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|  | KENTUCKY TRANSPORTATION CABINET  Department of Vehicle Regulation  **DIVISION OF MOTOR CARRIERS** | | | TC 95-626  Rev. 05/2018  Page 1 of 2 |
|  | **APPLICATION FOR PROVIDERS AND COURSES FOR MOTOR CARRIER TRAINING** | | |  |
| **Please send to: Mail to: Overnight Deliveries:**  Kentucky Transportation Cabinet 200 Mero Street, 2nd floor  Fax: 502‐564‐4138 Division of Motor Carriers Frankfort, KY 40622  ATTN: Motor Carrier Advisory Committee Phone: (502)564‐1257  Email: [dmc@ky.gov](mailto:dmc@ky.gov) PO Box 2007, Frankfort, KY 40602‐2007  Drive.Ky.Gov | | | | |
| **SECTION 1: REQUIREMENTS** | | | | |
| A completed application (all applicants, etc.) must be received at least 7 days prior to the next scheduled MCAC for consideration. Any applications received after this deadline will be considered at the next scheduled meeting.  Applications may be obtained at: <http://transportation.ky.gov/Motor>‐Carriers  Per KRS 281.907, the Motor Carrier Advisory Committee must approve your organization, course material, instructor guidelines, and the certificate at completion process.  **Courses Required For Motor Carrier Safety and Operation Training**  Courses must include topics listed in 601 KAR 1:230. The following courses shall be included:   1. USDOT compliance 2. Compliance, Safety and Accountability 3. Hazardous Material Compliance 4. OSHA for Truckers 5. Kentucky Vehicle Regulations 6. Commercial Truck Safe Driving Best Practices   Additional courses that fall under 601 KAR 1:230 requirements may be submitted to the Motor Carrier Advisory Committee for consideration. The classroom training courses shall be 4 hours in length and held in all 12 highway districts. The online training courses shall be at least 2 hours in length. The purpose of the commercial motor carrier safety and operational training is to ensure the motor carrier understands the motor carrier’s regulations and best practices to running a safe operation. | | | | |
| **SECTION 2: APPLICANT INFORMATION** | | | | |
| A separate application form must be filed for each additional course for approval. All items on the form must be completed (enter “N/A” for any item not applicable) and all required attachments must be submitted with the application.  **Type:**  Initial Provider and Course Approval Additional Course Approval Renewal | | | | |
| **APPLICANT NAME** | | | | |
| **MAILING ADDRESS** | | | | |
| **CITY** | | **STATE** | **ZIP CODE** | |

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|  | KENTUCKY TRANSPORTATION CABINET  Department of Vehicle Regulation  **DIVISION OF MOTOR CARRIERS** | | | TC 95-626  Rev. 05/2018  Page 2 of 2 |
|  | **APPLICATION FOR PROVIDERS AND COURSES FOR MOTOR CARRIER TRAINING** | | |  |
| **SECTION 2: APPLICANT INFORMATION** *(cont.)* | | | | |
| **CONTACT PERSON** | | | | |
| **PHONE** | | **FAX** | | |
| **WEBSITE** | | **EMAIL** | | |
| **NAME OF ADMINISTRATOR** | | **PHONE** | | |
| **COURSE TITLE** *(If seeking additional course)* | | | | |
| **INSTRUCTOR(S)** | | | | |
| **OWNERSHIP OF COURSE MATERIALS?** Yes No\*  The applicant represents that it owns the course materials or has the right to use the course materials in which it seeks MCAC approval; and to the best of the applicant’s knowledge, information and belief, those materials do not infringe on the copyright or other rights of third parties. | | | | |
| **OWNER** *(\*Only if “No” is checked above)* | | **CONTACT INFORMATION** | | |
| **REQUIRED ATTACHMENTS**  A. Course Material:  Course Description Instruction Material  Course Outline Materials for Instructor  Learning Objectives Sample of Final Examinations and Answer Key | | | | |
| B. Policies Covering:  Instructor Qualifications Cancellation and Refund  Attendance Records Retention | | | | |
| C. Requirements:  Registered Business Certificate from the Kentucky Secretary of State | | | | |
| **SECTION 3: SIGNATURE** | | | | |
| **SIGNATURE** *(applicant)* | | | **DATE** | |
| **COMMENTS** | | | | |