



**Department of
Higher Education**



Commercial Truck Driver Student Aid Program

Higher Education Information (HEI) System User Overview

December 10, 2024

The Heart of Education

Important Links

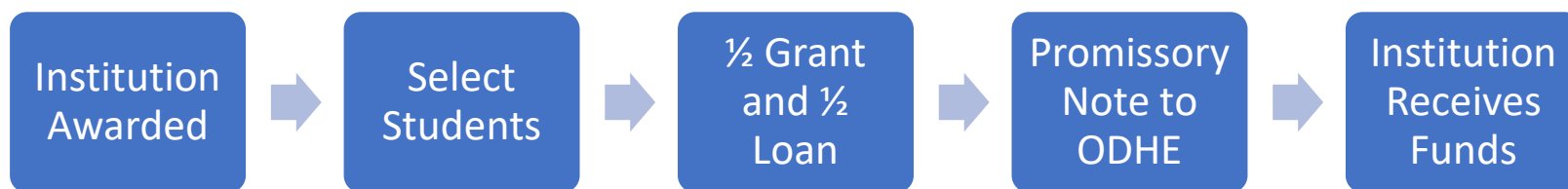
- General Information - <https://highered.ohio.gov/businesses/services-programs/cdl>
- HEI System - <https://hei.ohiohighered.org/>
- CDL Program Manager - CDL@highered.ohio.gov

Training overview will include:

- CDL Program Overview
- Student Eligibility
- Prior Enrollment Requirements
- Eligible Program Costs
- Submitting Program Dates
- HEI Accounts
- Reimbursement Process
- HEI Reports
- Disbursements
- Refund Process
- Student Forms
- Reporting
- Violations

Program Overview

ODHE will award funds to institutions that select students to receive the grant and loan combination for their CDL training. Half of the program costs will be covered by a grant and the other half, a forgivable loan.



The award period for the program is for one academic year with programs beginning on or after December 1, 2024, through December 31, 2025.

Student Eligibility

Institutions will determine the following student requirements:

- Ohio resident according to the Ohio Student Residency Administrative Rule, found at: <http://codes.ohio.gov/oac/3333-1-10/>.
- Passed drug test prior to starting CDL program
- Moving violations
 - 3 or less in past two years
- Has not plead guilty to or been convicted of operating a vehicle under the influence of alcohol or a drug of abuse under section 4511.19 of the Revised Code in the past twelve months.
- Registered for Selective Service
 - [Section 3345.32 - Ohio Revised Code | Ohio Laws](#)
 - <https://www.sss.gov/verify/>

***Students with a felony are eligible*

Prior Enrollment Requirements

- Prior to a student enrolling in a CDL program, the interested student must meet with a financial aid advisor at the CDL school to review eligibility and the terms of the Program.
- The following information must be provided to the student prior to enrollment:
 - The total amount of a grant and a loan award shall not exceed the cost of tuition and related expenses for an eligible school's CDL Program;
 - The awards to the student will be 50% grant and 50% loan;
 - The student must electronically sign a promissory note with the Ohio Department of Higher Education for the loan portion; and
 - A blank copy of the Promissory Note and application, which contains the Statement of Student Rights and Responsibilities for the student to review prior to receiving the email with information on how to sign the promissory note.

Eligible Program Costs

- The grant and loan combination may not exceed the cost of tuition and related expenses.
- Allowable expenses for reimbursement include tuition and related expenses, which shall be reflected on the eligible student's tuition bill.
- An institution may combine grant funds from other programs, such as Aspire Grant and Short-Term Certificate funds, to make the CDL program more affordable for students and expand the access to more students.
- The program may not issue any refunds to the student through the combination of other funds.
- The institution is responsible for complying with the applicable requirements for any programs it uses.
- An institution may require students to partially pay, however, these funds cannot be reimbursed by ODHE.

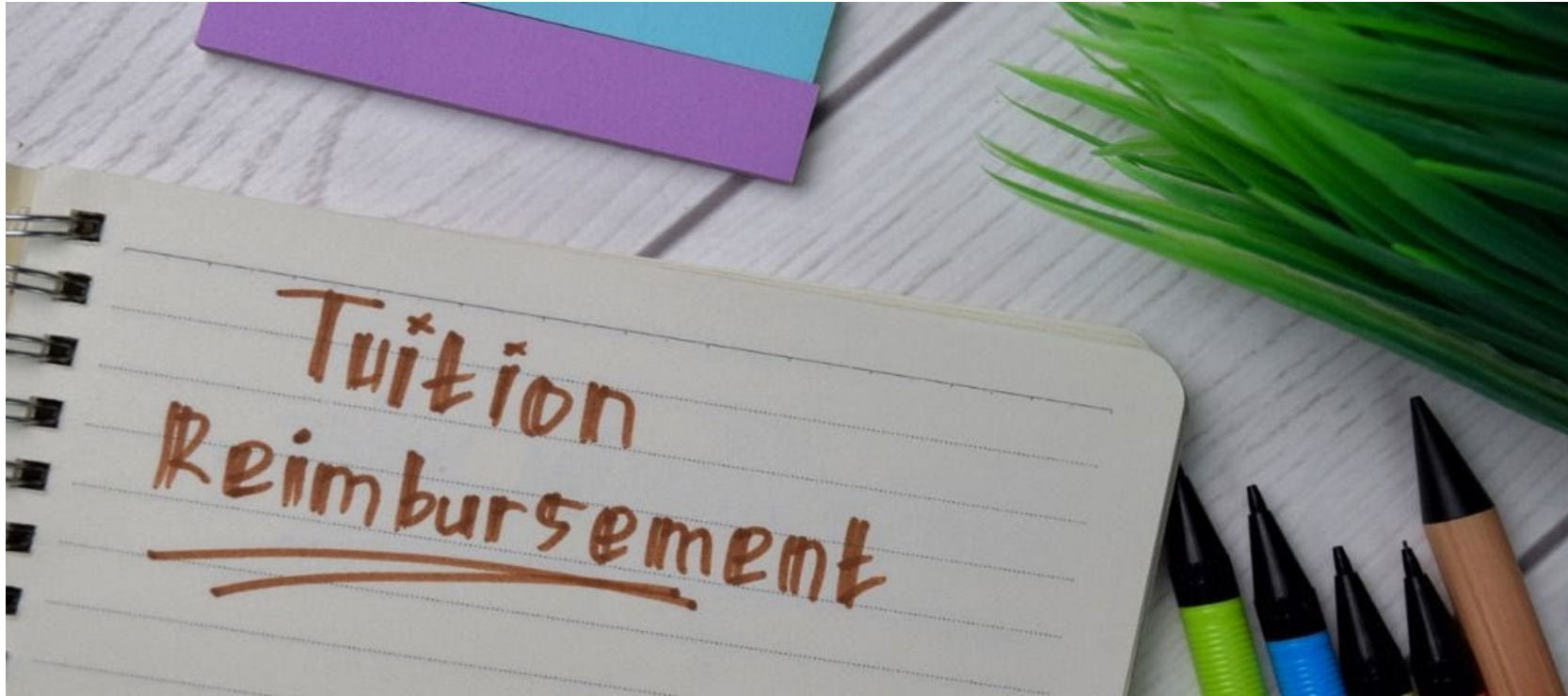
Submitting Program Dates

- The reimbursement submission windows in the HEI system are based on the institutions start and end calendar dates for each CDL program awarded by ODHE.
- The reimbursement submission window opens when the student has completed 25% of their CDL program and closes the last day of the session.
- The HEI system will automatically determine the 25% date to populate the promissory note email to the student.
- Student files may be entered into HEI at any time after completing their enrollment.

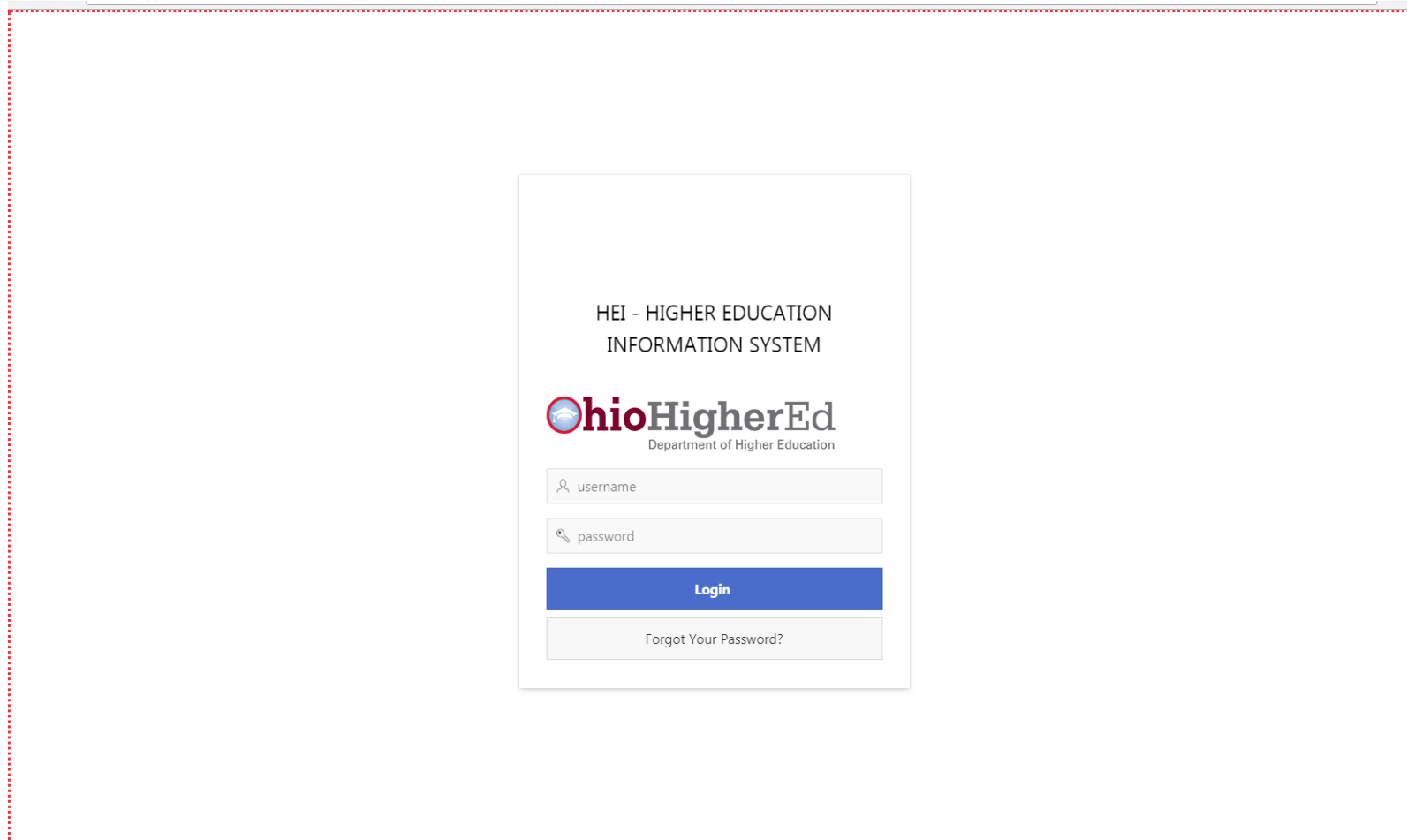
Establishing an HEI Account

- Each institution must designate a point of contact who should complete the CDL New HEI Liaison Authorization Form, signed by Awardee's campus President, Superintendent, designee, or equivalent) for HEI system access. Form should be submitted to CDL@highered.ohio.gov.
- Our office will set up all users into the HEI portal.
- Your username is your organization's email address. You will be able to create your own password.
- Only institution email addresses should be used for accounts/usernames (as opposed to personal email accounts).
- An automated email will be sent to the user containing their username and a secure link to reset their password.


Reimbursement Process



HEI System- <https://hei.ohiohighered.org/>



HEI - HIGHER EDUCATION
INFORMATION SYSTEM

 **OhioHigherEd**
Department of Higher Education

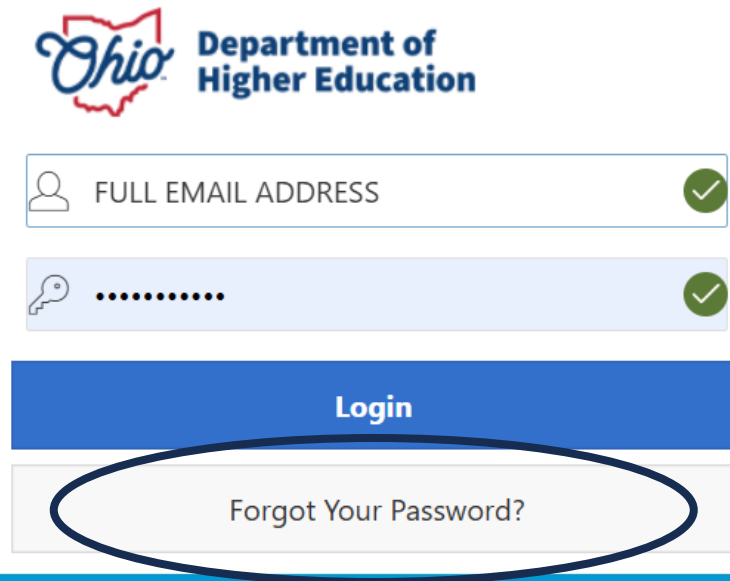
[Login](#)

[Forgot Your Password?](#)

Re-setting or Forgotten Passwords:

Each HEIAUTH-managed application will contain a “Forgot Password” link on the login page, which will direct the user to the HEIAUTH “Forgot Password” page, which will in turn generate an email with a secure link to reset the password

Passwords are automatically reset every 90 days



Ohio Department of Higher Education

FULL EMAIL ADDRESS ✓


..... ✓

Login

Forgot Your Password?

Logging into HEI

HEI - HIGHER EDUCATION
INFORMATION SYSTEM


Department of Higher Education

✓

✓

[Login](#)

[Forgot Your Password?](#)



By moving forward I agree to the following items:

- My password cannot be shared with any other person, nor can I use the password of an account not issued to me.
- I must inform my campus liaison when I no longer need restricted access to ODHE Information systems.
- Any data retrieved from restricted queries are to be used primarily for institutional planning purposes and any dissemination of these data to public settings must occur within the policy of responsible data dissemination described in the ODHE policy document I reviewed upon obtaining my account.
- The records to which I will have access may contain individually identifiable student information, the disclosure of which is prohibited by the Family Educational and Rights and Privacy Act of 1974 (FERPA). I have read and understand my institution's written policy statement under FERPA and am aware that the penalties for violation of FERPA can be the withdrawal of federal funds from my institution, as well as, criminal and/or civil charges brought against me. I am also aware of all other institutional procedures pertaining to the security, use, and release of confidential information.
- When submitting data, I am submitting data on behalf of the institution and that when I request load for data, I am certifying that data accurately represents the institution. I understand that those data will be used for the distribution of state funds and for research and reports. Additionally these data will be loaded into longitudinal state databases for longitudinal data research. Once deadlines for data submission have passed, data may not be corrected.

I Agree

I Decline

Ohio Department of Higher Education
25 South Front Street
Columbus, Ohio 43215

State Government Links
Mike DeWine, Governor | Ohio.gov

Education Links
Ohio Department of Higher Education
OH-TECH | OARnet | OhioLINK
OSC | OACC | IUC | OTTA | ODE

Release 3.46.0

If you have a disability and experience difficulty accessing this content, please contact the OH-TECH Digital Accessibility Team at accessibility@oh-tech.org.



Higher Education Information System

- Manual Data Entry
- Second Chance Grant Program
- Commercial Driver's License**
- Grow Your Own Teacher
- Submit File
- Search File
- File Submission Order
- File Submission Status Map
- File Submission Error / Warning Message Sets
- File Validation / Lookup Code Tables
- View Submission Window Extension Appeals

WELCOME

Welcome to the Higher Education Information System (HEI) Portal. Here, you will find information about HEI.

Frequently Asked Questions (FAQ)

- The FAQ site includes information about the new updates, announcements
- The IC file takes about one hour to load due to the number of tables the data is loaded into
- The AP file loads every hour on the hour.
- Other files are loaded once they are submitted and approved.

Standard Submission Windows

- Academic Programs
 - AP File: (see Enrollment Area Term-Based Files)
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-academic-programs>
- Enrollment Area
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-enrollment>
 - Term-Based Files
 - Summer Term: Jun 1 – Oct 1
 - Autumn Term: Oct 1 – Mar 1
 - Spring Term: Feb 1 – Sep 1
 - Annual Files
 - DC File: Oct 1 – Sep 1
 - DC File, Universities Only: summer and autumn term data are to be submitted by March 1st, and spring term data are to be submitted by September 1st
 - DC File, Community Colleges Only: summer, autumn, and spring term data are to be submitted by September 1st
 - Credit Update (CU): June 1 - October 1
 - UF and TF - December 10 - March 2 - <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-unit-record-tuition-fin-aid>
- Facilities Area

extension requests, and functions previously handled in the HEI Data Input Site. Please refer to the Ohio Department of Higher Education HEI home page for more information about the new site.

Commercial Driver's License - Application Management

[Add New Application](#)

	Last Name	First Name	SSN Masked	Grant Amount	Loan Amount	Application Status	Status Code Description	Proposal	License Code	License Description	Endorsement Codes	Endorsement Descriptions	Date Entered	Date Updated
--	-----------	------------	------------	--------------	-------------	--------------------	-------------------------	----------	--------------	---------------------	-------------------	--------------------------	--------------	--------------

Commercial Driver's License - Application Entry

Cancel Submit Application

Student

* First Name

Middle Initial

* Last Name

* SSN

No dashes

* Birth Date

MM/DD/YYYY

* Address Line 1

Address Line 2

* City

* State

* Zip Code

* Phone

10 digits (Area code(3) Exchange(3) Number(4))

* E-mail

* Driver License Number

* Driver License Exp. Date

* Driver License Exp. Date

Acknowledgments

The Student:

- is a resident of Ohio.
- has passed a drug test as determined by the Ohio Department of Transportation's drug testing policy for acquiring a commercial driver's license.
- does not have more than three moving violations in two consecutive years. If an individual who the eligible school has determined is an eligible student has three moving violations in two consecutive years while participating in the program, the individual shall no longer be considered eligible for continued participation in the program.
- has not plead guilty to or been convicted of operating a vehicle under the influence of alcohol or a drug of abuse under section 4511.19 of the Revised Code in the past twelve months. If an individual who the eligible school has determined is an eligible student pleads guilty to or is convicted of operating a vehicle under the influence of alcohol or a drug of abuse while participating in the program, the individual shall no longer be considered eligible for continued participation in the program.
- will be counseled about the grant and loan upon entrance and exit from the program.

CDL Program and Amount

* Institution

* Proposal

* License Type

Endorsements

* Expected Program Start Date

* Expected Program Completion Date

* Payment Amount

format => (#####.##)

Submit Application

- Once all fields are successfully entered into the HEI system, the student will be in the “IN” state, meaning student information has been submitted.
- A promissory note containing these fields will be system generated to the student for confirmation and electronic signature.
- The amount stated on the promissory note will be 50% of the payment amount entered by institution.
- The student will have the ability to decline the promissory note if it contains any errors or they changed their mind. In this case, an e-mail will be generated to the institution.

✓ CDL Application saved successfully!

Commercial Driver's License - Application Management

Q Go Actions [Add New Application](#)

Last Name	First Name	SSN Masked	Grant Amount	Loan Amount	Application Status	Status Code Description	Proposal	License Code	License Description	Endorsement Codes	Endorsement Descriptions	Date Entered	Date Updated
-----------	------------	------------	--------------	-------------	--------------------	-------------------------	----------	--------------	---------------------	-------------------	--------------------------	--------------	--------------

Status Codes & Description:

- IN - Student Information Submitted by Institution
- RQ - Request for promissory note was sent to student.
- AC - Promissory note received due to being signed by student, record is active and ready for disbursement.
- DC - Promissory note declined by student.
- PD - Payment Disbursed to institution.
- PR – Partial Refund.
- RF - Payment refunded if payment was disbursed and/or record was cancelled.
- GR - Student has completed their CDL program/training.
- EV - Employment Verification Received
- RP - Student is about to go into repayment and sent to the AG's office.
- AG - Student's record has been sent to the AG's office for repayment.
- CN - Loan has been paid in full after being remitted to AGO for repayment.
- LF - Loan has been forgiven.

Email Student and Institution Receives about Promissory Note

Dear Student,

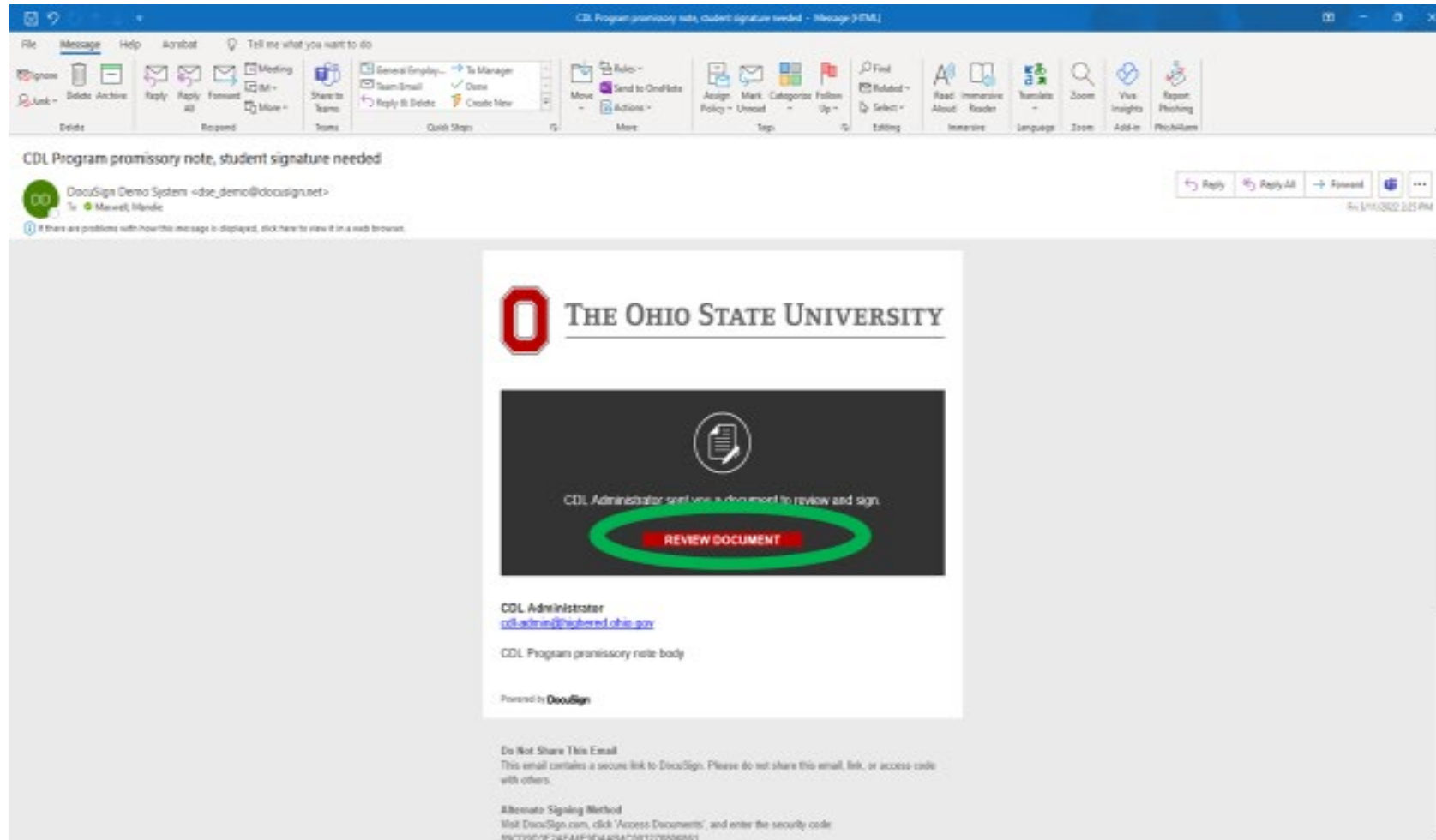
[CDL School] has requested funds for the Commercial Truck Driver Student Aid Program on your behalf in the total amount of \$XXXX. Half of the program costs \$XXX are a loan, which requires a promissory note to be electronically signed by you. The promissory note will be sent by a separate email from DocuSign. Please follow the instructions in that email to complete the promissory note. If any information is incorrect, please decline the promissory note and reach out to your institution to resubmit the application.

If you have any questions or concerns, please contact your institution, or feel free to contact me at CDL@highered.ohio.gov.

Regards,

Rebecca Jones
CDL Program Manager
cc: CDL School

DocuSign Email that Student Receives



Example of Promissory note from DocuSign

Promissory Note

- * I promise to pay the Chancellor, all of the principal sum of the above referenced loan amount, together with an amount equivalent to simple interest on this sum at the rate of 4 percent per annum in equal monthly payments. The term for repayment begins:
 - * One year after completing the program, which is 60 days after the person successfully finishes the driver training course if the person obtains a CDL license within the 60 days.
 - * The first month after a person fails to successfully complete the program, which occurs upon withdrawal from a driver training course, failure to successfully finish the driver training course, failure to obtain a CDL license within 60 days of the person successfully finishing the driver training course.
 - * If I fail to make payments according to the terms of this note, I will also pay all charges and other costs including reasonable attorney fees that are permitted by law and regulation for the collection of these amounts, and the Chancellor shall turn all collection matters over to the Attorney General. I understand that this is a promissory note, and it includes the Statement of Student Rights and Responsibilities. My signature certifies that I have read, understand, and agree to all terms of this note. My signature also certifies I have read, understand, and agree all the information provided in this form and the above Application is accurate as of the date of my signing of this note.
 - * My loan will be disbursed directly to the institution for my tuition and related expenses as included on the tuition bill.
 - * I must notify the Chancellor within ten days in writing, if any of the following events occur:
 - * I fail to enroll in a commercial driver training program for the period for which the loan was intended.
 - * I withdraw from school.
 - * I fail to successfully complete my program.
 - * I secure qualifying employment in Ohio in the field of CDL truck driving.
 - * I have completed my driver's training course more than 60 days ago and have not obtained a qualifying CDL license.
 - * I have completed my driver's training course more than 60 days ago, have obtained a qualifying CDL license, but have not yet secured qualifying employment.
 - * I am no longer an Ohio resident.
 - * I fail a drug test.
 - * I receive three moving violations in two consecutive years.
 - * I plead guilty to or have been convicted of operating a vehicle under the influence of alcohol or a drug of abuse under section 4511.19 of the Revised Code in the past twelve months.
 - * I have not pled guilty to or was convicted of operating a vehicle under the influence of alcohol or a drug of abuse while participating in the program.
 - * I understand that I may be eligible for 100 percent future debt cancellation if I complete a commercial driver training program and meet the residency and employment requirement of Section 3333.125(B) of the Revised Code or if I am totally and permanently disabled or die.
 - * One or more monthly repayments may be cancelled if a person completed the program and obtains qualifying employment as stated in section 3333.125 of the Ohio Revised Code during the repayment period. Debt cancellation only applies to upcoming monthly repayments after proper documentation is provided and does not result in a refund of prior repayments.
 - * I understand that if I do not complete qualifying employment as stated in section 3333.125 of the Ohio Revised Code, I will be required to repay the total loan amount borrowed plus interest at 4 percent per year. Proper documentation must be provided to receive required repayments. Documentation submitted for a repayment will not result in a refund for that repayment.
 - * I have the right to repay the whole loan or any portion of the loan at any time without penalty.
 - * I UNDERSTAND THAT WHEN PAYMENTS BEGIN UNDER THE TERMS OF MY PROMISSORY NOTE, I MUST CONTINUE TO MAKE ALL PAYMENTS UNDER MY NOTE IN ACCORDANCE WITH ITS TERMS. IF MY LOAN PAYMENTS REMAIN DELINQUENT FOR 120 DAYS, I WILL LOSE ALL MY DEBT CANCELLATION RIGHTS AND I MUST PAY THE FULL AMOUNT OF THE NOTE WITH INTEREST WHETHER I HAVE COMPLETED A PERIOD OF SERVICE CREDIT OR NOT.
- * I certify that I have read and agree to the foregoing Student's Rights and Responsibilities Statement for the Ohio Commercial Driver's License Loan Program.



DocuSign eSignature

Home Manage Reports

Last 6 Months

DocuSigned by:
[Signature]
00918865E8284D5...

0	0	0	1
Action Required	Waiting for Others	Expiring Soon	Completed

Automate Envelope Routing
Now you can send to the right people based on predefined routing rules.
[Learn More](#)

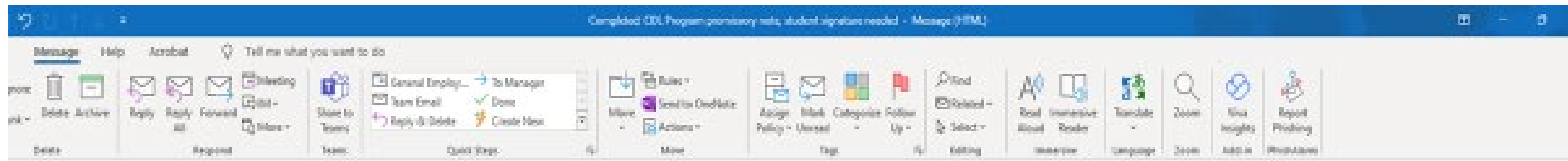
Drawing
With drawing fields, recipients can upload or draw on images.
[Learn More](#)

Need help getting started?
Get help with basic questions.
[View Our Guide](#)

YOU'RE HELPING US SAVE
3.3 Billion Lb of carbon

WE WANT YOUR FEEDBACK
We appreciate your ideas, suggestions, bugs, and even your compliments.

HELP AND SUPPORT
[Support Home](#)
[Community](#)



Completed CDL Program promissory note, student signature needed

DocuSign Demo System - dse_demo@docusign.net
To: Maxwell, Manda

Reply Reply All Forward

11/21/2022 2:07

If there are problems with how this message is displayed, click here to view it in a web browser.



THE OHIO STATE UNIVERSITY



Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

CDL Administrator
cdl-admin@highered.ohio.gov

All parties have completed CDL Program promissory note, student signature needed.

CDL Program promissory note body

Powered by **DocuSign**

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Email student and institution receive after promissory note has been signed

Dear Student,

I am pleased to notify you that we received your signed promissory note to participate in the Commercial Truck Driver Student Aid Program. Funding will be sent directly to [CDL School], to be applied to your student account.

If you have any questions or concerns, please contact your institution, or feel free to contact me at CDL@highered.ohio.gov.

Regards,

Rebecca Jones
CDL Program Manager
cc: CDL school

CDL HEI Reports

Allocation Report

Disbursement Report

Undisbursed/Unrecovered Funds

CDL Allocation Report



RJONES@HIGHERED.OHIO.GOV

Higher Education Information System (HEI)

WELCOME

Welcome to the Higher Education Information System (HEI) Portal. Here, you will be able to perform file submission, file window extensions, and other tasks. For more information about HEI, please refer to the Ohio Department of Higher Education HEI home page for more information about HEI.

Frequently Asked Questions (FAQ)

- The FAQ site includes information about the new updates, announcements, a training power point, and file specifications for the new site.
- The IC file takes about one hour to load due to the number of tables the identifier change impacts.
- The AP file loads every hour on the hour.
- Other files are loaded once they are submitted and approved.

Standard Submission Windows

- Academic Programs
 - AP File: (see Enrollment Area Term-Based Files)
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-academic-programs>
- Enrollment Area
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-enrollment>
 - Term-Based Files
 - Summer Term: Jun 1 – Oct 1
 - Autumn Term: Oct 1 – Mar 1
 - Spring Term: Feb 1 – Sep 1

- WOS Reports >
- NEALP Reports >
- OCOG Reports >
- CDL Reports > Allocation Report
- GYOT Reports > Disbursements Reports
- Undisbursed/Unrecovered Funds

at Site. Please refer to the Ohio

CDL Allocation Report



RJONES@HIGHERED.OHIO.GOV ▼

- Home
- Application Administration ▼
- Institution Management ▼
- File Submission ▼
- HEI Administration ▼
- Reports ▼

CDL Allocation Report							
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions ▼"/>							
Inst Code	Institution	Proposal Name	Start Date	End Date	Total Allocated	Total Requested	Remaining

CDL Disbursement Report



RJONES@HIGHERED.OHIO.G

Higher Education Information System (HEI)

WELCOME

Welcome to the Higher Education Information System (HEI) Portal. Here, you will be able to perform file submission, file window extensions, and other tasks. For more information, please refer to the Ohio Department of Higher Education HEI [home page](#) for more information about HEI.

Frequently Asked Questions (FAQ)

- The [FAQ site](#) includes information about the new updates, announcements, a training power point, and file specifications for the new site.
- The IC file takes about one hour to load due to the number of tables the identifier change impacts.
- The AP file loads every hour on the hour.
- Other files are loaded once they are submitted and approved.

Standard Submission Windows

- Academic Programs
 - AP File: (see Enrollment Area Term-Based Files)
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-academic-programs>
- Enrollment Area
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-enrollment>
 - Term-Based Files
 - Summer Term: Jun 1 – Oct 1
 - Autumn Term: Oct 1 – Mar 1
 - Spring Term: Feb 1 – Sep 1
 - Annual Files

- WOS Reports >
- NEALP Reports >
- OCOG Reports >
- CDL Reports >
 - Allocation Report
 - Disbursements Reports**
 - Undisbursed/unrecovered Funds
- GYOT Reports >

ut Site. Please refer to the Ohio

CDL Disbursement Report



RJONES@HIGHERED.OHIO.GOV ▼

- Home
- Application Administration ▼
- Institution Management ▼
- File Submission ▼
- HEI Administration ▼
- Reports ▼

* Institution x ▼ * Proposal Name x ▼ [Submit](#)

Q ▼	Go	Actions ▼		
Last Name	First Name	Student ID Masked	Disbursement Amount	Disbursement Date

Disbursements

- Once the signed promissory note from the student is received, funds will be disbursed to the institution.
- Payments will be generated weekly, and it typically takes 7 business days to be received.
- Within five business days of receipt of any disbursements from the Program, institutions MUST credit the account of the student associated with those funds. Institution will confirm that the student's account has been credited by sending an email confirmation to the CDL program manager at CDL@highered.ohio.gov, within seven business days of receipt of the Program funds.
- Important to make sure account information is correct with the state's Supplier Portal at: <https://supplier.ohio.gov>.

- Funds not requested during the reimbursement submission window will result in the institution *not* being reimbursed for the student's enrollment in the Awardee's CDL program.
- If a student withdraws prior to 25% of the institutions CDL program being completed, the institution is not able to request reimbursement from ODHE.
- If a student withdraws on or after 25% of the institution's CDL program has been completed, the institution may still request reimbursement. ***Funds, however, cannot be disbursed unless the student signs a promissory note, as the student is responsible for the loan portion of the award.***

CDL Undisbursed/Unrecovered Report



RJONES@HIGHERED.OHIO.GOV ▼

Higher Education Information System (HEI)

WELCOME

Welcome to the Higher Education Information System (HEI) Portal. Here, you will be able to perform file submission, file window extensions, and other tasks. Please refer to the Ohio Department of Higher Education HEI home page for more information about HEI.

Frequently Asked Questions (FAQ)

- The [FAQ site](#) includes information about the new updates, announcements, a training power point, and file specifications for the new site.
- The IC file takes about one hour to load due to the number of tables the identifier change impacts.
- The AP file loads every hour on the hour.
- Other files are loaded once they are submitted and approved.

Standard Submission Windows

- Academic Programs
 - AP File: (see Enrollment Area Term-Based Files)
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-academic-programs>
- Enrollment Area
 - File documentation: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-enrollment>
 - Term-Based Files
 - Summer Term: Jun 1 – Oct 1
 - Autumn Term: Oct 1 – Mar 1
 - Spring Term: Feb 1 – Sep 1
- Annual Files

Reports

- WOS Reports >
- NEALP Reports >
- OCOG Reports >
- CDL Reports >
 - Allocation Report
 - Disbursements Reports
 - Undisbursed/Unrecovered Funds**
- GYOT Reports >

CDL Undisbursed/Unrecovered Report

Institution Name ↑≡	Students	Transactions	Undisbursed Amount	Unrecovered Amount	Inst Code	Proposal Name
---------------------	----------	--------------	--------------------	--------------------	-----------	---------------

Refund Process

If funds requested for a student are greater than the amount the student is eligible to receive, or if the student changed pathways, or the student became ineligible, Institution must submit a funds return request by sending an email to CDL@highered.ohio.gov.

In the refund email provide:

- The student(s) name,
- last four of the SSN,
- proposal number, and
- payment amount to be refunded.

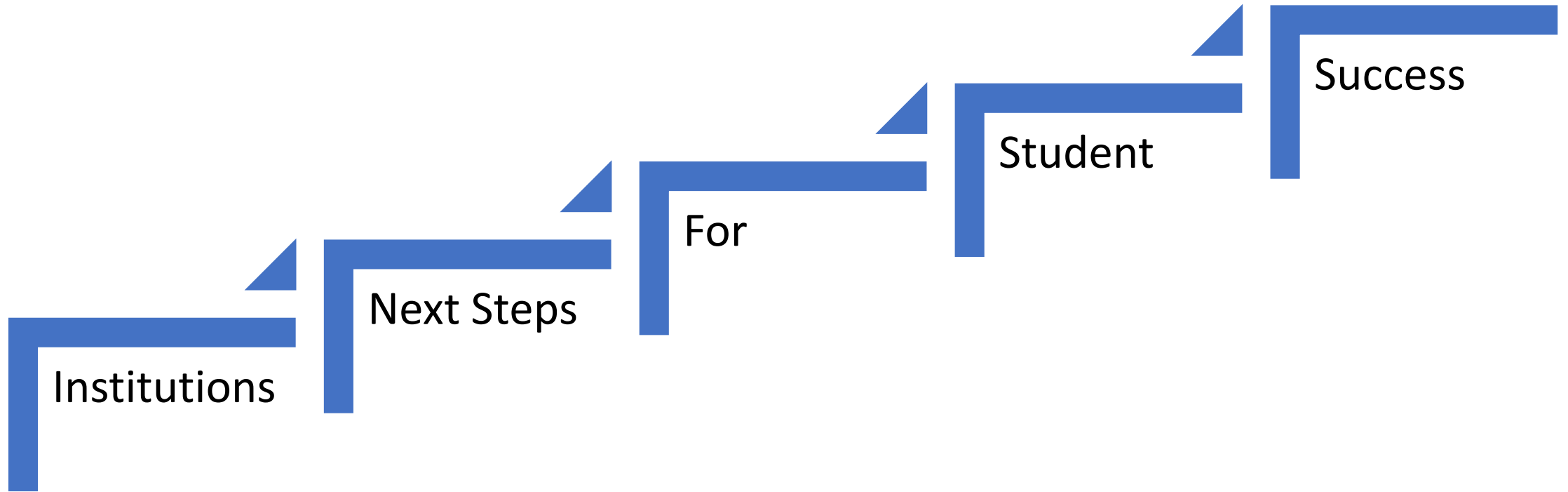
The partial refund amount will be entered into the student's account and an email will be generated to the student and awardee confirming the adjustment. The student is still responsible for the loan portion of the adjusted award. The promissory note is only cancelled upon return of all funds for the student and a debt cancellation email will be generated to the student.

- Refunds submitted in the current award period can be reallocated to other eligible students following the same process for reimbursement.
- Refunds submitted after the current award period, will need to be returned to ODHE. Awardee must submit a refund check to our office within thirty (30) days. The check should be made payable to the “Treasurer, State of Ohio” and mailed to:

Ohio Department of Higher Education
Office of Financial Aid – CDL Program, 7th Floor
25 South Front Street
Columbus, Ohio 43215-4183

- If after 45 days the refund check is not submitted, the amount owed plus interest and any additional fees may be turned over to the Ohio Attorney General’s Office for collection.

Next Steps



- Send an email to the CDL email address providing the student's name and actual completion date. Students account will then be updated with "GR" status and email will be generated to the student with their next steps.
 - Assist students with going to the CDL website https://dam.assets.ohio.gov/image/upload/highered.ohio.gov/cdl/CDL-Employment-Verification-Form_102424.pdf and download/print the CDL Employment Verification form to present to their new employer.
 - Watch for the student to submit their employment verification form within 60 days of completion and then again in one year to show they have completed one full year (12 months) of employment as a truck driver. Institutions are asked to aid their students and/or ODHE if needed.
- **Note: Encourage student to complete the CDL Employment Verification form as soon as they secure employment even if it is passed the 60-day mark. Students may be eligible for partial loan forgiveness if they had eligible employment during their one-year requirement.

CDL Employment Verification Form – Page 1



COMMERCIAL TRUCK DRIVER EMPLOYMENT VERIFICATION FORM

SECTION I: TO BE COMPLETED BY THE RECIPIENT			
INSTRUCTIONS			
<p>This form is to be used to request partial/full cancellation of the Commercial Truck Driver Student Aid Program. The recipient must complete Section I of this form and forward to the Human Resource or Employment Personnel Official of their Employment firm for the completion of Section II. Upon receipt of this completed form, CDL Program Manager at the Ohio Department of Higher Education will determine the recipient's eligibility for cancellation. The recipient will be informed by email of their eligibility for cancellation and the amount. PLEASE COMPLETE LEGIBLY.</p>			
Name of Recipient	Social Security Number (<i>last 4 digits</i>) XXX-XX-____	Area Code / Telephone Number	
Ohio CDL Driver's License Number	Ohio CDL Driver's License Issue Date	Ohio CDL Driver's License Exp Date	
Address of Recipient	City	State	Zip Code
Email Address			
<p>My signature below serves as approval for the release of any information requested in Section III of this Commercial Truck Driver Employment Verification Form to the CDL Program Manager at the Ohio Department of Higher Education.</p>			
Signature _____		Date _____	

Continued next page

CDL Employment Verification Form – Page 2

NAME OF RECIPIENT: _____ LAST 4 DIGITS OF SSN XXX-XX-_____

SECTION II: TO BE COMPLETED BY HUMAN RESOURCES OR PERSONNEL OFFICIAL OF THE EMPLOYMENT FIRM

The above-named employee was awarded a loan through the Commercial Truck Driver Student Aid Program while pursuing his/her Ohio CDL Truck Driver's License. To assist the CDL Program Manager at the Ohio Department of Higher Education in verifying this recipient's eligibility for cancellation, we are requesting that you provide the following information. The recipient's signature in Section I of this form is releasing you to provide this information. If you have any questions, please contact the CDL Program Manager at 614-752-9474 or email CDL@highered.ohio.gov.

Self-employed Recipients: In addition to completing this form, you are required to provide a copy of your taxes (redact the SSN except for the last four) for the year that you were a self-employed truck driver. The tax forms must show that income was earned as a truck driver while an Ohio resident. Complete your information below and in the comment box, indicate "Attached Self Employment Tax forms".

This completed form should be returned to:
The Ohio Department of Higher Education
 CDL – Program Manager
 Email: CDL@highered.ohio.gov

Name of Employer			
Ohio Address of Employer		County	
City	State Ohio	Zip Code	Area Code / Telephone Number
Date of Recipient's Employment as a CDL Driver. _____ To _____ <small>Month / Day / Year Month / Day / Year</small>			
In what capacity is the recipient employed – please check appropriate box? CDL Licensed: A () B () C () Endorsements: _____ Other - provide comments below: ()			
Comments:			
MY SIGNATURE CERTIFIES THAT THE INFORMATION PROVIDED IN SECTION II OF THIS CDL TRUCK DRIVER EMPLOYMENT VERIFICATION FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.			
Signature of Human Resources/Personnel Official _____		Date _____	
Type / Print Name and Title			
Type / Print Email Address			
Full Mailing Address		Area Code / Phone Number	

SECTION III: FOR CDL PROGRAM MANAGER – OHIO DEPARTMENT OF HIGHER EDUCATION OFFICE USE ONLY

DATE	PRINCIPLE LOAN AMOUNT AWARDED	LOAN AMOUNT CANCELLED	DATES OF VERIFIED EMPLOYMENT	LOAN AMOUNT REMAINING
Processed By _____			Date _____	

Institutional Reporting

- Institutions are required to file annual reports and progress reports, as requested throughout the year, in a form designated by the Chancellor. The form may require:
 - The amount of each grant and loan awarded
 - Number and percent of students receiving certificates and types of Driver's License
 - Percent of students obtaining Ohio employment after completion of the Program (additional data related to employment and post-completion employment may be requested)
 - Entry level wage for students obtaining employment after completing the Program
 - Number of students in repayment
- ODHE may also perform periodic site visits or virtual desk reviews to monitor progress and Project performance.

Violations

- Institutions MUST notify ODHE, without delay, if institution becomes ineligible on any of the prequalifying approval sites; Ohio Department of Public Safety (DPS) registry, Federal Motor Carrier Safety Administration (FMCSA) registry. Or is no longer on the State Board of Career Colleges and Schools (SBCCS) registry, if applicable.
- In addition, ODHE must be notified immediately if institution changes or closes a location, gets a CDL program suspension, or sells the business.

Additional Questions?

Please send to CDL@highered.ohio.gov



**Department of
Higher Education**

25 South Front St.
Columbus, Ohio 43215 U.S.A.

614 | 466-6000
highered.ohio.gov