



Utility Construction Technician ORIENTATION

1. Student must enroll in two (2) courses:

- Truck Driving Semi-level 1
3-week, Mon-Thurs, 6-hour days,
Class time: 8:00 a.m.- 2:30 p.m. (½ hour lunch)
- Truck Driving Semi-Level 2
3-week, Mon-Thurs, 10-hour days
- Behind the Wheel-TBD

2. Commercial Driver's License: [Wisconsin Commercial Driver's License Manual](#)

- Sections to Pass:
 - General Knowledge
 - Air Brakes
 - Combination Vehicle

Tests are all multiple choice. You have up to 5 times to pass each test (80% minimum required). **DO NOT USE ALL 5 ATTEMPTS.** If you are having difficulty passing a section. Contact your instructor for assistance.

Take one test at a time allowing at least one month to accomplish all three tests. The DMV will save your scores. **CLP is only valid for 6 months or 180 days** so plan accordingly to cover the duration of your course for skills testing out on the CDL Exam.

Approximate cost (out of pocket): \$30

Prior to picking up actual CLP from the DMV, you must have in your possession a Fed Med Card (approximate cost: \$100). Find a certified doctor at [National Registry of Certified Medical Examiners](#).

3. Pre-employment Drug Screen Required.

- **TWO WEEKS PRIOR TO CLASS START**, complete a drug test at Mayo Health Clinic.
 - Chain of Custody Form Provided by WITC Student Services, take with you to your appointment. **DO NOT fill out any portion prior to your appointment.**
 - Approximate cost (out of pocket): \$60 - \$70

4. **Email CDL instructor at janine.running@witc.edu prior to the first day of class:**
 - FRONT & BACK of your regular Class D driver's License
 - FRONT & BACK of your CLP (Commercial Driver's License)
 - FRONT of Fed Med Card

5. **Register for the [FMCSA Drug and Alcohol Clearinghouse](#)-mandated by the FMCSA **PRIOR TO** the first day of class.**
 - E-mail CDL Instructor screen shot of your dashboard once you are registered
 - E-mail CDL Instructor signed [Clearinghouse Consent Form](#)
 - No cost

6. **WITC uses the Blackboard learning platform.** Ensure that you have signed into [My Campus WITC](#) for both e-mail & Blackboard prior to class.

7. **On first day of scheduled Behind the Wheel, bring your original signed copy of:**
 - Risk of Acknowledgement Waiver & Hold Harmless Agreement
 - Driver Education-CDL Authorization General
 - Clearinghouse Authorization (previously e-mailed to instructor prior to first day of class) with screen print of dashboard indicating it has been completed