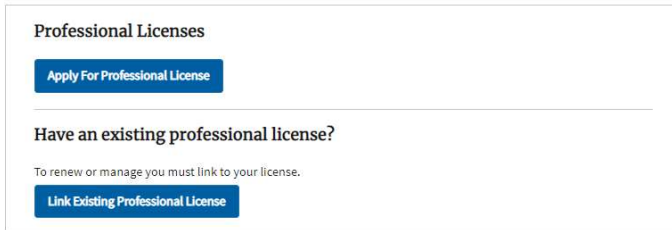


CDL Training Provider (School/Employer) Application

Step 1 – Log into the Professional and Business Licensing Portal through SAW. Under **Business Licenses** select **Create Business Account**.

Manage Your Professional and Business Licenses Online



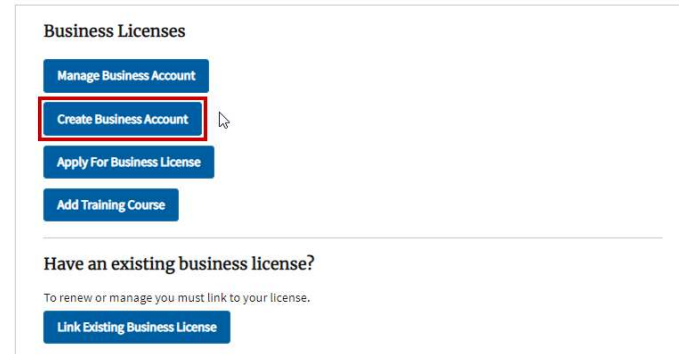
Professional Licenses

[Apply For Professional License](#)

Have an existing professional license?

To renew or manage you must link to your license.

[Link Existing Professional License](#)



Business Licenses

[Manage Business Account](#)

[Create Business Account](#)

[Apply For Business License](#)

[Add Training Course](#)

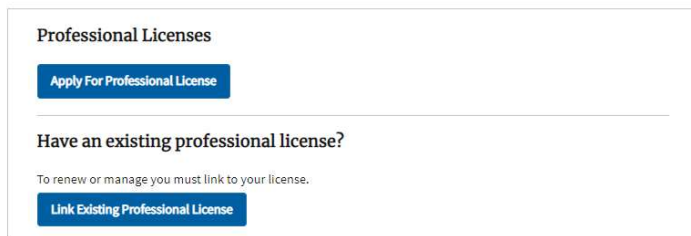
Have an existing business license?

To renew or manage you must link to your license.

[Link Existing Business License](#)

Step 1a. – If you already have a business account created, click on Manage Business Account and click on the specific business account you want to apply under.

Manage Your Professional and Business Licenses Online



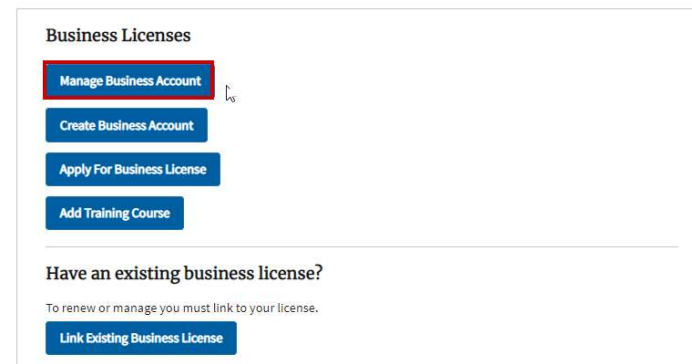
Professional Licenses

[Apply For Professional License](#)

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[Link Existing Professional License](#)



Business Licenses

[Manage Business Account](#)

[Create Business Account](#)

[Apply For Business License](#)

[Add Training Course](#)

Have an existing business license?

To renew or manage you must link to your license.

[Link Existing Business License](#)

Step 2 – Under Add a New Business, fill select **CDL Training School, Employer, or CDL Skills Testing Organization** as the option. Then complete all required fields. Click **Save**.

Add a New Business

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

* Select an option to add business

CDL Training School, Employer or CDL Skills Testing Organization

* Business Structure

Corporation

* Business Name

CDL Training Provider

* Primary Contact First Name

Jill

* Primary Contact Last Name

Rivers

Primary Contact Phone

Business Email

jriverstrainingschool.com

* Business Phone

555.555.5555

Extension

Business Website

Back Save

Step 3 – You will be taken to the **Manage my Businesses** page. Click on the name of the business.

CDL Training Provider

jriverstrainingschool.com

UBI

N/A

Step 4 – Click **Apply for License**.

Business Licenses

CDL Training Provider

UBI:

Email: jriverson@trainingschool.com


Business email: jriverson@trainingschool.com

Business Phone: 555.555.5555

Primary Contact Name: Jill Rivers

Primary Contact Phone:

[Update business information](#)



- Apply for Business License
- Close Your Business
- Update Business Name
- More Actions

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More ▾
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There are no business licenses

[Back](#)

Step 5 – Under **Select a Profession**, select **Commercial Driver License**. Select **License Type**. If you are a training school, select CDL Training Provider – School. For Employers, select CDL Training Provider-Employer.

Apply for a New License

License Selection

*Select a Profession
Commercial Drivers License

*Select a License Type
CDL Training Provider-Employer

*Application Method
General Application

Select the Account
CDL Training Provider

[Add New Business Account](#)

CDL Training Provider Employers select this license type. If you are a school, select CDL Training Provider-School.

Step 6 – Gather your Files.

What you'll need
Make sure you meet all the requirements listed on our [CDL Training Provider-Employer website](#).

Gather your files

- Documentation used for tracking attendance
- Documentation used for tracking actual hours

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
 - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Step 7 – Answer the **Eligibility** questions, then select **Proceed**.

Eligibility

By answering the following questions, eligibility for the license application will be determined.

Do you have a UBI number or if you are an out of state company do you have a Federal Employer Identification Number or a Tax Identification Number?

Yes No

Will you be able to submit course completion data electronically?

Yes No

I will be a training school, or I am a business that needs to train my truck driver employees.

Yes No

I have classroom and outdoor facilities and equipment to provide training appropriate to the type of authorization I am applying for.

Yes No


Back

Continue

Step 8 – Verify **Business Email and Phone.**

* Business Structure

Corporation

* Account Name 

CDL Training Provider

* Business Email

jdrivers@trainingschool.com

* Business Phone

555.555.5555

Extension

Business Website

Step 9 – Verify **Mailing** and **Physical Address**, then select **Continue**.

Your Mailing Address

*Country

*Address Line 1

Address Line 2

*City

*State

*ZIP

*County

Validate Address

Your Physical Address

Physical Address same as Mailing Address

*Country

*Address Line 1

Address Line 2

*City

*State

*ZIP

*County

Validate Address

Step 10 – Answer **General** and **Profession Specific Questions**, then click **Continue**.

General Questions

Doing Business As

Jane's Freight

Profession Specific Questions

I am a Washington state employer training provider?

Yes No

I am an out-of-state employer training provider?

Yes No

Back

Save And Submit Later

Continue

Step 11 - Complete the **Endorsements** section. This is where you tell us **what your Training Provider intends to train, including Class and Endorsements**, and any separate endorsement training.

Endorsement

* Training Provided:

Class A

Yes No

* Upgrade from C to B

Yes No

* Passenger

Yes No

* Class B

Yes No

* Upgrade from C or B to A

Yes No

* School Bus

Yes No

* Class C

Yes No

* HazMat

Yes No

* Do you offer separate endorsement training for:

Passenger

Yes No

* School Bus

Yes No

* School Bus/Passenger

Yes No

* HazMat

Yes No

Step 12 – Attach **Required Attachments**, then Select **Continue**.

Attachments

You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.

* Documentation used for tracking attendance

Or drop files

* Documentation used for tracking actual hours

Or drop files

[Back](#)

[Save And Submit Later](#)

[Continue](#)

Step 13 – **Review** the Renewal Application, Sign your **legal name**, and then select **Continue**.

Review and Submit

Questions Review

Doing Business As

Jane's Freight

I am a Washington state employer training provider?

Yes

Enter your UBI:

123-456-789

Submissions Review

Documentation used for tracking attendance

attendancetracker.xlsx

Documentation used for tracking actual hours

hourstracker.xlsx

I certify that

- I will provide complete training as required per WAC 308-100-035 for employers effective January 14,2019.
- Each student/applicant will demonstrate proficiency prior to skills testing.
- I will electronically submit actual training hours provided to the Department as required.

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Jane Rivers

Back

Save And Submit Later

Continue

Successfully Submitted

Thank you for submission of your application.

Ok