



**Commercial Driver
Training Program**

Student Program Guide

Please allow 2 business days for application processing. (In other words, the absolute latest you can get an application in and still be accepted to the program is by Wednesday at 5:00 PM the week before the class starts.)

Need help? If you need help with this application or any scholarships/grants, our Academic Coaches are here for you! (Remember, having and checking an e-mail is important for our program. Coaches can help with this.) To get help:

- Go to the WNC Library on our Carson City or Fallon campuses. Check library.wnc.edu/home and click on “Academic Coaching” to see when coaches are available.

If you need a computer or internet, you can use one at our library during open hours.

Disability Support Services For disability support, contact our Disability Support Services office at (775) 445-4459 or susan.trist@wnc.edu. Fill out an Application for Services at wnc.edu/dss.

Is English your second language? If English isn’t your first language and you’re worried about it, consider reaching out to the ACCEL College and Career Readiness program. They offer free English Language Learning instruction for all levels. Contact them at accel@wnc.edu or (775) 445-4452.

2023-2024 Class Schedule

Classes run Mondays-Friday from 8 AM-5 PM for 5 weeks, with the exception of the weekend and evening classes listed below. Dates for classes are listed below.

Fallon	Carson City
August 12, 2024-September 13, 2024 – Class A <i>No class Monday, Sept. 2</i>	August 19, 2024-September 20, 2024 – Class A <i>No class Monday, Sept. 2</i>
Weekend Class – Class A 8 AM-5 PM Saturday and Sunday Only September 21-December 22 <i>(No Class Oct 26-27 or Nov 23-24)</i>	September 30, 2024-November 1, 2024 Class A <i>No class Friday, Oct 25</i>
Evening Class – Class A Monday-Friday 5:30-8:30 PM Only September 23-December 20 <i>(No Class Oct 25 or Nov 11, 28 & 29)</i>	November 12, 2024-December 20, 2024 Class A <i>No class Nov. 28 or 29</i>

Step 1 – Make Sure You Qualify

Make sure you're good to go before filling out the application! Here's what we think about when we review your application:

- *Your driving record.* We look at your driving history to see if it's okay. Having a small issue, like a speeding ticket a while back, is usually fine. But recent big problems, like a DUI, might be an issue. If you're not sure, just ask us!
- *Can you drive safely?* You need a doctor to say you're physically fit for truck driving. That means good eyesight, hearing and a few other things. Don't worry, we have doctors to help, so ask if you're unsure!
- *No to drugs.* You can't have drugs in your system, including THC, 30 days before the program starts.
- *Ready for a job?* We want you to get a job after you finish. If you have a tricky background or need special insurance, let us know. We'll figure it out together!
- *Be there for classes.* You've got to come to all the classes. If you miss a class, you might miss important stuff. We can work on a plan to catch up, but it's better to be there!
- *Age.* If you're under 21, you can drive only in Nevada. If you're under 25, you can only drive trucks less than 70 feet long. That's OK, but it might limit your job options.

Ask us anything! If you're unsure about anything, call us at (775) 445-4210 or email us at conted@wnc.edu. We're here to help!

Step 2 – Make Sure the Program is Right for You

Making sure this program is right for you is a big deal. Here's what you're agreeing to if you choose us for your CDL training:

- **Work Hard from Day 1.** We start fast; no waiting. You'll be tested at the end of week 3, and if you're not doing well, you may be dismissed from class.
- **No Distractions.** No cell phones in class (for safety and for learning).
- **Teamwork.** Your classmates are your team. Help each other, stay positive, and have fun.
- **Be Responsible.** Even if the teacher isn't right there, you have to work. Practice, even when the teacher is with another group.
- **Listen to Your Teacher.** Our teachers are the best. Follow their instructions, even if someone else does things differently. Ask questions, but don't argue.
- **Respect the Equipment.** Take care of the trucks. They're expensive, and we need them to work well for a long time.
- **Coming Prepared.** Bring something to take notes, dress for the weather, and have your pre-trip inspection sheet with you until you know it by heart.
- **Don't Miss Class.** 5 weeks is short. Be there unless it's an emergency.
- **Get Ready to Travel.** You might have class in Fallon or Reno on some days. Be ready for a few trips.

If this doesn't sound good for you, it's okay. Not everyone is a fit. We're telling you what to expect so you don't waste time or money. If you apply, it means you're okay with these rules, and we'll treat you accordingly.

Step 3 – How to Pay for the Program

The course costs \$4,900 for a Class A or \$3,500 for a Class B. Here are the ways you can cover that cost.

It's important to remember that you can't use FAFSA funding or Pell grants for this course. WNC's Financial Aid office can't help you with funding for the course.

- **Paying Yourself** – If you can pay for it yourself, that's great! After you apply and get accepted, we'll ask you to pay the full amount. Right now, we can't set up payment plans.
- **Employer Pay** – If your employer is paying, tell them to contact Lauren Slemenda Moore at lauren.slemenda@wnc.edu for payment details. We even offer a discount for companies sending more than one student in a year.
- **Other Ways to Get Money** – If those don't work, check out the table below. There are ways to get money from the college and the community. Call these groups to see what might work for you. Each group has its own way of telling us you got money. Some call us, others give you a letter to attach to your application. Once you're approved, make sure your funder gives you proof or contacts Lauren Slemenda Moore at lauren.slemenda@wnc.edu to tell us you're approved. Remember, getting money isn't guaranteed.
 - **Important: We don't manage these scholarships or grants. If you have questions or need information, contact the people listed under "Who to Call."**

Where To Get Money	Who Qualifies?	Type of Assistance	Who to Call	Requirements
Northern Nevada Literacy Council	Young adults ages 18-24 who are currently parents, live in low-income households, or find themselves in challenging circumstances	<p>Tuition coverage – partial or full</p> <p>Assistance with cost of permit and DOT physical</p> <p>Grant (does not need to be paid back)</p>	<p>Rob Costa ledata@nnlc.org (775) 356-1007</p>	<p>Must complete program in full</p> <p>Must seek employment as a commercial driver upon graduation</p>
Good Jobs Northern Nevada/SANDI Grant	Northern Nevada job seekers looking for training and employment opportunities	<p>Tuition coverage – partial or full</p> <p>Financial assistance for challenges like childcare and transportation</p> <p>Grant (does not need to be paid back)</p>	<p>Contact Chris Croft at (775) 445-4423 or Christopher.croft@wnc.edu</p>	<p>Must complete program in full</p> <p>Must seek employment as a commercial driver upon graduation</p>
JobConnect	Unemployed Nevadans looking for full-time, permanent work	<p>Tuition coverage – partial or full</p> <p>Grant (does not need to be paid back)</p>	<p>Carson City: (775) 684-0400</p> <p>Fallon: (775) 423-5115</p> <p>Reno: (775) 284-9600</p>	<p>Must complete program in full</p> <p>Must seek full-time, permanent employment as a commercial driver upon graduation</p>

<p>ROADS Program</p>	<p>Nevadans (or those intending to work in Nevada upon program completion) with financial need</p> <p>Students must be unemployed or underemployed</p>	<p>Tuition coverage – partial or full</p> <p>DMV Permit Testing</p> <p>DOT Physical</p> <p>Grant (does not need to be paid back)</p>	<p>Apply at wnc.edu/roads – click the “Apply Now” button</p> <p>For questions, contact kara.spracklin@wnc.edu</p>	<p>Must complete program in full</p> <p>Must actively participate in ROADS professional development programming</p> <p>Must seek employment as a commercial driver in Northern Nevada upon graduation</p> <p>Must allow WNC to track your employment following graduation</p> <p>Must communicate consistently with the ROADS team</p> <p>Must agree to be available for testimonials and mentorship for new program participants after completing your program</p> <p>Must pay it forward upon program completion as a program mentor,</p>
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				program donor, or program ambassador (see application below for details)
Wildcat Reserve Food & Hygiene Pantry	WNC Students	Free food and hygiene supplies No cost and no payback required	https://www.wnc.edu/wildcat-life/food-pantry/	Must fill out an intake form once per semester Must fill out an order form each week for items needed Must pick up orders once they are filled
William N Pennington CTE Scholarship	Nevadans with some degree of financial need	Tuition coverage – partial or full Scholarship (does not need to be paid back)	(775) 445-3240 https://nshe.hylancloud.com/forms/appnet203/UnityForm.aspx?key=UFKey	* Must complete program in full Must seek and report employment as a commercial driver in Northern Nevada upon graduation Must allow the WNC Foundation to use your photos and information for publicity Must provide a thank-you letter to the William N

				<p>Pennington Foundation</p> <p>Must pay it forward upon program completion as a program mentor, program donor, or program ambassador (see application below for details)</p>
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Step 4 – Get a Medical Examination Card

This card shows you can safely drive a truck. The doctor will check a few things, like:

- Do you see well (at least 20/40 vision)?
- Can you hear a whisper from 5 ft away?
- Are your blood pressure and heart beat normal?
- Can you climb in and out of a big truck?
- Can you recognize the colors of traffic signals?
- If you have diabetes, is it controlled?

You need to get your Medical Examination Card from one of these doctors:

Carson City

Concentra Urgent Care

3488 Goni Rd, Ste. 141, Carson City, NV 89706

Hours: Monday-Friday 7:30 AM-5 PM

(775) 887-5030

Cost: \$121.00 – You must pay this cost; do not allow Concentra to charge the cost to WNC.

Walk-in only. Arrive before 3:30 PM. Take the form on the next page with you.

Fallon

Renown Urgent Care

Where: 560 E Williams Ave

Phone: (775) 982-5000, ask for Fallon Urgent Care

When: Call for Availability

Cost: \$120.00

Call to make an appointment. If you have diabetes, bring a copy of a recent A1C test.

Concentra

(Patient must present Authorization and Photo ID at the time of service.)

Authorization for Examination or Treatment

Patient Name: _____ Social Security Number: _____

Employer: _____ Date of Birth: _____

Street Address: _____ Location Number: _____

Temporary Staffing Agency: _____

Work Related

Injury Illness

Date of Injury _____

Substance Abuse Testing* (check all that apply)

Regulated drug screen Breath alcohol

Collection only Hair collect

Non-regulated drug screen Rapid drug screen

Other _____

Type of Substance Abuse Testing

Preplacement Reasonable cause

Post-accident Random

Follow-up

Special instructions/comments:

Physical Examination

Preplacement Baseline Annual Exit

DOT Physical Examination

Preplacement Recertification

Special Examination

Asbestos Respirator Audiogram

Human Performance Evaluation*

HAZMAT Medical Surveillance

Other _____

Billing (check if applicable)

Employee to pay charges

★ Due to the nature of these specific services, only the patient and staff are allowed in the testing/treatment area. Please alert your employee so that they can make arrangements for children or others that might otherwise be accompanying them to the medical center.

Authorized by: _____ Title: _____

Please print

Phone: _____ Date

Concentra now offers urgent care services for non-work related illness and injury. We accept many insurance plans.

(Copies of this form are available at www.concentra.com)

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Step 5 – Get

a Class A Driver's Permit

It's important to know this is a CLASS A program, not Class B. So, be sure to get a CLASS A permit, not a Class B.

Here's what you need to do:

- **Get ready.** Make sure your Nevada driver's license is up-to-date. We suggest getting a Real ID if you haven't already. You'll also need extra proof of who you are (like a birth certificate or passport), proof of your social security number (usually your social security card), and proof of where you live. Call the DMV at (775) 684-4368 or visit dmv.nv.com if

you have questions about these things. Bring a copy of your Medical Examination Card.

- **Fill Out Forms.** Complete an Application for Commercial Driving Privileges. (You can get it at the DMV.)
- **Study and Take Tests.** Download the DMV CDL manual from www.dmvnv.com, read it, and take these knowledge tests at the DMV (the cost starts at \$57.25). Make an appointment at dmv.nv.gov/appointments.htm, or walk in to the Carson, Fallon, Reno or Yerington DMV office. If you're walking in, get there early!
 - General knowledge test (study the entire manual)
 - Airbrakes (study section 5-1 of the manual)
 - Combination vehicles (study section 6-1 of the manual)

Step 6 – Complete a Drug Screen

Remember, the results must go straight to WNC Continuing Education. Students can't send them in.

Here's what to do:

1. If you already do drug testing at work: A letter from your boss (or HR department), on their letterhead, saying you follow their drug testing policy works instead of doing a drug screen.
 - a. If you do not already do drug testing at work or you're unemployed, call US Drug Test Centers at (866) 566-0261 to set up your collection. Once you provide payment, they will send you an e-mail with details for the collection site.

If a program like ROADS, SANDI, JOIN, or Community Chest is paying, talk to your contact there. They might want you to pay upfront and show a receipt for reimbursement.

Tell your provider to send results to Lauren Slemenda Moore at Western Nevada College.

Step 7 – Get Your 10 Year Driving Record

You can get your 10 year driving record online from the DMV here:

<https://dmv.nv.gov/dlhistory.htm>

You can also request a copy while you are at the DMV getting your Class A Permit.

Step 8 – Turn In Your Materials

Please make sure your application is complete before sending it. We need all the items listed below together. If you're missing something, get it before sending your application.

Complete the attached application and include everything from the checklist below. E-mail it to conted@wnc.edu or mail it to:

Lauren Slemenda
Continuing Education
Western Nevada College
2201 W College Pkwy
Carson City, NV 89701

You can also drop it off at the front desk on our Carson City campus (in the Bristlecone Building) or our Fallon campus (in Virgil Getto Hall). They can make copies of the items listed below if you don't have access to a copier or scanner.

- Copy of your Class A Driver's Permit
- Copy of your 10-year driving record from the DMV
- Copy of your DOT Medical Examination Card
- Drug screen results, sent directly to WNC Continuing Education
- Funding letter or documentation, if applicable

Commercial Driver Training Program Application

Remember, your application is not complete unless it includes all of the items listed on the page before this – a copy of your permit, your 10-year driving history, a copy of your medical exam card, and some form of payment or promise of payment letter.

Name: _____
First Middle Last

Address: _____
Number and Street

City State Zip Code

Date of Birth: ____/____/____

Phone Number: (____) ____ - ____

I agree to receive text messages about the class at this number.

Social Security Number: _____ - _____ - _____

Email Address: _____

How did you hear about this program?

- Community Agency – Name: _____
- Word of Mouth
- Search Engine
- Flyer – Where? _____
- Newspaper
- TV
- Employer – Who? _____
- Social Media

Are you legally eligible to work in the United States?

- Yes
- No

Are you currently employed?

- Yes, full-time
- Yes, part-time
- No, I have been unemployed for less than 27 months
- No, I have been unemployed for 27 or more months in a row

If yes:

Employer Name: _____

Position Title: _____

Current Wage: _____

Do you intend to remain employed at this employer after completing the program?

- Yes, with no pay or title change
- Yes, but in a different position
- Yes, in the same position but with higher pay
- No, I'm planning to get a different job

What is your gender?

- Man
- Woman
- Other: _____

Are you a veteran?

- Yes
- No

What is the highest grade level you have completed?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

What is the highest level of education you have obtained?

- Less than high school diploma
- High school diploma
- High school equivalency (GED or HiSET)
- At least 1 year of college – no degree or certificate
- College certificate of completion – no degree
- Associate's degree
- Bachelor's degree
- Master's or Doctoral degree

Are you or your dependents currently receiving any of the following forms of public assistance?

- SNAP (Supplemental Nutrition Assistance Program)
- Supplemental Security Income (SSI)
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Welfare or Temporary Assistance for Needy Families (TANF)
- General Assistance (GA)
- Unemployment Insurance
- Medicaid and Children's Health Insurance Program (CHIP)
- Social Security Disability Insurance (SSDI)
- Affordable Connectivity Program (ACP)
- Subsidized Rental Housing
- National School Lunch Program (NSLP), School Breakfast Program (SBP) or Summer Food Service Program (SFSP)
- None of the Above

What is your race? (Select any that apply)

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |
| | <input type="checkbox"/> Prefer not to say |

How will you be paying for your program? (You shouldn't submit this application until you know for sure that you have funding; just applying for a scholarship or grant isn't enough.)

- Self-Pay
- Employer Pay – Please attach a promise of payment letter or other indication from your employer that indicates that you are approved for funding and who should be invoiced for the cost of tuition. *Without this letter, your application will be considered incomplete.*
- Scholarship or Grant – Please attach a promise of payment letter or other indication from the scholarship or grant provider that indicates that you are approved for funding. *Without this letter, your application will be considered incomplete.*

If you are receiving a scholarship or grant, we ask that you pay it forward with the WNC Commercial Driver Training Program in at least one of the following ways. (If you're paying for the program yourself or your employer is paying, we still welcome and encourage you to pay it forward!) How would you like to participate?

- I'd like to serve as a mentor to a student in the program, providing them with guidance, advice, study help and/or guidance finding a job after program completion.
- I'd like to make a yearly pledge to the WNC Commercial Driver Training Scholarship in the amount of: \$_____.
- I'd like to serve as a WNC Commercial Driver Training Program ambassador by volunteering at a minimum of one college event per year. (Events include, but are not limited to, WNC Foundation fundraising events and WNC participation in community events. We will e-mail you regularly with opportunities.)
- Not applicable – I am not receiving a scholarship or grant

Have you ever been required to carry SR 22 (high risk) insurance?

- Yes, currently
- Yes, in the past
- No

If yes, please list dates and statement of circumstances. (You may attach additional pages if needed.) _____

Do you intend to obtain a job in the commercial driving industry upon program completion?

- Yes
- No – Please Explain: _____

If yes, do you have a job in mind?

- Yes – Where? _____
- No

Where did you complete your drug screen? (You **must** complete your drug screen at one of our approved providers.)

- Concentra
- Nevada Drug and Alcohol Testing
- I am attaching a letter from my employer in lieu of a drug screen

Which class dates do you prefer?

- First available
- August 12-September 13, 2024
- September 23-November 24, 2024
- November 4-December 14, 2024

Which location do you prefer?

- Fallon, NV
- Carson City, NV

Would you like to be paired with a mentor? (A mentor is someone who has taken the class and volunteered to be paired with a current student. They can help if you find yourself having difficulty with a particular part of the class, are struggling to balance life and classwork, or need help getting a job after you graduate.)

- Yes
- No

Why do you want to get a CDL? *The way you answer this question won't affect whether you are admitted to the program or not, but it's a question we think it's important for you to answer for yourself. Think beyond "My employer is making me" or "I want to make more money." Those are valid reasons, but you could always find another job and there are plenty of ways to make more money. Really take some time to think about how your life will be different with a CDL and why that's worth working for. Why this program and this career?*

Verification of Application Information and Consent for Release of Information

I certify that all information provided herein is complete and accurate to the best of my knowledge. I further agree that, if accepted to the WNC Commercial Driver Training Program, I will be subject to the Nevada System of Higher Education's Student Code of Conduct, available online, and that engaging in prohibited conduct may result in immediate dismissal from class without a refund. Finally, I acknowledge that once my program period is over, there is no guarantee of continued instruction. I understand that while the program will generally continue to work with motivated students to ensure they have to opportunity to obtain their license and re-test if necessary, this is a courtesy, not a guarantee.

Further, I understand that for safety reasons, cell phone usage is prohibited on the skills lot and in the truck. Students will be permitted to step off the lot to take a call in the event of an emergency, but will otherwise be asked to keep cell phones put away during class. If a student repeatedly violates this policy, they may be dismissed from class.

I also agree to the following class policies:

- For the safety of students, instructors and the traveling public, all students must make acceptable progress throughout the course and will be dismissed from the course if they fail to demonstrate such progress. At the end of week 3 of the course, all students must be able to pass a pre-trip inspection, light test, air brake test, straight back and offset back to DMV standards. If students fail to perform these skills at a passing level, they will be dismissed from class with no refund.
- Students must actively participate in all aspects of class. If the instructor is speaking to the class, students must remain within earshot. During practice time, students should be actively practicing or helping another student practice. Students may not return to their cars during class time, except for during breaks.
- Students should not be argumentative or combative with the instructor. Instructors closely follow a curriculum that is designed to prepare students to pass the Nevada DMV's exam. This exam may be different than the exam in other states, or common practice in the student's workplace. In order to be successful, students need to follow the outlined curriculum as taught by instructors and should not argue with instructors about the validity of the curriculum.
- Students must respect program equipment and treat it as if it is their own vehicle. Students should operate the vehicle in a safe, controlled and courteous manner. If students put the equipment at risk of unnecessary damage, they will be removed from the equipment for up to a day. Continued equipment abuse may result in dismissal from class.
- Students must arrive to class prepared. This includes bringing their copy of the pre-trip inspection until it is fully memorized, as well as a pen and paper for notes.
- Students will not be "rolled over" into future courses if they fail to progress as expected. If a student needs to take the course a second time, they must apply and pay tuition again.
- Class attendance is expected except in the case of emergencies.
- Students should never attend class or operate equipment while under the influence of

alcohol or drugs. If an instructor reasonably suspects that a student is under the influence, the student will be asked to complete a drug screen before returning to class.

I understand that my educational records cannot be released without my consent in accordance with the Family Education Right to Privacy Act of 1974 (FERPA). I also understand that by signing this form, I am agreeing to the release of educational records (participation, completion, scores, grades, transcripts, certificates and academic integrity) to current and potential employers and program sponsors.

Lastly, I consent to the solicitation of employment information following my participation in this program and authorize the release of my employment information (employer name, start and end dates, rate of pay, job title) to NSHE Board of Regents, dba Western Nevada College.

Effective From ____/____/____ Effective Until ____/____/____

Please note that the release will be valid in perpetuity without rescission unless you add an end date. If you choose to add an end date, the release should cover a period of time to include the training period and at least 6 months afterwards.

Signature: _____ Date: ____/____/____

Program Waiver and Indemnification

This form must be read in its entirety, and, where indicated, signed prior to your first class. Completing and signing the form is required for you to participate.

I. READ CAREFULLY: THIS SECTION IS A LEGAL RELEASE, ASSUMPTION OF RISK, WAIVER AND COVENANT NOT TO SUE

In consideration of the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (“WNC”) furnishing services, equipment, and/or curriculum and permitting the undersigned to participate in WNC’s Commercial Driver Training Program (the “Course”), the undersigned Participant agrees to all of the following:

I fully understand, acknowledge, and agree that:

- (a) there are DANGERS AND RISK OF INJURY, DAMAGE, OR DEATH that exist in my participation in the Course and in connection with certain activities undertaken after completion of the Course which require a Commercial Driver’s License (“Post Course Activities”);
- (b) my participation in the Course or Post Course Activities may result in injury or illness including, but not limited to, bodily injury, disease, strains, fractures, partial and/or total paralysis, other ailments that could cause serious disability, or death;
- (c) these risks and dangers may be caused by the negligence of Released Parties (defined below), other course participants, or others, and may arise from foreseeable or unforeseeable causes; and
- (d) I, on behalf of myself and my assigns, representatives, and heirs, hereby knowingly and voluntarily assume all risks and all responsibility, and agree to release WNC, and its employees, agents, officers, administrators, and Board of Regents (together the “Released Parties”) from any and all claims, or other forms of liability, for any injuries, losses and/or damage arising from or in connection with my participation in the Course or any Post Course Activity, including any harm caused solely or in part by the negligence of the Released Parties.

II. READ CAREFULLY: THIS SECTION IS AN INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of WNC furnishing services, equipment, and/or curriculum to enable me to participate in the Course, I agree as follows:

I, on behalf of myself, my personal representatives and my heirs, agree to hold harmless, defend, and indemnify the Released Parties from any and all claims, suits, or causes of action by any third parties, including Released Parties or other Course participants, for bodily injury, property damage, or other damages that may arise out of my participation in the Course or any

Post Course Activity, including claims arising from the negligence of Released Parties, other Course participants, or any other party.

I HAVE READ THE FOREGOING RELEASE, ASSUMPTION OF RISK, WAIVER, AND COVENANT NOT TO SUE AND THE FOREGOING INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND BY SIGNING BELOW I AGREE TO ALL THE TERMS HEREIN

Signature: _____ Date: ____/____/____