



Dear ELDT Program participant,

Thank you enrolling in CVTA's ELDT Voluntary Compliance Program. This program is designed to aid members through the submission of certain documents and data that will be required by the regulation. As you know CVTA released its *ELDT Guide, Best Practices and Forms*. These documents and your understanding of them are essential in helping you navigate the ELDT regulation.

### **WHAT INFORMATION & WHEN CVTA WILL REQUIRE MEMBERS TO SUBMIT**

CVTA will require all members to submit a completed copy of its *Forms 3.0* and their completed Training Provider Registry (TPR) form submitted to the FMCSA within **30 days of submission to the FMCSA**. The *Forms 3.0* captures all the essential details about each program and demonstrates compliance with the ELDT curriculum & requirements. This information will only need to be filed once unless you make changes.

We will require that you submit the Forms for each program at each location where you deliver training. CVTA has revised the forms to make it easier for those with multiple locations where teach the same program. *Forms 3.0* is revised to save members time and includes a separate location and state compliance sheets that will need to be filled out but will allow members to reuse the other conforming program information (assuming that your program is identical at each location).

### **BTW TRACKING**

CVTA will require all members to submit Behind the Wheel (BTW) tracking on a quarterly basis when the FMCSA requires it. Currently, the FMCSA has proposed delaying this requirement for 2 years. However, we are accepting members BTW tracking on a voluntary basis and believe it is a best practice. In accordance with ELDT requirements, each training provider must show proficiency for each student/trainee. If a training provider is able to quantify the number of BTW hours the individual completed, it is maintaining the necessary paperwork in the student's/trainee's file needed to derive the hours, show proficiency, and pass a DOT Audit.

### **HOW TO BEGIN**

#### **1) Download Forms 3.0**

You can find the *ELDT Forms* by accessing our "Member Portal Login" located in the upper right hand corner of our website ([www.cvta.org](http://www.cvta.org)). You will need your login credentials to access this portion of the website. If you don't have it, please email or call CVTA staff.

Once you are logged in, click on the tab "ELDT" located in the Gray Banner just below the blue website menu, we ask that you read the *Overview, Best Practices, and Forms 3.0*. After reading all of these documents, you need to prepare your forms and implement your BTW tracking.

## 2) Fill out the Forms

By filling out these forms and submitting them to CVTA, you are undertaking the hard work needed to comply with the regulation for both the theory and the BTW portions. Additionally, in the course of filling out these forms and submitting them to CVTA, members will examine their current practices and procedures to determine whether adjustments need to be made.

## 3) Begin BTW Tracking

ELDT requires that all training providers must account and disclose the individual's BTW (Road & Range) time in terms of 60-minute hours. By undertaking the BTW tracking, you will need to determine and instill a process and procedures of how you track the time, how you document proficiency, and how you administratively report these.

## 4) Report BTW Tracking on a Quarterly Basis

Once you've begun your BTW tracking, you will submit data in the format as outlined in *Forms 3.0*. Members will submit those graduates who have obtained a CDL from the previous quarter. The submission dates are due by the end of the month following each quarter.

<b>Quarter Date</b>	<b>Submission Date</b>
April 30	May 31
July 31	August 30
September 30	October 31
Dec. 31	January 31

## WHAT CVTA DOES NOT REQUIRE

CVTA will not require members to submit individual instructor, equipment, facilities, backing, and Master Trip sheet forms. We offer them to you as a means of ensuring compliance but will only require members to attest that they retain the information for instructor, equipment, and facilities provided in those files. These can be accessed on the Members' only portal under the title "CVTA Supplemental Materials Version 3.0" and is located next to our ELDT Forms 3.0.

## SUBMITTING THE INFORMATION TO CVTA

In terms of the quarterly submission of BTW data, we ask that members submit it in a Comma Separated Value or "CSV" File (Excel) in the same order as established in the "CVTA BTW Tracking Form." We will provide you with instructions on how to upload this data to our third party vendor (Transportation Compliance Solutions) and this data is protected by our [Privacy and Acceptable Use Policy](#).

## HELP MOVING FORWARD

We believe that our current ELDT materials will enable members to comply with the regulation. With that said, we know that members will have many questions along the way. We ask that any time you have a question, please reach out to us. More importantly, as you undertake your compliance, and where you notice ambiguity, please write it down. We are always looking for ways to streamline compliance, and we are also looking for ways to help the FMCSA in terms of offering guidance. Therefore, please let us know what questions you have by reaching out to CVTA staff.