-state. These requirements refer to all types of driving, construction, Over the Road and DOT jobs.

Background Study Notice: Other background issues could affect your ability to get a license, or get a job in this field. If you have been arrested, charged or convicted of any criminal offense, it is your responsibility to investigate the impact that the arrest, charge or conviction may have on your chances for employment in the field you intend to study.

How do I register?

Registration/Payment Options:

Online: Register and pay online using a credit card: [Truck Driving Online Course Registration](#)

Phone: Call 218-733-7680 to register and pay by credit card over the phone

NOTE: Lake Superior College will not hold your spot in any course until payment is received in full.

How do I log on to my online class?

TO LOGIN INTO YOUR ONLINE CLASS

Your instructor uses a tool, called Desire2Learn, to share online course materials with your class. You need to activate your StarID so that you can access your online course materials. Once activated, you will be able to use your StarID to log into D2L. The steps to activate your StarID and to log into the D2L e-Campus are listed below. ***Please use Chrome*** Other browsers may not be compatible.

Step 1: Activate Your StarID

1. Follow this link <https://starid.minnstate.edu/selfservice/recover/id>
2. Click "I know my email address"
3. Enter your email address and click "Continue." Use the same email address you registered for the course with.
4. Check your email for your verification code. Enter your verification information and click "Continue."
5. Reset your StarID password. Enter your password information, check the box and click "Set Password."

PASSWORD MUST BE AT LEAST 8 Characters and have at least 3 of these types of characters: uppercase, lowercase, numbers, special characters. It may not contain your name.

6. Log out of the StarID system.

Step 2: Access Your Online Class in D2L

1. Go to <https://cct.learn.minnstate.edu/>. Book mark this page for future use.
2. Enter your StarID and Password and click "Login"
3. The system displays a welcome page; the link to your class is on the right side of the page under "My Courses."

If you have any issues activating your StarID, please submit a helpdesk ticket to the Minnesota State IT Service Desk:

Step 1: Go To: <https://servicedesk.minnstate.edu/CherwellPortal/MNSO#0>

Step 2: Click on **Guest Login**

Step 3: Click on **Ask a question UNDER THE INFORMATION SECURITY (StarID...)**

Step 4: Fill out the following web form and click **Submit** and specify that you are registered in a CECT online class.

How do I drop a class?

You can drop a class right up to ten (10) business days prior to the scheduled start of the class and receive a full refund by calling 218-733-7680 or contact by email: continuingeducation@lsc.edu

What else must I do?

Lake Superior College must ensure you are qualified to operate state owned vehicles. Please complete the provided authorization to obtain your driving record **and** provide a copy of your driver's license to:

continuingeducation@lsc.edu

You will not be eligible to operate a state-owned motor vehicle until this is completed and reviewed.