

INTEGRATING THE DUAL TRAINING GRANT INTO A CDL TRAINING PROGRAM

Adapting your in-house commercial driver's license (CDL) training program to qualify for the Dual Training Grant requires aligning your internal operations with some specific state requirements. Commercial driving programs are vital to the transportation industry and uniquely positioned to establish direct eligibility for Dual Training Grant funding.



Program alignment and core structure

To qualify for the [Minnesota Dual Training Grant \(DTG\)](#), your CDL training program must include two distinct components:

On-the-job training (OJT)

OJT methods: Examples of OJT methods may include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training. You must use at least one method for your training plan and can use more than one too. [Read more about OJT methods here.](#)

OJT competency tracking: Use [tracking templates](#) to document practical training activities and hours such as pre-trip inspections and route navigation.



Related instruction (classroom)

Dual training typically expects a formal partnership with an external eligible educational training provider to deliver the related instruction; however, employers with a structured in-house federal motor carrier CDL training program and dedicated training staff may apply for training provider approval as a limited license. The Office of Higher Education (OHE) reviews all employer-requested applications, but approval is not guaranteed.

Training must result in an eligible industry-recognized degree, certificate, credential, license or registration.



Budgeting and allowable expenses

Related instruction costs

- Up to \$6,000 per trainee/\$150,000 total per grantee.
- Employers with annual gross revenues exceeding \$25 million in the previous calendar year must provide a 25% direct financial match for related instruction costs. Wages and in-kind contributions cannot count towards this match.

Allowable costs may include:

- Documented internal instructional costs for an OHE-approved in-house provider (comparable to institutional tuition).
- Grant funds cannot be used to reimburse the employee or trainee wages.

In-house training cost calculations:

- Cost per trainer: hourly wage x hours spent teaching/preparing
- Other course costs: books, materials and exam fees
- Total course cost: cost per trainer + other course costs
- Cost per dual trainee: total course cost divided by the number of employees in the course



Trainee support costs

- Up to 10% of a grant application/\$15,000 maximum total per grantee.

Allowable costs may include:

- Transportation, mileage, lodging and meals for attending a centralized training facility or testing sites.
- Professional translation, interpretation, tutoring or accessibility services to help cohorts pass written CDL exams.

Actionable checklist for employers

- ✓ **Verify CDL/ELDT compliance with Federal Motor Carrier Safety Administration (FMCSA):** The [Training Provider Registry](#) helps ensure entry-level commercial drivers complete required training before testing for certain CDLs and endorsements. This is a separate CDL/ELDT compliance step, not part of grant eligibility.
- ✓ **Audit payroll and financials:** OHE-approved in-house providers should use separate accounting codes to track training-specific expenses and support audit readiness.
- ✓ **Consult with Dual-Training Pipeline staff:** Reach out to the dual-training staff early to discuss in-house training program and next steps. Email us at pipeline.program@state.mn.us.
- ✓ **Grant timeline:** The request for proposals typically opens in January or February, with application windows closing in the spring. Grant contracts run for one year, generally beginning around Aug. 1 of the award year.
- ✓ **Contact OHE to request a limited license:** To request a limited license, contact [OHE's School Licensure and Registration division](#) at IRL.OHE@state.mn.us.