

COMMERCIAL DRIVING (CDL) REGISTRATION



2025 Class Dates - Two Week Course

July 29 - Aug. 11	Sept. 29 - Oct. 10	Nov. 19 - Dec. 4
Aug. 13 - 26	Oct. 14 - 27	Nov. 24 - Dec. 9
Aug. 25 - Sept. 8	Nov. 3 - 17	Dec. 11 - 24
Aug. 28 - Sept. 11	Nov. 7 - 21	Dec. 29 - Jan. 12
Sept. 15 - 26		

2025 Class Dates - Three Week Course

July 30 - Aug. 19	Oct. 15 - Nov. 4	Dec. 8 - 31
-------------------	------------------	-------------

REGISTRATION *All fields are required unless otherwise indicated; please fill out this registration form completely.*

Date of Registration _____ Class Dates _____

First Name _____ Middle _____ Last Name _____

Address _____ City, State, Zip _____

Cell Phone _____ Work Phone _____ Daytime Phone _____

Would you like to receive notifications via text message to the cell phone number provided above? ☐ Yes ☐ No

Date of Birth _____ E-Mail Address _____

Your confirmation will be sent to this e-mail address.

Social Security Number _____

PLEASE CHECK ONE: *All checks should be made payable to Bismarck State College.*

- | | |
|---|--|
| <input type="checkbox"/> Enclosed is the \$500 non-refundable deposit | <input type="checkbox"/> Enclosed is _____, which includes |
| <input type="checkbox"/> Enclosed is the full tuition of \$6,595, which includes the non-refundable deposit | the non-refundable tuition for _____ |
| <input type="checkbox"/> Enclosed is the \$450 retest fee | hours of customized training. |
| <input type="checkbox"/> I am a sponsored student. Attached is the Third Party Authorization Letter as well as the name and address of the sponsoring business: _____ | |

COURSE PREREQUISITES AND ACKNOWLEDGMENT:

Students will receive an email from BSC Continuing Education and TrainND SW outlining how to fulfill the course prerequisites including how to establish an online account with CastleBranch. Read and initial your understanding of each statement below:

_____ I understand I will receive emailed communication and that I will respond timely to all requests for information and deadlines.

_____ I understand I am required to have a Class A Commercial Learner's Permit from the state of North Dakota passing the general knowledge, airbrake, and combination tests 10 business days before my class begins.

At the time of registration, do you have your Class A ND Commercial Learner's Permit? ☐ Yes ☐ No

_____ I understand I am required to obtain a Medical Examiner's Certificate from a DOT physical that includes the CLP/CDL designation dated within the last 24 months 10 business days before my class begins.

_____ I understand I must provide a current Class D ND Driver's License 10 business days before my class begins.

_____ I understand I must complete a DOT Drug Screening at the Drug and Alcohol Testing Network (or another approved location) between 10 and five business days before my class begins.

_____ I understand I must authorize CastleBranch to initiate a Motor Vehicle Report (MVR) for each state of residency within the last two years.

List each state of residency within the last two years: _____

_____ I understand I must pay in the tuition in full no later than 10 business days before my class begins.

_____ I understand if I fail to adhere to the requirements and deadlines listed above it will result in being transferred to the next available course and that I may incur additional expenses.

CONTINUED ON BACK PAGE

REFUND/TRANSFER POLICY: A \$500.00 deposit paid upon registration is required to reserve a seat and is non-refundable. Students must contact the BSC Continuing Education and TrainND SW office at least 10 business days prior to the course start date to request a refund on the remaining paid balance. If a student cancels less than 10 business days prior to the start of the course, the entire registration fee is forfeited. Full refunds are guaranteed if BSC Continuing Education and TrainND SW cancels a course. All approved refunds are made by mail unless paid with a credit card or electronic check in which case the card or account is credited. Please allow three weeks to process refunds.

Students must contact the BSC Continuing Education and TrainND SW office at least 10 business days prior to the start of course to request a transfer. If a student requests a transfer less than 10 business days prior to the start of the course, the entire registration fee is forfeited. Students will be allowed one transfer before registration is dropped requiring the student to complete the application process again.

_____ My initials indicate that I have read and understand the Refund/Transfer Policy.

(PLEASE READ CAREFULLY AND FULLY) I certify that the information given by me in this application is true in all respects and I agree that the omission or misrepresentation of any fact in this application will be sufficient reason for BSC Continuing Education and TrainND SW to deny me training. I also understand and agree that should I begin training and it is later discovered I have omitted or misrepresented any fact in this application including any supplement thereto, or any other corporate record, BSC Continuing Education and TrainND SW may immediately terminate my training upon discovery of such omission or misrepresentation. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability to perform the essential function of the job, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. As part of the application process for their training at Bismarck State College, I understand that they and/or agents may conduct an investigation of my personal information. The investigation may include, but is not limited to, names and dates of previous/current employment, work experience, workers' compensation claims, criminal history records (from state, federal and other agencies), motor vehicle records, military records, names and dates of education, credit history, and bankruptcy records. I authorize, without any reservation, the full release of these records. In addition, I release and discharge Bismarck State College and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation. I also certify that all information provided is correct on the application to the best of my knowledge. Any false statements provided will be considered just cause for termination of training. I understand BSC Continuing Education and TrainND SW may conduct a background check.

Student Signature_____ Date_____

- Please return this completed form to BSC Continuing Education & TrainND SW either:
- In Person: BSC National Energy Center of Excellence Building, 1200 Schafer Street, 1st Floor, Room 107
 - By Email: <https://sendfiles.ndus.edu/filedrop/BSC-ContinuingEducation>

OFFICE USE ONLY

Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
3rd Party Company_____		Invoice #_____		Date_____	Invoice Amount_____
Pymt Method_____	Date_____	Pymt Amount_____	SF Receipt #_____	Updated 7/2025	