

Trenholm State Community College
Third Party Test Schedule Request

Name	For office use
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AL DL #		Date of Birth

Phone #		Phone #

E-mail		Receipt #

Class			Transmission		Restrictions
A	B	C	Auto	Manual	L Z K E O M N V

Copy your Permit in space below:

Email:
 Kristian McDaniel
 kmcdaniel@trenholmstate.edu

Trenholm State Examiners will schedule you a day and time and alert you of it.
 Please review our third party policy at www.trenholmstate.edu
 We reserve the right to cancel any tests due to weather.

TSCC Third Party Testing Policy

Pursuit to The ALABAMA THIRD PARTY AGREEMENT BETWEEN THE ALABAMA LAW ENFORCEMENT AGENCY AND A COMMERCIAL DRIVER LICENSE THIRD PARTY TESTER, HEREBY KNOWN AS TRENHOLM STATE COMMUNITY COLLEGE, THE POLICY FOR WALK-IN TESTING is as follows (Section XVI...Walk-ins):

1. All appointments for testing are on a first come, first serve basis.
2. Applicants must schedule appointments with the Trenholm State test administrator.
3. Each applicant must hold Alabama CDL permit for over 14 days prior to testing.
4. To schedule a time slot to test, each applicant must provide:
 - a. Valid CDL permit number (or permit copy) with driver's information
 - b. Phone number of applicant
 - c. Valid receipt or receipt number with applicant's name and the appropriate amount for test. Must be presented before test scheduling
 - i. Fees must be paid in the cashier's office (Phone number 334-420-4272)
 - ii. Fees may be paid by cash, check, credit card or money order
 - iii. Fee schedule: Our truck - \$350, applicant's truck - \$175
 - d. Completed Trenholm State Third Party Schedule Request form
 - e. Verbal contact with examiner to schedule test date (must be at least 48 hours prior to test time)
 - i. Applicant may reschedule test 2 business days before scheduled time without forfeiture of fee
 - ii. There are no refunds for missed appointment times, cancellations, or no-shows
5. It is suggested all applicants arrive 30 minutes prior to test time with the following:
 - a. Receipt of payment for appropriate test
 - b. Valid Alabama CDL Permit and Medical card
 - c. If test is on applicant's vehicle, proof of insurance must be shown
 - d. Applicants vehicle must be in DOT compliance

NOT FURNISHING THE ABOVE CRITERIA WILL CANCEL TEST, FORFEIT TEST FEE, AND A RESCHEDULE MUST TAKE PLACE

- e. Tests are considered complete when applicant:
 - i. Successfully passes all phases of test
 - ii. Fails any phase of test
6. Any applicant can re-test by making another appointment schedule
 - a. May test within the same day with paid receipt of testing fee, or
 - b. Must wait 48 hours before re-test
 - c. Must follow all testing procedures

FAILURE TO SHOW UP FOR TEST WILL FORFEIT TEST FEE!

Examiner may cancel test due to adverse weather

To schedule a CDL Test, Call 334-420-4411

Ms. Kristian McDaniel, Truck Driving Secretary

kmcdaniel@trenholmstate.edu