

DWS
UI-WORKFORCE SYSTEMS-WIA-LMI
Post Office Box 2981
Little Rock, Arkansas 72203

INFORMATIONAL MEMORANDUM NUMBER PY11-04, Change 1

Artee Williams, Director

September 01, 2011

To: LWIAs and Service Providers
DWS Area Operations Chiefs and Local Office Managers

Subject: Reintroduction of the Truck Driver Training - Pilot Initiative

1. **Purpose:** To provide local areas, services providers, and DWS local office staff with the implementation process for the reintroduction of this initiative.
2. **General Information:** Governor Mike Beebe has approved the reintroduction of this pilot initiative aimed at training displaced workers and other eligible Arkansans to qualify as truck drivers. The goal is to fill 300 truck driving jobs with Arkansas trucking companies.

Training will begin shortly, and take place through a four-week program at Arkansas State University - Newport. In order to be eligible for training, each applicant must:

- Be at least 21 years of age.
- Be a citizen of the United States or eligible to work in the United States.
- Be a resident of the State of Arkansas.
- Have a valid Arkansas driver's license.
- Be registered as a job seeker with an Arkansas Workforce Center.
- Complete the KeyTrain® instruction at an Arkansas Workforce Center.
- Complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment online at www.TruckingArkansas.com.
- Pass a criminal background check, a U.S. Department of Transportation (DOT) physical, a drug screening, and have a good driving record.
- Be available for, and have transportation to, a four-week program of training at Arkansas State University - Newport.
- Agree to a tuition reimbursement provision, which requires the participant to become employed with a participating trucking company within 90 days of graduation and remain employed with a residence in Arkansas for at least 12 months from the date of original employment.

Truck Driver Training - Pilot Initiative fact sheets and application kits will be distributed to workforce centers the week of September 5, 2011. A distribution list is attached. Additional fact sheets and application kits may be ordered by calling 1-888-701-8981. The contents of the application kit will also be available to download and print at www.TruckingArkansas.com.

A media outreach campaign, focused on attracting individuals interested in the truck driving lifestyle and a self-sufficient wage, will begin the week of September 12, 2011. Information about the initiative, eligibility criteria, and how to apply for training, will be made available online at www.TruckingArkansas.com.

3. **Action Required:** The Arkansas Trucking Association, representing Arkansas' trucking industry, is requesting that our workforce centers be the point of entry for applicants and that DWS staff and other staff of our workforce centers assist with the following. (Instructions are below and a fact sheet is attached.)

When the customer requests information about the initiative

- A. Give the customer a copy of the Truck Driver Training - Pilot Initiative Fact Sheet.
- B. Refer the customer to www.TruckingArkansas.com and offer the use of a Resource Room computer.

When the customer wants to apply for training

- A. Provide the customer with the Truck Driver Training - Pilot Initiative application kit and inform him that he should read the Eligibility Requirements and Application Instructions portion of the Truck Driver Training - Pilot Initiative Fact Sheet included in the application kit before leaving the Workforce Center.
- B. Assist the customer with completing the paper Workforce Center Registration form, if necessary.
- C. Input the information from the paper Workforce Center Registration form to the AJL system and register the individual as a job seeker.
- D. Give the paper Workforce Center Registration form back to the customer.
- E. Administer the KeyTrain® Instruction.
 - Enroll the customer with a unique user name, beginning with **tdt**, and then the first three letters of their last name and the first three letters of their first name. (Example: John Smith should be entered as **tdtsmijoh**)
 - Use the word **deliver**, as the password.
- F. Give the customer his KeyTrain® Student Status Report.
- G. Offer to assist the customer in mailing the following to the Trucking Industry Coordinator at the address below using the postage paid envelope included with the application kit.
 - Completed paper Workforce Center Registration form
 - Copy of his KeyTrain® Student Status Report
 - Copy of his Arkansas driver's license
 - Copy of his birth certificate
 - Signed Applicant Certification and Release form
 - Signed Tuition Reimbursement Agreement

Trucking Industry Coordinator
Arkansas Trucking Association
P.O. Box 3476
Little Rock, AR 72203

H. Offer the use of a Resource Room computer so the customer may visit www.TruckingArkansas.com to complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment and complete the application process.

When received, the trucking industry coordinator will review the application kit, and if determined eligible, contact the applicant to arrange for additional screening.

The industry coordinator will add all qualified individuals to an applicant pool from which students will be selected according to criteria developed by the Arkansas Trucking Association. DWS and the Arkansas Trucking Association will then coordinate applicant placement at Arkansas State University - Newport in collaboration with the training institution.

The truck driver training courses will last four weeks, and the curriculum will meet or exceed the minimum entry-level driver training requirements as currently proposed by the Federal Motor Carrier Safety Administration. During CDL training, students will be given the opportunity to take the WorkKeys® assessment and earn an Arkansas Career Readiness Certificate in order to further enhance their employability.

Employers associated with this program have signed letters of commitment to provide annual wages equal to or in excess of industry standards, and to provide a structured finishing program to graduates upon employment. These requirements have been placed on the employers to provide new entrants to the industry the best chance of success. It is for this reason that graduates will be required to go to work for a participating employer.

Employers desiring access to these graduates should call 1-888-701-8981 to inquire about becoming a participating employer.

DWS and the Arkansas Trucking Association will provide case management and follow-up to track:

- All individuals who enter employment
- Earnings at entry
- Earnings at six and 12 months
- Employment retention at six and 12 months.

Please note: During the initial roll-out of this initiative, we received calls from potential applicants indicating that some of our Arkansas Workforce Centers were turning them away because local area staff was not aware of the Truck Driver Training - Pilot Initiative, and/or because center staff was confusing the initiative with local area truck driver training programs that may require income eligibility determination, a letter of intent to hire from an employer, etc. Therefore, it is critical to the success of this reintroduction of the Truck Driver Training - Pilot Initiative that front line Arkansas Workforce Center staff is fully aware of this workforce development project in order to provide the public with accurate information and to assist with the application process.

IMPORTANT - For this initiative, KeyTrain® has created the licensed organization 'Truck Driver Training Program'. DWS and WIA personnel that administer the KeyTrain® instruction must use the administrator account that has been set up for this organization for all individuals applying for the Truck Driver Training - Pilot Initiative. The information necessary (user name and password) for DWS and WIA KeyTrain administrators to log into KeyTrain for this initiative is attached to this memorandum. DWS and WIA KeyTrain administrators will need to create students and:

- Enroll the customer with a unique user name, beginning with **tdt**, and then the first three letters of their last name and the first three letters of their first name. (Example: John Smith should be entered as **tdtsmijoh**)
- Use the word **deliver**, as the password.

The organization 'Truck Driver Training Program' has been set to take the pre-test for Reading, Math, and Locating Information so that the customers that are entered into this site will automatically be given the assignment for the pre-test.

All applications to the Truck Driver Training - Pilot Initiative should include a copy of the applicant's KeyTrain Student Status Report. We realize that some applicants will have already taken the KeyTrain instruction, and we do not intend that they be made to take it again. These individuals should simply be assisted with accessing their KeyTrain account to print out their existing Student Status Report.

We will gladly accept a copy of an Arkansas Career Readiness Certificate (CRC), rather than the KeyTrain Student Status Report, in cases where the applicant has already completed KeyTrain, WorkKeys, and earned the CRC.

Please ensure that all KeyTrain administrators are aware of this information.

4. **Inquiries:** Mike Kennedy at (501) 682-3142 or mike.kennedy@arkansas.gov
For more information about the initiative, visit www.TruckingArkansas.com or call 1-888-701-8981.
5. **Attachments:**
 - Truck Driver Training - Pilot Initiative Fact Sheet - Background, Eligibility and Application Instructions
 - Fact Sheet and Application Kit Distribution List
 - Truck Driver Training - Pilot Initiative Fact Sheet - Arkansas Workforce Center – Staff Guidance
 - KeyTrain® Internet License
6. **Expiration Date:** December 31, 2013

FACT Sheet

TRUCK DRIVER TRAINING PILOT INITIATIVE

Background, Eligibility and Application Instructions

Governor Mike Beebe has approved the reintroduction of this pilot initiative aimed at training displaced workers and other eligible Arkansans to qualify as truck drivers. The goal is to fill 300 truck driving jobs with Arkansas trucking companies.

Project Description

Charged with implementing this initiative, the Arkansas Department of Workforce Services (DWS) has partnered with the Arkansas Workforce Investment Board, Arkansas State University – Newport and Arkansas' trucking industry. The objective of this public-private partnership is to train 300 Arkansas residents to become truck drivers and subsequently assist them in obtaining employment, at a self-sufficient wage, with an Arkansas trucking company.

Training is taking place through a four-week program at Arkansas State University – Newport.

Eligibility

Each applicant must:

- Be at least 21 years of age.
- Be a citizen of the United States or eligible to work in the United States.
- Be a resident of the State of Arkansas.
- Have a valid Arkansas driver's license.
- Be registered as a job seeker with an Arkansas Workforce Center.
- Complete the KeyTrain® instruction at an Arkansas Workforce Center.
- Complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment online at www.TruckingArkansas.com.
- Pass a criminal background check, a U.S. Department of Transportation (DOT) physical, a drug screening, and have a good driving record.
- Be available for, and have transportation to, a four-week program of training at Arkansas State University – Newport.

Participant Commitment

The participant agrees to become employed with a participating employer, as outlined below, within 90 days of graduation and remain employed with a residence in Arkansas for at least 12 months from the date of original employment.

Participating Employers

Employers associated with this program have signed letters of commitment to provide annual wages equal to or in excess of industry standards, and to provide a structured finishing program to graduates upon employment. These requirements have been placed on the employers to provide new entrants to the industry the best chance of success. It is for this reason that graduates will be required to go to work for a participating employer.

Employers desiring access to these graduates should call 1-888-701-8981 to inquire about becoming a participating employer.

Measuring Outcomes

DWS and the Arkansas Trucking Association will provide case management and follow-up to track:

- All individuals who enter employment
- Earnings at entry
- Earnings at six and 12 months
- Employment retention at six and 12 months.

For Additional Information:
www.TruckingArkansas.com
1-888-701-8981

Three-Step Application Process

Step One

- ✓ Go to your nearest Arkansas Workforce Center. For the location closest to you, visit www.TruckingArkansas.com.
- ✓ Tell the staff you are there to apply for the Truck Driver Training – Pilot Initiative and ask for an application kit.
- ✓ Complete the Workforce Center Registration form and register as a job seeker.
- ✓ While there, take the KeyTrain® instruction and secure a copy of your KeyTrain® Student Status Report.
- ✓ Before leaving, be sure you have your Workforce Center Registration form, your KeyTrain® Student Status Report and the application kit.

Step Two

- ✓ Mail the following to the Trucking Industry Coordinator at the address below. Use the postage paid envelope provided with your application kit.
 - ❑ Completed Workforce Center Registration form
 - ❑ Copy of your KeyTrain® Student Status Report
 - ❑ Copy of your Arkansas driver's license
 - ❑ Copy of your birth certificate
 - ❑ Signed Applicant Certification and Release form
 - ❑ Signed Tuition Reimbursement Agreement

Mail to: Trucking Industry Coordinator
Arkansas Trucking Association
P.O. Box 3476
Little Rock, AR 72203

Step Three

- ✓ In order to complete your application, you must visit www.TruckingArkansas.com to complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment. Your results will automatically be sent to the Trucking Industry Coordinator and will be matched with your application.

Notes

- ❖ All applicants will receive notice relative to their status within 60 days of application.
- ❖ If you are selected for training, your tuition will be paid. If you live more than 50 miles away from the training institution, your room and board may also be paid. (Meals up to \$35 per day)
- ❖ During training, you will have the opportunity to take the WorkKeys® assessment and earn an Arkansas Career Readiness Certificate in order to further enhance your employability.
- ❖ **Important: During training, you will need to pay \$50 for a CDL test packet. Upon completion, you will be responsible for the additional cost of the CDL licensing fee.**
- ❖ All participants will have the opportunity for employment with a participating employer. The starting wage is expected to exceed \$35,000 per year.



Truck Driver Training - Pilot Initiative Reintroduction
Fact Sheet and Application Distribution List

SHIP TO	ATTENTION	STREET	CITY	STATE	ZIP CODE	KITS	SHEETS
Arkansas Workforce Center	Cindy White-Hamilton	502 South Sixth Street	Arkadelphia	AR	71923	15	30
Arkansas Workforce Center	Ben Baxter	396 Barnett Drive	Batesville	AR	72501	25	50
Arkansas Workforce Center	Allen Ledbetter	400 Edison Street	Benton	AR	72015	25	50
Arkansas Workforce Center	Eddie Perdue	Hwy 148 & I-55	Burdette	AR	72321	50	100
Arkansas Workforce Center	Mary A. Golden	#1 City Plaza, Suite C	Cabot	AR	72023	10	20
Arkansas Workforce Center	Patrick Strickland	237 Jackson Street SW	Camden	AR	71701	35	70
Arkansas Workforce Center	Skeet Morse	1500 North Museum Road, #111	Conway	AR	72032	90	180
Arkansas Workforce Center	Scott Morgan	130 W. Waterman	Dumas	AR	71639	10	20
Arkansas Workforce Center	Elease Hill	523 East Sixth Street	El Dorado	AR	71730	20	40
Arkansas Workforce Center	Terry Jaggears	2143 W. Martin Luther King Blvd.	Fayetteville	AR	72701	50	100
Arkansas Workforce Center	Alice Williford	300 Eldridge Road, Ste. 2	Forrest City	AR	72335	20	40
Arkansas Workforce Center	Vickie Spicer	616 Garrison Avenue, Room 101	Fort Smith	AR	72901	75	150
Arkansas Workforce Center	Jana Kindall	818 N. Hwy. 62-65	Harrison	AR	72601	25	50
Arkansas Workforce Center	Jeanette Williams	819 Newman Drive	Helena	AR	72342	25	50
Arkansas Workforce Center	Evelyn Trumble	700 South Elm Street	Hope	AR	71801	35	70
Arkansas Workforce Center	Janet Edgar	2254 Albert Pike, Suite A	Hot Springs	AR	71913	70	140
Arkansas Workforce Center	Charles Danner	#2 Crestview Plaza	Jacksonville	AR	72076	30	60
Arkansas Workforce Center	Judy Clayton	2311 East Nettleton Avenue	Jonesboro	AR	72401	90	180
Arkansas Workforce Center	Walter Oliver	5401 S. University	Little Rock	AR	72209	90	180
Arkansas Workforce Center	Hellen R. Jones	203 North Frederick Street	Magnolia	AR	71753	20	40
Arkansas Workforce Center	Sam Bryant	1735 East Sullenberger Street	Malvern	AR	72104	30	60
Arkansas Workforce Center	Tom Bonkofsky	Northside Shopping Center, 601C Highway 71 North	Mena	AR	71953	25	50
Arkansas Workforce Center	Nancy Jones	477 South Main Street	Monticello	AR	71655	75	150
Arkansas Workforce Center	Amanda McGinnis	1058 Highland Circle, #20	Mt. Home	AR	72653	20	40
Arkansas Workforce Center	Jackie Donaldson	7648 Victory Blvd., Suite B	Newport	AR	72112	30	60
Arkansas Workforce Center	John Brunson	3901 McCain Park Drive	North Little Rock	AR	72116	25	50
Arkansas Workforce Center	Mike Gleghorn	1015 Linwood Drive, Suite #4	Paragould	AR	72450	35	70
Arkansas Workforce Center	William Campbell	1001 South Tennessee Street	Pine Bluff	AR	71601	50	100
Arkansas Workforce Center	Rick Michaud	100 North Dixieland Road	Rogers	AR	72756	50	100
Arkansas Workforce Center	Larry Eaton (SOS)	809 S. Mt. Olive Street	Sloam Springs	AR	72761	10	20
Arkansas Workforce Center	Amber Mullis	104 South Rochester Avenue	Russellville	AR	72801	75	150
Arkansas Workforce Center	Kay Price	501 West Arch Street	Searcy	AR	72143	40	80
Arkansas Workforce Center	Bobbie N. Smith	1702 St. Michael Drive	Texasarkana	TX	75503	40	80
Arkansas Workforce Center	Kelly Aaron	116 West Elm Street	Walnut Ridge	AR	72476	20	40
Arkansas Workforce Center	Dejanette Smith	MSSC, 2000 West Broadway	West Memphis	AR	72301	20	40
NADC	Connie Jackson	550 Oak Street	Batesville	AR	72501	35	70
SWAPDD	Reese Broadnax	#1 Business Park Drive	Magnolia	AR	71753	35	70
SEAFDD	David Dempsey	721 Walnut Street	Pine Bluff	AR	71601	75	150
Totals						1500	3000

