

ELDT Class A CDL Instructions for Cooperative

This document is intended to help guide Ohio's distribution cooperatives through the overall process required for employees to obtain a Class A CDL while fulfilling all ELDT requirements.

STEP 1: Trainer is Identified and Documented

The Behind-the-Wheel (BTW) instructor must have at least two years of experience driving a CMV requiring a CDL of the same or higher class and/or the same endorsement. Since OEC is a private provider and does not charge the driver-trainee fees for BTW training, the trainer is exempt from the State of Ohio requirements.

The following items shall be emailed to hmetcalf@ohioec.org and kept on file:

1. A copy of the instructor's current CDL
2. A copy of employer records proving at least 2-years' of CDL driving experience

NOTE: The instructor should possess and utilize JJ Keller's ELDT - Obtaining a CDL Trainer Manual as needed.

STEP 2: Driver-Trainee Self-Certifies to Comply with Regulations

The driver-trainee must self-certify that he/she will comply with all regulations as related to controlled substances testing, age, medical certification, licensing, and driving record.

The form can be printed out, signed, scanned, and emailed. A fillable form can also be completed, saved, and emailed, but must be sure to contain a certified digital signature.

The [OEC ELDT Self-Certification form](#) shall be completed and signed and emailed to hmetcalf@ohioec.org and kept on file.

STEP 3: Driver-Trainee Completes ELDT Theory Course (not required to obtain commercial learner's permit)

The cooperative has two options to complete the ELDT Theory:

1. Utilize an online service that offers a 100% online ELDT Theory course such as CDLdirect.com: [Click Here](#).
2. Appoint an employee as trainer for the theory course and utilize JJ Keller's ELDT – Obtaining a CDL trainer manual and student manuals. The courses are taken online but a classroom-type setting is also used for discussion with the trainer so that the driver-trainee's understanding of the subject matter is solid before proceeding. [Click here](#) to view the curriculum and instructions.

Either the cooperative or driver-trainee may pay the required fees (currently around \$250 for both options).

The driver-trainee must complete the ELDT Theory online course with a minimum score of 80% on the exam. Following successful completion, the online provider will then certify the Theory portion of the ELDT for the trainee.

JJ Keller's ELDT - Obtaining a CDL Trainer and Student Manuals must both be purchased if using option #2.

STEP 4: Driver-Trainee Obtains Commercial Learner's Permit (CLP) and Medical Examiner's Certificate

(Step 4 may be completed prior to step 3 provided haz-mat certifications are not involved.)

A copy of the commercial learner's permit (CLP) shall be emailed to hmetcalf@ohioec.org and kept on file.

STEP 5: Designated BTW Trainer Trains the Driver-Trainee

Utilizing OEC's "[CDL Trainer's Guide](#)" document as well as JJ Keller's trainer manual as needed, the trainer is now ready to begin training the driver-trainee.

The training must be completed in a vehicle of the same group or type that the driver-trainee intends to use for the CDL skills test.

There are two parts that must be completed in this section:

1. Behind-the-Wheel: RANGE (Proficiency Required to be Documented)
2. Behind-the-Wheel: PUBLIC ROAD (Proficiency and Discussion Required to be Documented)

The PUBLIC ROAD section also includes a list of items that need to be discussed while the driver-trainee has control of the vehicle during training when driving on a public road.

The student is given OEC's "[CDL Pre-Trip](#)" document as a guide while learning all portions of the pre-trip inspection.

STEP 6: BTW Trainer Documents Proficiency and Hours

Utilizing OEC's "[Class-A-Behind-the-Wheel-ELDT-Checklist](#)" document, the trainer checks off each portion of the required areas of training as the driver-trainee becomes proficient in each category and as discussion occurs between the driver-trainee and the trainer.

The proficient completion of the BTW training is based upon the instructor's assessment of each driver-trainee's performance of the required elements of BTW training.

Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. There is no minimum number of hours that driver-trainees must spend on BTW instruction.

STEP 7: Training is Completed and BTW Trainer Sends in Documentation

After the trainer is able to check off each and fully complete each part of OEC's "Class-A-Behind-the-Wheel-ELDT-Checklist" document, the trainer immediately calls Dwight Miller @ 614-448-8878 to inform him that the training is completed and then emails the completed document to dwrightmiller@ohioec.org and hmetcalf@ohioec.org.

OEC will then electronically transmit the BTW training certification information through the TPR website by midnight of the second business day.

STEP 8: Driver-Trainee Schedules and Passes Class A CDL Road Test

Following the completion of the training and the submission of the information into the TPR website, the driver will appear in the system as eligible to take the CDL road test.

All Entry-Level Driver Training (ELDT) training has no expiration date. Once the training is documented, there is no limit as to the length of time until the CDL licensure may be obtained.

A copy of the CDL shall be emailed to hmetcalf@ohioec.org. The cooperative should also keep a copy of the CLP and CDL on file along with all other documents emailed to OEC.

OEC ELDT-ASSOCIATED DOWNLOADS:

[CDL Pre-Trip](#)

[CDL Trainer's Guide](#)

[Class-A-Behind-the-Wheel-ELDT-Checklist – Fillable pdf](#)

[Class-A-Behind-the-Wheel-ELDT-Checklist](#)

[ELDT Class A CDL Instructions \(this document\)](#)

[ELDT Overview and Compliance](#)

[ELDT Self-Certification Form – Fillable pdf](#)

[ELDT Self-Certification Form](#)

[Ohio CDL Manual Handbook](#)