



## Aces and Eights CDL Training

103 Riverside Street  
Riverside, WA 98849

January-December 2024  
Vol. 1 Published 2024

**Owner:** Eric Knapp

**School Administrator:** Ruby Knapp

**Office/Training Facility Location:** 103 Riverside St. Riverside, WA 98849

**Phone Number:** 509-899-7300

**Email address:** [info@acesandeightsmdl.com](mailto:info@acesandeightsmdl.com)

**Instructor:** Wally Mineer, Eric Knapp

**Website:** [www.acesandeightsmdl.com](http://www.acesandeightsmdl.com)

At Aces and Eights CDL Training, the quality of your education is our top priority. Our instructor, Wally, has over 40 years of commercial driving experience and offers unparalleled knowledge and experience(s) to share with you. Our other instructor, Eric, is the passionate owner and driving force behind Aces and Eights CDL, where he combines his extensive experience in the commercial driving industry with his commitment to developing skilled and confident drivers. At our school, you will learn far more than basic skills and training. Your education matters to us and you will leave here feeling confident and in full control of your new career.

### **The following hours are required for the CDL Training Program:**

40 Hours Classroom Instruction (Theory)  
18 Hours Steer Driving (BTW)  
16 Hours Backing Maneuvers (BTW)  
16 Hours Proficiency Development (PD)  
70 Hours Combined Lab Training, Range Training, and Observation (R+O)

Classes will be held Monday through Thursday 7:00am – 5:30pm

This is a four-week program.

Office hours are 6:45am – 5:30pm Monday through Thursday

### **Holidays**

The following holidays will be observed, and classes will not be held: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

Holidays are not counted as part of the contracted time schedule.

## **Program Start Dates:**

Classes start every 3 weeks. If the first Monday of class falls on a holiday observed by the school, classes will start that Tuesday.

## **Facilities**

Aces and Eights CDL Training features an up-to-date facility with a large classroom, outdoor break area, and refreshing country views. We provide a microwave, fridge, freezer, tables, and chairs, as well as lavatory facilities. There is ample front-row parking for each student. Our facility is close to town and boasts a unique country feel, along with breathtaking views of the local hills. With a maximum class size of 4, you will always receive quality instruction.

## **Truck/Trailer**

Our school proudly offers top-of-the-line equipment to ensure students receive the best possible training experience. Our Freightliner FLD 112 provides comfort and functionality with its spacious cab and sleeper configuration. Equipped with a smooth-operating 10-speed transmission, this powerhouse of a truck provides students with a comprehensive understanding of shifting techniques essential for long-haul driving. Paired seamlessly with our Great Dane 32-foot dry van, students will master the art of maneuvering through various driving scenarios, honing their skills in both forward motion and the precision of backing maneuvers. With this exceptional combination of equipment, students can trust they are learning in industry-standard vehicles, preparing them for success in their future careers as professional truck drivers.

## **Entrance/Admission Requirements**

Students must be 18 years of age or older and possess a valid US driver's license. Students must possess a High School Diploma or General Education Development (GED) Diploma.

Please note, The Federal Motor Carrier Safety Administration ([FMCSA](#)), sets regulations for disqualifications for all CDL holders. It should be noted that if your past criminal history includes a crime involving a motor vehicle, you may be unable to obtain a CDL.

Aces and Eights CDL Training encourages diversity and accepts applications from all minorities. Aces and Eights CDL Training does not discriminate based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability. Aces and Eights CDL Training acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Aces and Eights CDL Training will reasonably attempt to provide accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training, and other eligibility requirements of the relevant program, and must be able to perform the essential functions of the relevant program, either with or without reasonable accommodations. The employment and academic standards are the same for all individuals enrolled.

## Programs

Throughout the course of your CDL training, we will cover standard curriculum in five areas of instruction: Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities.

The required 160 program hours are as follows:

- 40 Hours Classroom Instruction (Theory)
- 18 Hours Steet Driving (BTW)
- 16 Hours Backing Maneuvers (BTW)
- 16 Hours Proficiency Development (PD)
- 70 Hours Combined Lab Training, Range Training, and Observation (R+O)

**Prior to enrollment in the CDL Program, students must obtain a Commercial Learner's Permit (CLP).**

### ***To obtain a CLP:***

1. Make an appointment to apply for a CLP at a driver licensing office.
2. Bring your:
  - **Current license**
  - **Social Security number**
  - **Proof of U.S. Citizenship, Lawful Permanent Residency, or non-domicile document.** See list of approved documents for ID purposes. We're required to verify your status under federal law 49 CFR 383.71(*ecfr.gov*) and WA state law RCW 46.25.070.
3. Self-certify. Depending on your situation you might need to submit your Medical Examiners Certificate.
4. Pass the knowledge test(s) for the CDL Class and endorsements you want to be licensed for. The fee is \$35.
5. Pay the \$40 CLP fee.

Upon completion of the CDL Program, students must apply for their official Commercial Driver's License. Following completion of the program, your initial skills test will be scheduled and paid for by Aces and Eights CDL Training.

The fee for the skills test covers your first attempt. Students are responsible for the \$175 skills test fee after the first attempt. If the student changes the type of tester (i.e. DOL to TPE or TPE to DOL), the student will be responsible for the \$175 change fee.

There are 3 components of a skills test:

- Vehicle Inspection
- Basic Controls (backing exercise)
- Road Test

If you don't pass all 3 components of the skills test before your CLP expires, you'll have to retake any passing components of the test. Your CLP expires at 12:01 a.m. of the expiration date printed on the CLP.

### **Educational Credential**

Upon completion of the CDL Program, all students will be awarded a certificate of completion from Aces and Eights CDL Training.

### **Tuition and Additional Costs**

*Tuition:* \$4,700 (\$500 non-refundable deposit due at time of enrollment)

*Registration Fee:* \$50

*Textbooks and Workbooks:* Included

*Supplies and Materials:* Included (notebook, pencils, pens, highlighter, etc.)

*Licensing/Testing Fees:*

- Knowledge Test (prior to enrollment, and required for CLP): \$35
- Commercial Learner's Permit (CLP): \$40
- Initial Skills Test (1 take): Included

### **Financial Aid**

Aces and Eights CDL Training does not currently offer financial aid.

### **Grading System / Standards of Progress**

The CDL Program is a Pass or Fail Course.

### **Student Evaluation Techniques**

A test may be administered after each theory lesson to ensure that students are retaining an adequate amount of information. Test scores below 75 percent are an indication that the necessary knowledge was not retained. Administration may produce progress reports at predetermined intervals throughout the program. Students should plan for additional

independent study, if needed. Assessments will be provided to students on a weekly basis with a final assessment provided at the completion of the program. Other methods of evaluation, such as oral quizzes, skill development tests, and hands-on skill evaluations may be included.

### **Incomplete Grades/Progress**

Incomplete grades/progress are given when a student is unable to complete a course because of illness or other major problems. An incomplete grade may also be given if a student does not take a test. Students must plan with their instructor to retake any missed Theory test(s) prior to completion of their program.

### **Attendance Requirements**

Aces and Eights CDL Training records the daily attendance of each student. Records are available for student review upon request. Due to the nature of the CDL Program, all students are required to meet the 160 program hours to pass the course.

### **Make-Up Days**

Aces and Eights CDL Training will have a set amount of pre-determined makeup days available to students prior to the Skills Testing Day at the end of the program. These days are limited, and students will need to plan with their instructor if make-up days are needed.

### **Tardiness**

Students who arrive late for class are interrupting the instructor and fellow classmates.

Tardiness will be recorded as follows:

1-15 minutes will be considered 15 minutes late  
16-30 minutes will be considered 30 minutes late  
31-45 minutes will be considered 45 minutes late  
46-60 minutes late will be considered 1 hour late

All students will be required to make up tardy hours prior to completion of the program.

### **Withdrawing from School**

Students must prepare a written notice and submit it to the school administrator. This notice must contain the student's name, address, and date. All financial obligations on the part of the school and student will be calculated using the last recorded date of attendance.

### **Code of Conduct**

The following conduct is unacceptable and will not be tolerated at Aces and Eights CDL Training:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, forgery, and alteration or use of school documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on school property.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school property.
7. Violation of the law on school property. This includes, but it is not limited to, the use of alcoholic beverages or controlled substances.
8. Violation of any published school policies.

### **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

Not adhering to the school's rules, regulations, policies, and code of conduct.

1. Missing more than 20% of instruction time
2. Not meeting financial responsibilities to the school

The school administrator will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving outside aid. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-entry Policy**

Any student dismissed from the school who requests re-entry must put the request in writing to the school administrator. In cases where the student was dismissed for excessive absences (greater than 20%) or financial concerns, it may be possible to re-enter within the same school

term. In cases where the student was dismissed due to unacceptable conduct, the student must meet with the administrator prior to re-entry. The decision of the administrator is final and students will receive a written letter within five business days stating the decision.

### **Credit for Previous Training**

Aces and Eights CDL Training is committed to helping students reach their educational goals as quickly as possible. However, technology is ever-changing and what was previously learned in an earlier program may no longer be applicable. To ensure our students graduate with the skills necessary to achieve success in their career, we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

### **Student Grievance-Complaint/Appeal Process**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student
4. Three dates on which the student would be available for a meeting with the school admin. These dates should be within 10 business days of the complaint.

The school admin will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeal. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

### **Cancellation and Refund Policy (Compliance with WAC 490-105-130)**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, so long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

| <b>If the student completes this amount of training:</b>      | <b>The school may keep this percentage of the tuition cost:</b> |
|---|---|
| One week or up to 10%, whichever is less                      | 10%   |
| More than one week or 10% whichever is less but less than 25% | 25%   |
| 25% but less than 50%   | 50%   |
| More than 50%   | 100%  |

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
  - a. When the school receives notice of the student’s intention to discontinue the training program.
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

**Student Records**

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Students may request copies of their transcripts by writing to the school. Student records are available for review by the student at any time.

**Placement Assistance:** We do not currently offer placement assistance.



**Licensure**

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

**Workforce Board****128 – 10th Avenue SW, PO Box 43105****Olympia, Washington 98501****360-709-4600****[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)**



