To: Prospective Students  
From: Dr. Alesia Stuart  
Re: Commercial Driver’s License (CDL) Registration

We appreciate your interest in Reid State Technical College. Enclosed, please find a schedule of upcoming class dates and enrollment information for the Commercial Truck Driving program.

The following items are required to complete your admissions process:
1. Completed Admission Application
2. Proof of In-State Residency (copy of valid drivers’ license)
3. Official High School Transcript, Copy of GED, or Take and pass the Ability to Benefit Test
4. Proof of MVR (driving record)
5. Proof of Drug Screen Results and D.O.T. Physical
6. Proof of CLT Learners’ Permit

You must take a D.O.T. Physical before you take the CLT Learners’ Permit test. All items must be in the Admissions Office before tuition and fees are paid.

Financial aid for the Commercial Truck Driving program is available through the Veteran’s Administration Program, Workforce Investment Act (WIA), Rehabilitation Services and Scholarships. If you are unemployed, the state employment service in your area administers the WIA assistance. Contact this agency for eligibility information. Applications should be completed three to four weeks prior to the date classes begin.

**KEY CONTACTS**

**Information**
Mrs. Mary Jordan

**Scholarships**
Ms. Sharon North

**Admissions**
Mrs. Theresa Ryland

**Registration**
Dr. Tangela Purifoy

We look forward to receiving your application and invite you to visit our campus. Commercial Truck Driving day classes meet Monday through Friday from 7:00 a.m. until 3:00 p.m. For additional information, call Mrs. Mary Jordan at (251) 578-1313, extension 101.

P.O. Box 588 • Evergreen, Alabama 36401  
Phone (251) 578-1313 • Fax (251) 578-5355  
www.rstc.edu
APPLICATION FOR ADMISSION AND RE-ADMISSION

INSTRUCTIONS: Read this application thoroughly. PRINT IN INK as you answer all questions on both sides. Then mail or deliver it to the Office of Admissions on the main campus. All transcripts and other credentials should be on file prior to enrollment dates.

TESTING: The Placement Test is required for all entering freshmen and transfer students.

REID STATE TECHNICAL COLLEGE operates under the open door admissions policy. Any student who has a standard high school diploma or possesses the High School Equivalency Certificate (GED) will be admitted. Non-high school graduates may enroll in some technical programs under “Ability to Benefit” guidelines.

<table>
<thead>
<tr>
<th>STUDENT ID NUMBER (7 digits)</th>
<th>APPLICATION DATE</th>
<th>YOUR MAJOR AT REID STATE</th>
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<tbody>
<tr>
<td></td>
<td>+    +    +    +</td>
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</table>

SEMESTER ENROLLMENT BEGINS:  
☐ FALL  ☐ SPRING  ☐ SUMMER  ☐ DAY  ☐ EVENING

NAME ________________________________ Social Security No. __________________

Telephone No. (    ) _______________ Cell Phone No. (    ) _______________ Email __________________

Current Mailing Address __________________________ City State Zip Code County

Permanent Mailing Address __________________________ City State Zip Code County

Name of person to call in case of emergency __________________________ Emergency Telephone Number __________________

Date of Birth ______/_____/_______ Place of Birth __________________________

City State Country (if not USA)

Name of last high school attended __________________________ City State Year of H.S. Graduation ______ Year of GED ______

Grade completed in high school __________________________
List all colleges or technical schools you have attended and give dates of attendance at each. An academic and financial aid transcript will be required from each institution upon acceptance for admission.

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>CITY</th>
<th>STATE</th>
<th>YEARS OF ATTENDANCE FROM</th>
<th>TO</th>
<th>DEGREE RECEIVED</th>
</tr>
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</table>

Have you ever attended any campus of Reid State Technical College?  □ YES  □ NO

Indicate campus and year(s) attended:  □ MAIN - From ___ to ___  □ ATMORE - From ___ to ___

Are you employed?  □ YES  □ NO  Employer's Name  Phone

**INSERT CORRECT NUMBERS IN THE BOXES BELOW**

<table>
<thead>
<tr>
<th>ENROLLMENT TO BEGIN</th>
<th>SEX</th>
<th>CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR</td>
<td>1 - FEMALE 2 - MALE</td>
<td></td>
</tr>
<tr>
<td>SEMESTER</td>
<td>1 - FALL 2 - SPRING 3 - SUMMER</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>ETHNIC BACKGROUND</th>
<th>CAMPUS TO ATTEND</th>
<th>EDUCATIONAL OBJECTIVE</th>
</tr>
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<tbody>
<tr>
<td>(Required for HEW reports only)</td>
<td>0 - ATMORE 1 - MAIN</td>
<td>1 - Diploma</td>
</tr>
<tr>
<td>US CITIZEN or Permanent Resident</td>
<td></td>
<td>2 - Career or Technical Degree (AAT)</td>
</tr>
<tr>
<td>1 - AMERICAN INDIAN OR ALASKAN</td>
<td></td>
<td>3 - Certificate</td>
</tr>
<tr>
<td>2 - ASIAN OR PACIFIC ISLANDER</td>
<td></td>
<td>4 - Training for Business or Industry</td>
</tr>
<tr>
<td>3 - BLACK</td>
<td></td>
<td>5 - Self-Improvement (for college credit)</td>
</tr>
<tr>
<td>4 - HISPANIC</td>
<td></td>
<td>6 - Self-Improvement (Audit only, non-credit)</td>
</tr>
<tr>
<td>5 - WHITE</td>
<td></td>
<td>7 - Transient Only</td>
</tr>
<tr>
<td>6 - OTHER</td>
<td></td>
<td>(Submit letter from current college)</td>
</tr>
<tr>
<td>Non US Citizen or Permanent resident</td>
<td></td>
<td>8 - Other (specify)</td>
</tr>
<tr>
<td>7 - INTERNATIONAL STUDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship</td>
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</tr>
</tbody>
</table>

IF NOT A U.S. CITIZEN, ARE YOU A RESIDENT ALIEN?

□ YES  □ NO
If yes, please submit a photo copy of your Resident Alien Card.

SELECTIVE SERVICE: I CERTIFY THAT I COMPLY WITH THE PROVISIONS OF THE UNITED STATES MILITARY SELECTIVE SERVICE ACT (50 U.S.C. APP 453) BY HAVING REGISTERED WITH THE SELECTIVE SERVICE BOARD, OR THAT I AM NOT YET 18 YEARS OF AGE AND WILL REGISTER WHEN REQUIRED, OR THAT I AM NOT REQUIRED BY LAW TO REGISTER.

I hereby affirm that all information given on this application is true and accurate. I understand that withholding or giving false information may make me ineligible for admission to Reid State Technical College and is reason for termination with loss of credits. Personal photos may be used for college marketing purposes.

NON-DISCRIMINATION POLICY

It is the policy of Reid State Technical College not to discriminate against any person on the basis of sex, disability, race, age, color, religion, or national or ethnic origin. The college is in compliance with Section 504 and the American Disabilities Act (ADA) Regulations.

Signed: ___________________________ Date:______________
(Applicant's Signature)

Signed: ___________________________ Date:______________
(Parent or Guardian's Signature if under 18)

Reid State Technical College is an equal opportunity, equal educational institution.
THE ALABAMA COLLEGE SYSTEM
CERTIFICATION OF ELIGIBILITY FOR IN-STATE RESIDENCY

COLLEGE: REID STATE TECHNICAL COLLEGE

STUDENT NAME: ___________________________ SSN: ___________________________

ADDRESS: ________________________________________________________________

HOME TELEPHONE: ___________________________ DATE OF BIRTH: ________________

SEMESTER: ___________________________ NUMBER OF HOURS ENROLLED: _________

I submit this application for in-state residency for tuition purposes based on one of the following:

☐ I (or my non-estranged spouse) have lived in the State of Alabama for at least 12 months.

☐ I am a minor, and my parent(s)/legal guardian(s) has lived in the State of Alabama for at least 12 months.

☐ I hereby certify that the above address is my residence in the State of Alabama, and I intend to remain at this address indefinitely. I further certify that I have more substantial connections with the State of Alabama than with any other state.*

☐ I am a non-resident dependent student, and my supporting person is a full-time permanent employee of this institution.

☐ I am a non-resident dependent student, and my supporting person can verify full-time permanent employment in Alabama, and said employment will begin within ninety (90) days of my registration.

☐ I am a non-resident dependent student, and my supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school.

☐ I am a non-resident dependent student, and my supporting person is an accredited member of a consular staff assigned to duties in Alabama.

☐ I (or my spouse) am a full-time permanent employee of this institution.

☐ I (or my spouse) can verify full-time permanent employment in Alabama, and said employment will begin within ninety (90) days of my registration.

☐ I (or my spouse) am a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school.

☐ I (or my spouse) am an accredited member of a consular staff assigned to duties in Alabama.

☐ I reside in a county of a state which is within the 50-mile radius of the designated campus of this institution.
I understand that in order to be eligible for resident tuition rates, the burden of proof lies with me. Appropriate documentation is attached in support of my request for eligibility for resident tuition rates. I agree to notify the college if there are any changes in the information submitted with this form. I understand that an out-of-state student cannot attain resident student status simply by attending school for 12 months in the State of Alabama.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
</table>

* The following aspects will be considered by the college in determining eligibility for resident tuition rates. (Check categories where documentation has been provided.)

- [ ] Location of high school graduation.
- [ ] Payment of Alabama state income tax as a resident.
- [ ] Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
- [ ] Full-time employment in the state.
- [ ] In-state residence of a spouse, parents or children.
- [ ] Previous periods of residency in the state for one year or more.
- [ ] Voter registration and voting in the state (preferably initially occurring at least one year prior to the initial registration of the student in Alabama.)
- [ ] Possession of state or local licenses to do business or practice a profession in the state.
- [ ] Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
- [ ] Continuous physical presence in the state for a purpose other than attending school, excluding temporary absences for travel, military service, and temporary employment.
- [ ] Membership in religious, professional, business, civic, or social organizations in the state.
- [ ] Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
- [ ] In-state address shown on selective service registration, driver’s license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
REID STATE TECHNICAL COLLEGE

COMMERCIAL TRUCK DRIVING ADMISSIONS CHECKLIST

THINGS TO BE COMPLETED AT LEAST TWO WEEKS BEFORE CLASS BEGINS:

- APPLICATION FOR ADMISSION.
- TRANSCRIPTS FROM HIGH SCHOOL.
- COPY OF GED, IF APPLICABLE.
- PROOF OF SELECTIVE SERVICE REGISTRATION (MALE 18-26 YEARS OF AGE).
- APPLY FOR SCHOLARSHIP.
- TAKE ABILITY TO BENEFIT TEST (IF APPLICABLE), IF YOU DO NOT HAVE A HIGH SCHOOL DIPLOMA OR A GED, YOU WILL NEED TO TAKE THE TEST AND PASS IT PRIOR TO ENROLLMENT. SCHEDULE ABILITY TO BENEFIT TEST WITH MRS. MANDY WILSON (251)578-1313 EXT. 149.
- D.O.T PHYSICAL AND DRUG SCREEN COMPLETED.
- MVR (MOTOR VEHICLE RECORD) FROM MONTGOMERY.
- CLASS A CDL LEARNERS PERMIT (FROM D.O. T. OFFICE).
- COPY OF VALID DRIVERS LICENSE
TO WHOM IT MAY CONCERN:

The Alabama Department of Public Safety is unable to process your request for a driving record as it has been previously submitted (see enclosed).

☐ The fee for searching the files of the Driver License Division and certifying information is $5.75 per request. If the information you have provided is incorrect or if we are unable to locate the record, a new request must be submitted with the accompanying $5.75 fee.

☐ Return with Subpoena.

☐ In order to purchase a copy of a driving record, please complete the following information and return this letter with $5.75 in the form of a cashier's check, certified check or money order made payable to the Alabama Department of Public Safety. NO PERSONAL CHECKS WILL BE ACCEPTED. Please allow one week to 10 days for processing requests. Enclose a self-addressed, stamped envelope with your return request and mail all to address in the upper right hand corner.

Full Name ________________________________
(as it appears on driver license for record requested)

Current Address ________________________________

Driver License Number ________________________________

Race ________ Sex ________ Date of Birth ________________

Your return address ________________________________

☐ The attached request is returned for the following reason(s)______________________________

Please return this letter to the address provided.
Reid State Technical College  
Commercial Truck Driving  
***Financial Aid Assistance Available***

*See Ms. Christy Goodwin in the Financial Aid Office to Complete a Financial Aid Form*

<table>
<thead>
<tr>
<th>8-Week Program</th>
<th>15 Credit Hours</th>
<th>7:00 a.m. – 3:00 p.m. Mon.-Fri.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION &amp; FEES</td>
<td>$2135.12</td>
<td></td>
</tr>
<tr>
<td>D.O.T. PHYSICAL &amp; DRUG SCREEN</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td>MVR (MOTOR VEHICLE RECORD)</td>
<td>$5.75</td>
<td></td>
</tr>
<tr>
<td>BOOKS &amp; MATERIALS INCLUDE</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>
1-Federal Motor Carriers Safety Regulation Manual  
2-Black, ballpoint pens  
3-7 inch ruler (clear preferred)  
Pocket calculator  
Intent to graduate application fee  
1-Full size road Atlas (Rand McNally)

Admission Requirements  
Minimum age - 21, *Must have valid drivers license *Good MVR *Must have  
High School Diploma, GED, or take the Ability to Benefit Test (ATB)

General Information

1. All tuition and fees must be paid to be admitted to class.
2. Student must be registered by starting time of third day of class.
3. D.O.T. Physical and Drug Screen must be completed and on file with RSTC before a student can clear charges. (Safety sensitive functions begin the morning of the third day of class).
4. Students required to take the Ability To Benefit test must schedule an appointment with Mrs. Mandy Wilson (251) 578-1313 extension 149 in Building 100 prior to the first day of class.
6. Motor Vehicle Records (MVR) check must be requested by the student on proper forms.
7. Doctor Approved for Physical and Drug Screen:  
   Dr. Mark Roberts  
   Evergreen, AL  
   251 578-4300

Please advise the physician to have medical review results mailed to:  
Ms. Mary Jordan  
Reid State Technical College  
P.O. Box 588  
Evergreen, AL 36401

OVER
Over 40 Hours Behind-the-Wheel Driving Time For Each Student

Each student will receive:

- 40 hours Classroom Work
- 116 hours Skills Field
- 117 hours Highway Time
- 5 hours Job Placement Assistance
- 40 hours Independent Study
- 320 hours TOTAL

--------3 to 1 Student-to-Trainer ratio during driving time-------- (maximum)
--------6 to 1 Student-to-Trainer ratio range time------
--------6 to 1 Student-to-Trainer ratio classroom time------
REID STATE TECHNICAL COLLEGE
Transcript Release Form

I hereby authorize the release of my Official Transcript to Reid State Technical College
GED Scores
P. O. Box 588
Evergreen, AL 36401

Name Under Which You Attended

Address (Street/Box)
(City) (State) (Zip)

Date of Birth

Name of School or College Attended

Address

City/State/Zip

Signature

Date

PLEASE RETURN THIS CARD WITH TRANSCRIPT