

## **CDL Class A - Hot Shot Program Catalog**

### **Requirements for Admission:**

- Must be 18 years old for intrastate and 21 for interstate driving.
- Must be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- This requirement will be assessed through the admissions process. The evaluation of the student's ability to read and comprehend the English language within the enrollment agreement and during an interview with admissions representatives.
- Valid Driver's License from any state.
- Complete a FMCSA qualified Pre employment drug test with a negative result
- Provide a valid CDL Medical card
- Complete a 3-year Motor Vehicle Record
- No DUI/DWI
- Provide a Valid CDL Permit with necessary endorsements. May be obtained during the program.

### **Program Information and Objectives**

#### **CDL Class A - Hot Shot Program**

Program Objective- The program prepares its students to perform safe and essential commercial driving Skills and have the knowledge to perform at a proficient level. This program is 75 hours with Students receiving 25 hours of one on one behind the wheel training for the most effective training experience.

Course Description (with session breakdowns):

#### **CDLAHS 1001- CDL A Preparation**

**PP1-** Group Session. 6 Hours. Permit Preparation Course. Student can test out of these 6 hours by providing a valid state issued CDL Class A permit with at least the Combination endorsement.

- **Section 1-** Introduction, classifications, commercial Driver Tests, Driver Disqualifications.
- **Section 2-** Driving Safely; Vehicle inspection, Basic Control of your Vehicle, Shifting Gears, Seeing, Communicating, Controlling speed, Managing Space, Seeing Hazards, Distracted Driving, Aggressive Driving, Nighttime Driving, Driving in Fog, Driving in Winter, Driving in Very Hot Weather, Railroad Crossings, Mountain Driving, Driving Emergencies, ABS Systems, Skid Control/Recovery, Accident procedures, Fires, Alcohol/Other drugs and Driving, Hazardous Materials Rules for all Commercial Drivers. Review Quiz.
- **Section 3-** Transporting Cargo Safely; Inspecting Cargo, Cargo Weight and Balance, Securing Cargo, Cargo Needing Special Attention. Review Quiz.
- **Section 5-** Air Brakes; Air Brake System Parts, Dual Air Brakes, Inspecting Air Brake Systems, Using Air Brakes. Review Quiz.
- **Section 6-** Combination Vehicles; Driving Combination Vehicles Safely, Combination Vehicle Air Brakes, Antilock Brake Systems, Coupling and Uncoupling, Inspecting A Combination Vehicle. Review Quiz.
- **Final Test.**

**CDLAHS 1002- CDL A Theory Knowledge-** sessions listed below

**CL1-** Group Session. 8 Hours. Orientation and theory knowledge will be assessed with a quiz during each session at the completion of each chapter completed.

- **Chapter 1 Welcome-** Welcome to the start of your career as a professional driver in the trucking industry. Regardless of what attracted you to trucking, you may not fully realize the size of the field you are about to enter, or the number of opportunities it holds for you. Quiz 1 - Your Future in Trucking
- **Chapter 2 Dashboard & Gauges -** We'll go inside the tractor to take a look at the dashboard. You'll get a basic introduction to the components of the dashboard and to the systems those components monitor or control. Quiz 2 - Dashboard and Gauges
- **Chapter 16 – Putting The Truck In Motion-** The first time you start a tractor engine, you might be nervous. You know there are many types of tractors and dashboards. So take the time to put yourself at ease and get to know a new tractor before you start it. Quiz 16 Putting the Truck in Motion
- **Chapter 17 - Driving Techniques-** Now that the truck is in motion, you're on the road where you need to know how to drive that rig. Quiz 17 - Driving Techniques
- **Chapter 31 - Map Reading-** For the truck driver, a good trip first means getting to a certain place safely. After that, it means getting there in the shortest possible time with the best possible mileage. Quiz 31 - Map Reading
- **Chapter 34 - The Driver's Life-** Things that are easy and convenient to do at home take a little planning to get done on the road. You'll have to know where and how to obtain these necessities, and how to budget for them. Quiz 34 - The Drivers Life
- **Chapter 35 - Continuing Education-** Continuing your education is very important. It's through working on the job that you'll develop the judgment and common sense that no good driver can do without. Quiz 35 - Continuing Education

**CL2-** Group Session. 8 Hours. Theory knowledge will be assessed with a quiz during each session at the completion of each chapter completed.

- **Chapter 19 - Safe Driving:** A safe driver is something else. A safe driver is all the things we just mentioned and more. The safe driver never gets into trouble in the first place. Safe drivers are calm, cautious, and respectful Quiz 19 - Safe Driving
- **Chapter 20 - Driving Challenges-** Mountains, hilly terrain, and adverse weather conditions will challenge you as a cross-country truck driver. Mountains and hilly terrain will challenge your shifting skills. Quiz 20 - Driving Challenges

- **Chapter 24 - Economy Operating-** Economy operating is the practice of using and caring for the vehicle in a way that keeps it out of the repair shop, and on the road, longer. [Quiz 24 - Economy Operating](#)
- **Chapter 27 - Cargo Documentation-** Cargo documentation is simply the paperwork needed for every shipment of freight. From logbooks to bills of lading to trip reports, you must learn them all. In this chapter, you'll learn what's involved. [Quiz 27 - Cargo Documentation](#)
- **Chapter 28 - Loading, Securing and Unloading Cargo-** Like the captain of a ship or the pilot of an airplane, you will be responsible for the truck you drive. No matter who loads a trailer, the driver is responsible for the condition of the cargo. [Quiz 28- Loading, Securing and Unloading Cargo](#)
- **Chapter 33 - Getting A Job As A Professional Driver-** You have probably applied for jobs and gone through some of the steps required to find and get work. Even if you haven't, you know people who have. You have a pretty good idea of what it's like to look for work. [Quiz 33- Getting A Job As A Professional Driver](#)

**CL3-** Group Session. 6 Hours. Theory knowledge will be assessed with a quiz during each session at the completion of each chapter completed.

- **Chapter 8 – Steering-** In this chapter, you'll learn about the types of steering and the steering components. You'll also learn about alignment, or what keeps the steering components working properly. [Quiz 8 Steering](#)
- **Chapter 12 - Types Of Trailers-** As you must have noticed even before deciding to become part of the trucking industry, there are many different types of trailers on the road today. [Quiz 12 Types of Trailers](#)
- **Chapter 13 - Specialized Rigs-** Trailers are alike in many ways. They all have axles, wheels, floors, and some method of attaching to tractors. On the other hand, because each kind of trailer is designed to haul a particular cargo, trailers are also different in some important ways. [Quiz 13 Specialized Rigs](#)
- **Chapter 14 - Refrigerated Trailers-** In this chapter, you'll learn about Refrigerated Trailers. Refrigerated vans are just that. The trailer has insulation in the walls, floor, and ceiling. The trailer has a refrigeration unit mounted on the trailer. [Quiz 14 Refrigerated Trailers](#)
- **Chapter 18 – Backing-** In this chapter, you'll learn the backing procedures used by experienced drivers. You'll learn pre-positioning, steering, and docking procedures for backing. [Quiz 18 Backing](#)
- **Chapter 21 - Handling Doubles and Triples-** A three-axle tractor pulling a two-axle semitrailer, the "18-wheeler," is the most popular heavy duty over-the-road vehicle in the trucking industry. Nearly all of the nation's highway freight is hauled in this type of rig. [Quiz Handling Doubles and Triples](#)
- **Chapter 23 – Sliders-** In this chapter, you'll learn about Sliders. How they benefit trucking as well as doubling or tripling the weight they can carry. [Quiz 23 Sliders](#)

**CL4-** Group Session. 6 Hours. Theory knowledge will be assessed with a quiz during each session at the completion of each chapter completed.

- **Chapter 3 – Transmissions-** The Transmission gets the circular motion produced by the engine to the wheels. It's the assembly of gears and shafts that transmit the power to the wheels. [Quiz 3 Transmissions](#)
- **Chapter 5 – Electrical** Of course, the power that runs your truck comes from the engine, but the fact is that the power behind that engine power is electrical power. You can't even start your truck without a starting circuit. [Quiz 5 Electrical](#)
- **Chapter 6 – Engines-** In this chapter, you'll learn about the heart of the truck, the engine. You'll learn about the parts, the principles of operation, and the auxiliary systems. [Quiz 6 Engines](#)
- **Chapter 7 - Drive Train-** In this chapter, you'll learn about the Drive Train.
- Everything from the engine to the wheels that actually makes the truck move, that's what the drivetrain is. [Quiz 7 Drive Train](#)

- **Chapter 22 - Auxiliary Brakes-** Auxiliary brakes share the job of slowing the vehicle with the service brakes. The use of an auxiliary brake makes the truck easier to control, safer to drive, and more economical to operate. [Quiz 22 Auxiliary Brakes](#)
- **Chapter 25 - Vehicle Inspection-** Your truck must be in top running order for this to take place. And the only way for you to be sure your vehicle is in good condition before you get behind the wheel is to make a personal inspection of all parts and accessories. [Quiz 25 Vehicle Inspection](#)
- **Chapter 32 - Preventative Maintenance-** Whether you are an owner-operator or a company driver, you should be concerned with preventive maintenance for motor vehicles. Preventive maintenance is important in terms of overall safety and economy. [Quiz 32 Preventative Maintenance](#)

**CL5-** Group Session. 8 Hours. Theory knowledge will be assessed with a quiz during each session at the completion of each chapter completed.

- **Chapter 10 – Tractors-** Every truck tractor has an engine, a frame, axles, a suspension, a transmission, and a cab. Beyond that, the tractor is assembled from what you could almost call a tractor kit. [Quiz 10 Tractors](#)
- **Chapter 11 Vehicle Management Systems (ELDS)-** In this chapter, you'll learn about vehicle management systems and the computers that are involved as well as how they are utilized in the trucking industry. [Quiz 11 Vehicle Management Systems](#)
- **Chapter 26 - The Logbook-** A log book shows how you spent your time and where you were on the road. On the monthly summary sheet, you record your hours for the month. Both the daily log and the monthly summary help you stay within the regulations. [Quiz 26 Logbook](#)
- **Chapter 29 - Accidents and Fires-** In spite of all our best efforts, accidents do happen. If you have an accident, you must know exactly what to do. The first minutes after an accident are crucial. [Quiz 29 Accidents and Fires](#)
- **Chapter 30 - Hazardous Materials-** Transporting hazardous material sounds like a dangerous assignment. It isn't for those who know the rules involved and follow them carefully. But it is a challenge. [Quiz 30 Hazardous Materials](#)
- **Truckers Against Trafficking-** 26-minute training video on how truckers can help fight human trafficking.
- **Final test**

**CDLAHS 1002OL- Online CDL A Theory Knowledge-** Online sessions listed below

34 chapters for a total of 36 hours of online distance learning. Orientation and theory knowledge will be assessed with a quiz at the completion of each chapter.

- **Chapter 1 Welcome-** Welcome to the start of your career as a professional driver in the trucking industry. Regardless of what attracted you to trucking, you may not fully realize the size of the field you are about to enter, or the number of opportunities it holds for you. [Quiz 1 - Your Future in Trucking](#)
- **Chapter 2 Dashboard & Gauges -** We'll go inside the tractor to take a look at the dashboard. You'll get a basic introduction to the components of the dashboard and to the systems those components monitor or control. [Quiz 2 - Dashboard and Gauges](#)
- **Chapter 16 – Putting the Truck In Motion-** The first time you start a tractor engine, you might be nervous. You know there are many types of tractors and dashboards. So take the time to put yourself at ease and get to know a new tractor before you start it. [Quiz 16 Putting the Truck in Motion](#)
- **Chapter 17 - Driving Techniques-** Now that the truck is in motion, you're on the road where you need to know how to drive that rig. [Quiz 17 - Driving Techniques](#)
- **Chapter 31 - Map Reading-** For the truck driver, a good trip first means getting to a certain place safely. After that, it means getting there in the shortest possible time with the best possible mileage. [Quiz 31 - Map Reading](#)
- **Chapter 34 - The Driver's Life-** Things that are easy and convenient to do at home take a little planning to get done on the road. You'll have to know where and how to obtain these necessities, and how to budget for them. [Quiz 34 - The Drivers Life](#)

- **Chapter 35 - Continuing Education-** Continuing your education is very important. It's through working on the job that you'll develop the judgment and common sense that no good driver can do without. Quiz 35 - Continuing Education
- **Chapter 19 - Safe Driving-** A safe driver is something else. A safe driver is all the things we just mentioned and more. The safe driver never gets into trouble in the first place. Safe drivers are calm, cautious, and respectful Quiz 19 - Safe Driving
- **Chapter 20 - Driving Challenges-** Mountains, hilly terrain, and adverse weather conditions will challenge you as a cross-country truck driver. Mountains and hilly terrain will challenge your shifting skills. Quiz 20 - Driving Challenges
- **Chapter 24 - Economy Operating-** Economy operating is the practice of using and caring for the vehicle in a way that keeps it out of the repair shop, and on the road, longer. Quiz 24 - Economy Operating
- **Chapter 27 - Cargo Documentation-** Cargo documentation is simply the paperwork needed for every shipment of freight. From logbooks to bills of lading to trip reports, you must learn them all. In this chapter, you'll learn what's involved. Quiz 27 - Cargo Documentation
- **Chapter 28 - Loading, Securing and Unloading Cargo-** Like the captain of a ship or the pilot of an airplane, you will be responsible for the truck you drive. No matter who loads a trailer, the driver is responsible for the condition of the cargo. Quiz 28- Loading, Securing and Unloading Cargo
- **Chapter 33 - Getting A Job As A Professional Driver-** You have probably applied for jobs and gone through some of the steps required to find and get work. Even if you haven't, you know people who have. You have a pretty good idea of what it's like to look for work. Quiz 33- Getting A Job As A Professional Driver
- **Chapter 8 – Steering-** In this chapter, you'll learn about the types of steering and the steering components. You'll also learn about alignment, or what keeps the steering components working properly. Quiz 8 Steering
- **Chapter 12 - Types Of Trailers-** As you must have noticed even before deciding to become part of the trucking industry, there are many different types of trailers on the road today. Quiz 12 Types of Trailers
- **Chapter 13 - Specialized Rigs-** Trailers are alike in many ways. They all have axles, wheels, floors, and some method of attaching to tractors. On the other hand, because each kind of trailer is designed to haul a particular cargo, trailers are also different in some important ways. Quiz 13 Specialized Rigs
- **Chapter 14 - Refrigerated Trailers-** In this chapter, you'll learn about Refrigerated Trailers. Refrigerated vans are just that. The trailer has insulation in the walls, floor, and ceiling. The trailer has a refrigeration unit mounted on the trailer. Quiz 14 Refrigerated Trailers
- **Chapter 18 – Backing-** In this chapter, you'll learn the backing procedures used by experienced drivers. You'll learn pre-positioning, steering, and docking procedures for backing. Quiz 18 Backing
- **Chapter 21 - Handling Doubles and Triples-** A three-axle tractor pulling a two-axle semitrailer, the "18-wheeler," is the most popular heavy duty over-the-road vehicle in the trucking industry. Nearly all of the nation's highway freight is hauled in this type of rig. Quiz Handling Doubles and Triples
- **Chapter 23 – Sliders-** In this chapter, you'll learn about Sliders. How they benefit trucking as well as doubling or tripling the weight they can carry. Quiz 23 Sliders
- **Chapter 3 – Transmissions-** The Transmission gets the circular motion produced by the engine to the wheels. It's the assembly of gears and shafts that transmit the power to the wheels. Quiz 3 Transmissions
- **Chapter 5 – Electrical** Of course, the power that runs your truck comes from the engine, but the fact is that the power behind that engine power is electrical power. You can't even start your truck without a starting circuit. Quiz 5 Electrical

- **Chapter 6 – Engines-** In this chapter, you'll learn about the heart of the truck, the engine. You'll learn about the parts, the principles of operation, and the auxiliary systems. [Quiz 6 Engines](#)
- **Chapter 7 - Drive Train-** In this chapter, you'll learn about the Drive Train.
- Everything from the engine to the wheels that actually makes the truck move, that's what the drivetrain is. [Quiz 7 Drive Train](#)
- **Chapter 22 - Auxiliary Brakes-** Auxiliary brakes share the job of slowing the vehicle with the service brakes. The use of an auxiliary brake makes the truck easier to control, safer to drive, and more economical to operate. [Quiz 22 Auxiliary Brakes](#)
- **Chapter 25 - Vehicle Inspection-** Your truck must be in top running order for this to take place. And the only way for you to be sure your vehicle is in good condition before you get behind the wheel is to make a personal inspection of all parts and accessories. [Quiz 25 Vehicle Inspection](#)
- **Chapter 32 - Preventative Maintenance-** Whether you are an owner-operator or a company driver, you should be concerned with preventive maintenance for motor vehicles. Preventive maintenance is important in terms of overall safety and economy. [Quiz 32 Preventative Maintenance](#)
- **Chapter 10 – Tractors-** Every truck tractor has an engine, a frame, axles, a suspension, a transmission, and a cab. Beyond that, the tractor is assembled from what you could almost call a tractor kit. [Quiz 10 Tractors](#)
- **Chapter 11 Vehicle Management Systems (ELDS)-** In this chapter, you'll learn about vehicle management systems and the computers that are involved as well as how they are utilized in the trucking industry. [Quiz 11 Vehicle Management Systems](#)
- **Chapter 26 - The Logbook-** A log book shows how you spent your time and where you were on the road. On the monthly summary sheet, you record your hours for the month. Both the daily log and the monthly summary help you stay within the regulations. [Quiz 26 Logbook](#)
- **Chapter 29 - Accidents and Fires-** In spite of all our best efforts, accidents do happen. If you have an accident, you must know exactly what to do. The first minutes after an accident are crucial. [Quiz 29 Accidents and Fires](#)
- **Chapter 30 - Hazardous Materials-** Transporting hazardous material sounds like a dangerous assignment. It isn't for those who know the rules involved and follow them carefully. But it is a challenge. [Quiz 30 Hazardous Materials](#)
- **Truckers Against Trafficking-** 26-minute training video on how truckers can help fight human trafficking.
- **Final Test**



**CDLAHS 1003- Behind the Wheel Education** (sessions listed below) This course is graded on a competency examination.

**BTW1-** Group Session. 4 Hours- Pre-Trip lab training session provides an in-depth examination of the commercial motor vehicle that provides the student the ability to determine if the vehicle is in safe operation. This session is a competency-based grading system.

**BTW2-** Group Session. 4 Hours- Load Securement and Tie Down Class lab training session dives deep into the regulations and skills needed to safely and correctly tie down/secure a load. This interactive training session is a competency-based grading system.

**BTW3-** One on One Session. 4 hours- Pre-Trip 1 on 1(2), Backing (straight line and offset) (1.5), Basic Controls (.5)

**BTW4-** One on One Session. 4 hours- Backing (offset, parallel parking) (2), Basic Controls (2)

**BTW5-** One on One Session. 4 Hours- Backing (Alley Dock45 & 90) (2), Visual Search /Space Management/  
Speed management (2)

**BTW6-** One on One Session. 5 Hours- Rail crossing/ Emergency roadside stopping (2),  
Competency Examination (3)

## **Prerequisites for each Course**

CDLAHS 1001- CDL A Preparation

- No Prerequisites

CDLAHS 1002- CDL A Theory Knowledge

- Completion of CDLAHS 1001

CDLAHS 1003- Behind the Wheel Education

- Completion of CDLAHS 1002
- Hold a Valid Commercial Learner's Permit with Combination endorsement.

## Terms of Payment

CNS Driver Training Center of PA requires all students to pay a 50% down payment before beginning the enrollment into the program. The student will pay the remainder of the balance before the start of the 1st training session to meet the pay in full option.

Students have the option to do a 6-month payment plan. This plan is 10% more than the pay in full option. The chart below breaks down how all the fees and monetary credit options are calculated. Fees include tuition, books and materials, Drug tests, DOT physicals, and clearinghouse.

Students obtaining a valid permit before enrollment may be exempt from the \$158.00 course fee for CDL A Preparation. Additionally, those who successfully complete an online theory knowledge course from an approved vendor may be exempt from the \$200.00 course fee for CDL A Theory Knowledge. Successful completion and a passing grade will be granted to students meeting these criteria. Services conducted externally, such as DOT Physicals and Clearinghouse, will be acknowledged, and associated fees will not be applicable upon enrollment.



## Schedule of Fees:

- Total Hours = 75 hours
- Total Weeks per program
  - Full Time - 4 weeks
  - Distance learning - 5 weeks
- Tuition = \$3825.00
- Books and Materials = \$150.00
- DOT Physical Examination = \$80.00 (if paid to CNS Occupational Medicine)
- 3-Year Motor Vehicle record = \$15.00 (if paid to Compliance Navigation Specialists)
- DOT Drug Test = \$67.00 (if paid to Compliance Navigation Specialists)
- Potential Credits
  - CDLAHS 1001- CDL A Preparation (for students who already have a CDL permit)
    - 6 Hours
    - \$158.00
  - Completion of CNS Driver Training Center of PA Online Theory Knowledge or an online theory Knowledge training program from an approved vendor.
    - 40 Hours
    - \$200.00
- One CDL Test Included

*\*Additional hours, if needed, may be purchased at \$150.00, however, are not typically required for success.*

*Fees are paid to the following individuals: Books and Materials to CNS Driver Training Center of PA, DOT Exam: CNS Occupational Medication, MVR and DOT Drug Test: Compliance Navigation Specialists*

## Payment Options:

- 6 Month Payment Plan
  - Payment Plan Fee = 10% of the program tuition
  - 6 payments due the first day of each month preceding enrollment in the plan for 6 months
  - Initial down payment will be 50% of the tuition, Books and Materials, DOT Physical Examination, 3-Year Motor Vehicle Record and the DOT Drug Test.
    - Total = \$2219.50
  - Break down
    - 6-month Payment plan
      - 50% of Program Tuition cost without Credits = \$1912.50
      - 10% Interest = \$191.25
      - Total cost with 6-month payment plan fee (excluding down payment) = \$2103.75
      - Total Monthly payment plan fee per month for 6 months = \$350.63
- Pay in Full- Before any course begins
  - 50% of total program fees paid before enrollment into the program
  - Final 50% owed before the start of the 1st training session attended.

*CNS Driver Training Center of PA accepts 3 forms of payment, Credit card (Visa, MasterCard or Discover), Check and Cash. A receipt of payment will be provided at time of payment.*

## School's Physical Facilities

CNS Training Center LLC DBA CNS Driver Training Center of PA is located at 151 Koser Rd, Lititz, PA 17543. This Facility is operated by CNS Companies. CNS Companies is a holding company consisting of several different companies including Compliance Navigation Specialists, CNS Insurance, CNS Driver Training Center of PA, CNS Occupational Medicine, and CNS Licensing Center.

Each company is focused on a service specific to the industry it specializes in. We specialize in assisting clients throughout the US in the transportation, manufacturing, construction, service, education, and medical industries.

Students will enter at the front entrance of the building and be greeted by the facility receptionist. Reception will direct the student to the Enrollment counter in CNS Licensing Center. The classroom training and Lab Simulator will be held in the west wing of the building. The Range, and all Behind the Wheel training will take back in the 270' x 100' lot directly behind the building. All student parking is located in parking lot A, adjacent to Koser Rd.

## Training

- Theory Knowledge/Classroom –
  - Classroom based group training or
  - Distance education
- Lab- Hands-on experience that is essential for entry level drivers.
- Behind the Wheel- Dedicated One on One training behind the wheel on the road.

CNS Driver Training Center provides a flexible training schedule which allows a student to complete the 1 on 1 training at flexible pace. Full time students will complete the program in 4 weeks and part time students will complete in 5 weeks.

## Expectations of the student

- Attendance
  - The student is expected to attend every course he/she is scheduled for. CNS Driver Training Center of PA does understand unexpected events may happen, but it is the student's responsibility to notify and reschedule the appropriate trainings. The student will be required to complete additional make up work as deemed necessary to equal the type and amount of training missed. The School's Director will determine the amount of makeup work needed to meet the loss of training.
  - Students are expected to meet a 90% attendance rate. Any excused absences will be made up by either a reschedule or make up work. The School's Director has the right to remove any student from training due to excessive attendance issues.
  - The student must always bring their valid Driver's license and Learner's permit.
  - There will not be any charge for makeup work for actively enrolled students, in good standing.
- Tardiness
  - It is expected of the student to arrive and be ready for class/training to begin before the start of the session. Excessive tardiness will delay the student's completion of the training. The student will be required to complete additional make up work as deemed necessary to equal the type and amount of training missed. The School's Director will determine the amount of makeup work needed to meet the loss of training.
- Leave of absence
  - An approved leave of absence will be for a maximum of 60 days and must be approved from the school director.

- Student conduct
  - Students must keep cellphone usage to an absolute minimum
  - Student are expected to pay attention to the instructor to achieve maximum training to pass final exam.
  - Please refrain from the usage of all rude and crude language. Students should respect all other staff, students, and guests within the premises
  - No possession or use of any illegal drug or alcohol during school hours or while on the premises
  - Students must respect and avoid any destructive behaviors with the property and equipment on premises
  - Students may be given a written/verbal warning and terminated from the program after violent act, unsafe driving, speeding or any other violation.
  - Termination will be enforced after a verbal and written warning.

## **Cancellation and Refund Policy**

A 100% refund is provided if the student requests a cancellation within 5 calendar days after signing the enrollment agreement or, the student never began any of the training courses. Refunds are processed in 7- 10 business days from the date of the approved refund. The approval of refund is determined by the school director or acting directors. Refunds do not include the fees for services already performed and materials already purchased, such as drug testing, MVR, and textbooks.

Refund Policy is based on the total clock hours of the program using the following percentages:

- (1) For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
- (2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
- (3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
- (4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

## Grading System

Students will receive quizzes and tests throughout the course. Quizzes will account for 40% of the final grade and tests will account for 60% of the final grade. Quizzes and tests will be graded and recorded in their transcript. The Director and Head Instructor will review the grades weekly.

They will be graded as follows:

- A – 90% - 100% - Excellent
- B – 80% - 89% - Good
- C – 70 – 79% - Satisfactory
- D – 60% - 69% - Unsatisfactory

\*If grades are unsatisfactory make up work will be required.

CDLA100 - This course will consist of 4 quizzes and 1 final test

CDLA1002 - This course will consist of 34 short quizzes and 1 final test

CDLA1003

Competency Examination in short skills testing portions will be administered throughout the behind the wheel portion of training. Short skills testing will count for 40% of final grade. Once the theory knowledge portion of training is complete a final exam will be administered. The final exam will count for 60% of the final grade. Once a student has scored a passing score for their final grade, a certificate of completion will be awarded for the Behind the Wheel portion of training in compliance with the new ELDT mandate.

\*Once student has completed all 3 courses with the minimum passing grade, a diploma will be awarded.

*Certain restrictions will be applied to a driver's CDL at the conclusion of this program including L (airbrakes), E (manual restriction), and O (5th wheel restriction).*

### Transfer of Credit

There is no guarantee that any credits from the completion of CNS Driver Training Center of PA courses will be accepted to transfer to any other school.

## Requirements for Graduation

- Attendance-CNS provides 1 on 1 training and flexible scheduling. Therefore, each student must attend each course of the program with 90% attendance rate.
  - Completion of Theory knowledge course and exam with a passing score of 80% or greater
  - Pass the Behind the Wheel skills test with an 80% or greater.
- Upon successful completion of the Course in the Program, each student will receive a Diploma.

## Job Placement and Student Services

CNS Driver Training Center of PA partners with their sister company, Compliance Navigation Specialists Inc to provide access to their extensive job board for entry level drivers. Also, the entry level driver (ELD) will work directly with a driver specialist to complete their driver qualification file and set up their FMCSA clearinghouse account to help better place them in a new career. CNS Occupational Medicine is onsite and has appointment time slots for entry level drivers to complete the DOT Physical and complete the appropriate submission for certification with the CNS Licensing Center. There is monthly CDL driver career fairs in which is accessible to all current and past trainees for job placement.

***Note: CNS Does not guarantee any job upon completion of the CDL Class A- Proficiency Program.***

## Academic Calendar

CNS Driver Training Center of PA will begin classroom training once a month and reserves the right to increase the monthly frequency as enrollments require. Courses will begin each Month and if closed on Monday, training courses will be extended to the next business day.

## 2025 Schedule

- Group 01 - January 6th through February 3rd
- Group 02 - February 3rd through March 3rd
- Group 03 - March 3rd through March 31st
- Group 04 - March 31st through April 28th
- Group 05 - May 5th through June 2nd
- Group 06 - June 2nd through June 30th
- Group 07 - June 30th through July 28th
- Group 08 - August 11th through September 1st
- Group 09 - September 1st through September 29th
- Group 10 - October 6th through November 3rd
- Group 11 - November 3rd through December 1st
- Group 12 - December 1st through December 29th

CNS Driver Training Center of PA will close for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

CNS Driver Training Center of PA reserves the right to close the school due to inclement weather, state emergencies or other unexpected events. All students scheduled will be notified in a prompt manner via telephone number provided upon enrollment.

## Transfer of Credits

There is no guarantee that credits will transfer to any other school. You will need to verify with the school that you're looking to transfer to on credit transfer ability.