

# Commercial Driver Program

## Applicant Guide

Class 1 MELT (Mandatory Entry Level Training)

Experience and Equivalency Class 1 MELT (Class 3 to Class 1 Transition)

Class 3



Please read the guidelines carefully

### 1. Program Purpose and Objectives

Unemployed Albertans have an opportunity to start careers as commercial truck drivers through the province's funded Commercial Driving Program. Unemployed Albertans can access funding to take the Mandatory Entry Level Training (MELT) program to earn a Class 1 driver's licence, upgrade from a Class 3 to a Class 1 licence, or acquire a Class 3 licence. This program will help to fill an expected shortage of commercial drivers, forecast to be more than 12 per cent by 2023, putting the province's supply chain at risk. This grant supports Alberta's Recovery Plan. A minimum of 80% of the people accepted for training must meet EI eligibility qualifications.

The Commercial Driver Program is administered by Connections Career and Safety Services Ltd. (Safety Connections) and funded through Service Canada and the Government of Alberta.

### 2. Program Components

Depending on the end certification, the participant will have the following program costs fully covered:

- Driver's Medical;
- Air Brakes;
- Air Brake Knowledge Test (one attempt);
- Class 1 MELT Program;
- Class 1 MELT Knowledge Test (one attempt);
- Class 1 MELT Road Test (one attempt);
- Standard First Aid; and
- Employability workshops and resume development.

### 3. Basic Eligibility Requirements

Applicants must meet the following eligibility requirements:

- Be at least 18 years of age and an Alberta resident;
- Hold an Alberta non-probationary driver's licence;
- Be unemployed and on an active EI claim; be able to demonstrate that they qualify for Employment Insurance; have been on an active EI claim in the past 4 years; **or** be able to verify they have been working an average of fewer than 20 hours per week over the past 3 months (regardless of income level); applicants working at the time of application are expected to continue their employment relationship: quitting to apply for training is not acceptable and will result in acceptance denial;
- Be ready, willing, and able to participate in training and planning to seek full-time employment in the commercial transportation industry;
- Be able to prove they can sustain themselves through training;
- Have sufficient English language skills to succeed in driver training and testing;
- Deemed to meet citizenship requirements (e.g., Canadian citizen, permanent resident, or convention refugee) and legally entitled to work and train in Canada;
- Not have been in a similarly-designated, funded program in the past 4 years.

After Connections has provided preliminary approval of all other eligibility criteria, the applicant will then need to provide a satisfactory Alberta driver's medical examination report prior to commencing training.

### 4. How to Apply

#### 1. Discuss over the phone your eligibility with a Connections staff member.

If you are deemed eligible to apply, you will be asked to email or drop off a resume (you must provide 2 work-related references) and a 5-year driver's abstract. You will also be asked to provide information necessary to verify your eligibility through a government-secured system (legal name, birthdate, SIN).

#### 2. Receive an email or phone call with the results of your initial assessment.

Applicants who are eligible for the program will receive an invitation to attend an appointment to complete additional assessments and provide a driver's abstract. This must be done in person at our Medicine Hat office.

#### 3. Complete an interview to assess your eligibility.

We will schedule virtual or in-person interviews with applicants short-listed for program consideration. Preference will be given to those with verified offers of employment, those with fewer than 4 demerits, and those on an active EI claim.

#### 4. If you receive conditional approval, you will be required to get a driver's medical examination conducted by a physician or nurse practitioner and submit the results to Connections. Exams conducted in Medicine Hat will be scheduled by Connections. Failure to submit **satisfactory** results of the driver medical examination **by the identified timeline** may result in the applicant's loss of a seat in the program. For more information on medical fitness requirements for commercial drivers, visit [www.alberta.ca/commercial-drivers-and-medical-fitness.aspx](http://www.alberta.ca/commercial-drivers-and-medical-fitness.aspx).

#### 5. Receive an email or phone call regarding your application status. Seats are very limited (approximately 6 per month).

### 5. Freedom of Information and Protection of Privacy Act

Personal information is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the program. You will be asked to provide your Social Insurance Number, Legal Name and Birthdate at the time of initial assessment; this will be used to verify eligibility to the program funding.

### 6. Contact Information

For questions related to applications, eligibility, and the status of your application, please contact:

**Connections Career and Safety Services Ltd.**

Phone: 1-403-528-3779

Email: [meltdriving@gmail.com](mailto:meltdriving@gmail.com)

Website: <https://www.safetyconnections.ca/funded-driver-training-cdp>