

# CDL Training Instructor Application

Step 1 – Log into the Professional and Business Licensing Portal through SAW. Under **Professional Licenses** select **Apply for Professional License**.

**Professional Licenses**

[Apply For Professional License](#)

---

Have an existing professional license?

[Manage Existing Professional License](#)

**Business Licenses**

You must have a business profile before you can:

- Apply for or renew a business license
- Update business license information
- Pay license fees for others
- Add a training course

[Create Business Account](#)

---

Have an existing business license?

[Link Existing Business License](#)

Step 2 – Under **Select a Profession**, select **Commercial Driver License**. Select a **License Type**.

Apply for a New License

**License Selection**

\*Select a Profession

Commercial Drivers License

\*Select a License Type

CDL Training Instructor

\*Application Method

General Application

Step 3 – Answer the **Eligibility** questions. Then select **Continue**.

## Eligibility

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

Do you meet the qualifications for each type of instruction you intend to provide?

Yes  No

Do you have or have had a CDL that has not been canceled, suspended or revoked due to any of the disqualifying offenses identified in the code of federal regulations (CFR) 383.51 in the past 2 years?

Yes  No

Do you meet the instructor requirements as defined in WAC 308-100-005?

Yes  No

[Back](#)

[Continue](#)

## Step 4 – Enter **Full Legal Name**

### Apply for a new license: CDL Training Instructor



#### Your Full Legal Name

\* First Name

Middle Name

\* Last Name

Suffix

## Step 5 – Enter your **Personal Identification Information**

### Your Personal Identification Information

\* Birthdate

Jan 1, 1980



\* Driver's License Number

WDLXXXXXXXXX

\* State of Drivers License Issuance

WA



\* Driver License Issuance Date

Jan 1, 2016



\* Driver License Expiration Date

Jan 1, 2022



## Step 6 – Enter **Contact Information**

### Your Contact Information

\* Phone

555.555.5555

Check if you have a foreign phone number

Other Phone

\* Email

mblom@emailemail.net

Other Email

Step 7 – Enter **Mailing Address**. Select **Validate Address**. Then select **Continue**.

**Your Mailing Address**

\* Country

\* Address Line 1

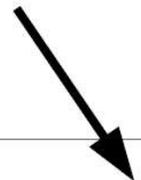
Address Line 2

\* City

\* State

\* ZIP

\* County



Step 8 – Answer the **Military Questions**.

# Apply for a new license: CDL Training Instructor



## Military Questions

I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.

Yes  No

I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.

Yes  No

Step 9 – Answer the **Profession-Specific Questions**. This is where you will tell us what sort of CDL experience you have, and what kinds of training you intend to provide – behind the wheel, and/or classroom.

**Profession Specific Questions**

---

\* Do you have a valid Washington CDL?

Yes  No

\* What class and endorsements does your valid CDL have?

Class A

Yes  No

\* Class B

Yes  No

\* Class C

Yes  No

\* Passenger

Yes  No

\* School Bus

Yes  No

\* HazMat

Yes  No

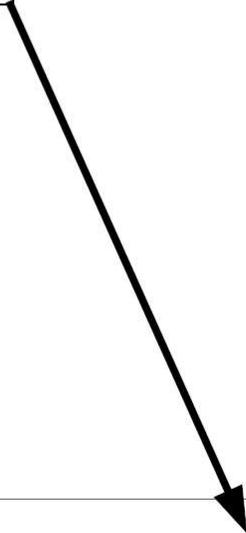
\* Tanker

Yes  No

\* Will you be training Classroom?

Yes  No

Answer all listed questions. Different options may appear depending on how these questions are answered. Provide all requested information. When all questions are answered, click Continue.



Back

Save And Submit Later

Continue

Step 10 – Select appropriate **Endorsements**. Here, you are telling us what specific endorsement training you will provide Behind the Wheel, Classroom, or both. When done, select **Continue**.

## Endorsement

---

\* What will you teach in the Classroom?

Class A

Yes  No

\* Classroom: Class B

Yes  No

\* Classroom: Class C

Yes  No

\* Classroom: School Bus

Yes  No

\* Classroom: Passenger

Yes  No

\* Classroom: HazMat

Yes  No

\* Classroom: Tanker

Yes  No

\* What will you teach behind the wheel?

Class A

Yes  No

\* Behind the Wheel: Class B

Yes  No

\* Behind the Wheel: Class C

Yes  No

\* Behind the Wheel: School Bus

Yes  No

\* Behind the Wheel: Passenger

Yes  No

\* Behind the Wheel: HazMat

Yes  No

\* Behind the Wheel: Tanker

Yes  No

Back

Save And Submit Later

Continue

Step 11 – Upload **Required Attachments** – these may change depending on how you answered questions earlier in the application. Then, select **Continue**.

### Attachments

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

### \*Resume

Or drop files

Back

Save And Submit Later

Continue

Step 12 – Review the application before submitting.

### Review and Submit

#### Questions Review

I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.

No

I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.

No

Do you have a valid Washington CDL?

Yes

Enter the license number:

WDLXXXXXXXX

What class and endorsements does your valid CDL have?

Class A

Step 13 – Review and mark the certifications, then sign the application. Then select **Continue**.

### I certify that

- I meet the qualifications for each type of instruction I intend to provide.
- I have or have had a CDL that has not been canceled, suspended or revoked due to any of the disqualifying offenses identified in the code of federal regulations (CFR) 383.51 in the past 2 years.
- I meet the instructor requirements as defined in WAC 308-100-005.

### 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.

Mads Blomkvist

Mads Blomkvist

Back

Save And Submit Later

Continue

Step 14 – Your application is submitted. Allow time for review.

## Successfully Submitted

Thank you for submission of your application.

Ok