Frederick County Government Entry Level Drivers Training (ELDT) Program Process

1.) Request, through your Division, your normal training approval, to enter the ELDT Program.

2.) Complete the ELDT online training request form and submit. Select your Division under the "Which Division of Frederick County are you affiliated with?" Your application will go directly to your Division for approval. When approved it will be sent to CDL Training for processing.
Form Center • Frederick County • CivicEngage

A Student Driver File will be created and maintained as current the entire time you are training with CDL.

3.) Submit a copy of current your driver's license and FCG ID (front and back) to CDLtraining@frederickcountymd.gov **You do not need to get your Commercial Learner's Permit (CLP) at this time. You will need your CLP before getting behind the wheel of any FCG vehicle.**

4.) CDL Training will enroll the student into the ELDT Online Theory Training (Bumper 2 Bumper). An email will be sent to the student and the Division representative with initial login instructions for accessing the Online Theory.

5.) Divisions can elect to do an in-person, instructor facilitated class or an on your own, Self-Led class. The student will be notified with this same email, which class they are signed up for.

6.) Login to activate your account and begin online theory training. You will be prompted to change your password on your initial login. Complete all the modules that are assigned to you for the course you're taking. Practice quizzes associated with your online theory are required. A score of 80% is required. You can take the quizzes as many times as needed to pass, as well as many times as you would like. The Practice Tests are optional but extremely helpful for getting your CLP. A lot of questions that are asked on the practice quizzes and tests come directly from the actual test. The student must achieve 80% grade individually on each part of the class and collectively on the entire class.

7.) Notify CDL Training that you have completed your online theory training so your transcripts and certificate can be downloaded. ***Note: YOU CAN NOT SIT BEHIND THE WHEEL OF ANY FCG-CDL VEHICLE WITHOUT A DOT PHYSICAL AND COMMERCIAL LEARNER'S PERMIT (CLP).** At this point all grades will be uploaded to the Federal Motor Carriers Safety Administration (FMCSA) Training Provider Registry (TPR) for your online theory training. There are three parts that need to be entered and Online Theory is the first one.

8.) Your Division will get authorization, in the form of a letter, for you to schedule an appointment to obtain a medical physical from FHES. FHES will issue you a paper copy of your DOT Card. You

will need to carry this DOT Card on your person every time you get behind the wheel of any vehicle, even your personal vehicle. You will need this in order to schedule your next part, which is your CLP at your state of residence MVA.

9.) Make an appointment to take the Commercial Learner's Permit (CLP) from your state of residence. No paperwork from CDL Training needs to be obtained before you go and test for your CLP. Upon obtaining your DOT Card and CLP submit a copy to CDL Training CDLtraining@frederickcountymd.gov .

When you go to the MVA for your CLP you will need the following
   a. **Driver's License**
   b. **DOT Card**
   c. **Glasses if you have a restriction**
   d. **Verification for any other restrictions**

10.) Send a copy of your CLP to CDL Training.

11.) The student will receive an email advising them that they can begin Behind The Wheel Training (BTW-Pre-Trip, Range and Road training).

12.) Your instructor will advise you when the BTW packet is completed. Submit the completed packet to CDL Training. (Instructors please make sure that all paperwork is filled out completely. Each Pre-Trip done needs an evaluation. Each skill practiced needs an evaluation. Use as many sheets as you need to document these, make sure all signatures and dates are filled in).

13.) The BTW packet will be entered into the FMCSA TPR. The BTW is the second (2) and third (3) part of the training. The student is now ready to schedule their MVA Examination.

14.) The student can now request an MVA Examination with FCG on the CDL Lot. Please contact CDLTraining@frederickcountymd.gov seventy-two (72) hours in advance.

The requirements for the Student Driver File are listed below:

Student Driver File Contents

1.) Training Request Form **(Student)**

2.) CDL Training Request Form **(Student)**

3.) Original License (type, front and back) **(Student)**

4.) Proof of employment (FCG ID Badge front and back) **(Student)**

5.) Online Theory Request Form/ Add student to statistics (date)

6.) Online Theory Invoice (date) (CDL Program Coordinator)

7.) Online Theory Invoice Paid (date) (CDL Program Coordinator)

8.) Online Theory Certificate (date, score) B2B good for one year from this date. Put student into TPR 1.

9.) Notes

10.) Online Theory Transcript B2B (score)

11.) DOT Card (expiration) **(Student)**

12.) Commercial Learner's Permit (license, endorsements, date of expiration) **(Student)**

13.) Completed BTW Packet to CDLTraining@frederickcountmd.gov **(Student)**
Put student into TPR 2 and 3

MVA Testing by Frederick County Government Examiner on CDL Lot

14.) 72 hour advanced notice scheduling Monthly Schedule (DL-057B) **(Student)**

15.) Daily Log Sheet (DL-057) (Provided by MVA Examiner)

16.) Student Disclosure Form (Student and MVAE sign on test day) (Provided by MVA Examiner)

17.) Score Sheet (DL-147) (Provided by MVA Examiner)

18.) Certification Page (In State/Out of State) (Provided by MVA Examiner)

19.) Official MVA Certificate

20.) CDL License CDL-A/B Expiration (Final License) **(Student, Mandatory or CDL License will be revoked in 30 days from issue date)**

Each student MUST have all 20 pieces of documentation in the Student Driver File. No student can test until ALL the INITIAL 13 pieces of documentation are in their file and are CURRENT. Once MVA Testing has been administered satisfactorily, The file will then be archived for the time of employment plus 4 years from the date of issuance of the final CDL License.

FMCSA/DOT/MVA are the governing bodies for these requirements.

15.) The MVA Examination will be a three (3) hour window of time. The Candidate will Perform CDL skills (Pre-Trip, Range and Road Driving) testing will be at the FCG CDL Lot on Himes Ave.

16.) **You can't be more than 10 minutes late for your test. You will need to cancel and reschedule,** with a new lead time of forty-eight (48) hours. If a new test date needs to be obtained due to unsatisfactorily completing the MVA Exam, due to being late or inability to make it to the test or vehicle failure, please contact CDLTraining@frederickcountymd.gov IMMEDIATELY.

17.) The test is divided into three parts, Pre-trip, Range, Road. If you fail the test at any specific part during the test, you only need to return and begin the test on the part that you previously failed on, and continue to test to the end. You will need to reschedule a new test date through CDLTraining@frederickcountymd.gov, forty-eight (48) hours in advance.