



# Western Maryland MOVE Transportation/Distribution Career Pathways Grant

## General Information

Hagerstown Community College is the recipient of a Maryland Department of Labor, Licensing and Regulation job training grant which provides reduced tuition for specific career pathways including Commercial Driver Licensing (CDL) for both Class A and B vehicles as well as forklift operators.

## How to Apply

Complete the online Intake Form at [www.hagerstowncc.edu/earn](http://www.hagerstowncc.edu/earn) or return the printed version to Hagerstown Community College, Career Programs Building Room 221, ATTN: Jack Drooger, 11400 Robinwood Drive, Hagerstown, MD 21742.

After review of the intake form for eligibility requirements, an HCC Continuing Education Staff Member will walk you through the following screening steps.

1. Register for TRD-140 screening section and pay \$21 application fee.
2. Complete background check authorization form provided by the college.
3. Receive a DOT 10 Panel Drug Screen authorization from the college for testing at Health@Work (no appointment needed).
4. Schedule the WorkKeys Career Readiness at the HCC Academic Testing Center (<https://www.registerblast.com/hcc/Exam/List>). Select the EARN Grant from the list.

## Frequently Asked Questions

### **What are the program eligibility requirements?**

- Applicants must be a Maryland State Resident **OR** have a pre-employment letter from a Maryland company.
- Applicants must be free of any criminal background that would exclude them from employment in their desired field. Criminal background checks are reviewed on a case-by-case basis. If you have recent convictions (within the past 7 years), please contact Jack Drooger at 240-500-2453 or [jadrooger@hagerstowncc.edu](mailto:jadrooger@hagerstowncc.edu) to discuss your individual case.
- Applicants must submit a negative drug screen.
- Applicants must meet minimum reading qualifications.\*

\*Exceptions may be reviewed on a case by case basis for those applicants who pass the other screening areas but have a language barrier.

### **What is the program cost?**

All applicants must pay a non-refundable \$21 application fee.

**NEW for 2019/2020 academic year:** Grant funds have been approved by the Maryland Department of Labor for the **Diesel Technician** program. Contact 240-500-2453 for more information on the program and scholarship options.

### **What is the program benefit?**

Truck Driving Career Pathway students may receive funding for pre-CDL expenses including:

- DOT Physical (Prerequisite for CDL Licensing)
- CDL Learner's Permit (Maryland residents only)
- A \$1,000 scholarship to the CDL A Commercial Vehicle Transportation Certificate Program (other financial aid sources available) **OR** a \$1,500 tuition subsidy toward the cost of the CDL Class B training program

### **What Forklift Operator training is available?**

A 32-hour logistics and material handling class gives you the opportunity to work hands-on with a variety of vehicles found in area distribution centers including pallet jacks, standup/sit-down forklifts, and elevated order pickers. Instruction focuses on workplace safety and training is based on OSHA standards for forklift operators.

- Grant scholarship covers class tuition and participant cost is only \$8.
- No prerequisites are required for forklift operator training other than completing grant screening process successfully.

### **What commercial truck driver training is available?**

Are you interested in a career as a **CDL A or B licensed driver**? Classes for either license are available and require you be prepared with the following pre-CDL steps completed:

- DOT 10 Panel Drug Screen
- DOT Physical
- CDL Learner's Permit (from your state of residency)

#### **CDL Class A - Commercial Vehicle Transportation Certificate Program**

Visit [www.hagerstowncc.edu/academics/divisions/cvt](http://www.hagerstowncc.edu/academics/divisions/cvt). CDL A training begins every 8-10 weeks.

#### **CDL Class B – Continuing Education Training Program**

Visit [www.hagerstowncc.edu/GoDrive](http://www.hagerstowncc.edu/GoDrive) for more details and a list of class dates.

### **What if I need help with passing my CDL Learner's Permit?**

HCC provides a two-evening prep class every 8-10 weeks led by a professional truck driving instructor that can help you obtain your Learner's Permit. Call the registration desk 240-500-2236 for more information.