

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Classification: <b>CDL Pre-Requisites and Funding Guidelines</b>
	<b>Approval Date: 9/11/2025</b>

Approved by: Region VI WDB

Review by date: 9/11/2030

# **Region VI Guidance Letter No. 34-25**

1. PURPOSE: To provide guidance in determining a customer's readiness to participate in CDL training.
2. REFERENCE: Workforce Innovation and Opportunity Act - Subpart B-Training Services
3. BACKGROUND: WIOA funds can be used to provide training in demand occupations such as CDL training.
4. POLICY: The Region VI WDB has determined that customers who express an interest in obtaining WIOA funding to enter CDL training must show that they have the necessary documentation in order that the Career Planner can assess the customers' suitability to start the training.

Payment of the complete costs of tuition for CDL training will be dependent upon the ability of the individual to obtain their permit by midpoint tuition invoicing.

5. ACTION: There are two (2) items that must be presented by interested customers to a Career Planner before any WIOA funding for CDL Training will be considered. They are:
  - 1 Current valid WV driver's license;
  - 2 Copy of WV DMV driving record that is current as of no later than 5 days before meeting with a Career Planner. (This record can be obtained from the WV Department of Motor Vehicles at the website <https://apps.wv.gov/DMV/SelfService/DrivingRecord> for a cost of \$12.50). The customer is responsible for paying this fee. (The record includes information from the previous 5 years.)

There is no guarantee that the customer will be determined eligible to receive WIOA funds to cover the costs of training after submission of the 2 documents cited above. These documents will simply be used to assess the suitability of the customer to start the CDL training.

For those individuals who complete the eligibility process and are accepted into CDL training, the funding guidelines for CDL training are as follows:  
 50% tuition to be paid at start of training (once attendance is confirmed);  
 50% tuition to be paid at midpoint ONLY IF the individual has successfully obtained their CDL permit AND proof (copy of license) is submitted to the Career Planner to meet an MSG (measurable skills gain).

If the individual is unable to obtain their CDL permit for any reason, the Region VI Workforce Development Board is not responsible for any further tuition payments. The individual will be responsible to the training provider for the balance of tuition.

The Region VI WorkForce West Virginia System will be made aware of this policy. Each WDB and LEO Board Member will be given a copy of this policy.

**Individual Interested in CDL training DISCLAIMER**

I understand that if I am unable to obtain my CDL permit for any reason, I will be responsible to the training provider for any balance of tuition.

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Printed Name of Individual

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Signature of Individual

Date

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Name of Training Provider

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Printed Name / Signature of Training Provider Representative

Date

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Printed Name/ WIOA Career Planner Signature

Date