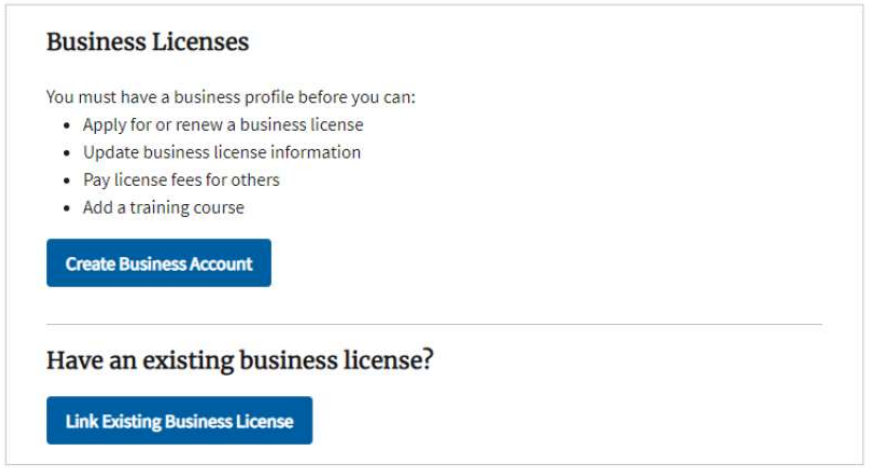
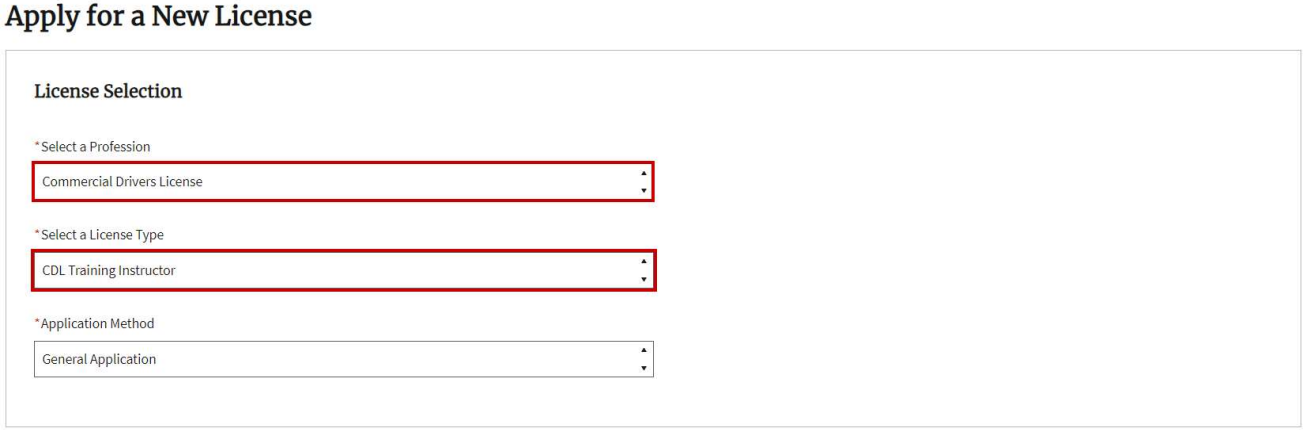
CDL Training Instructor Application

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

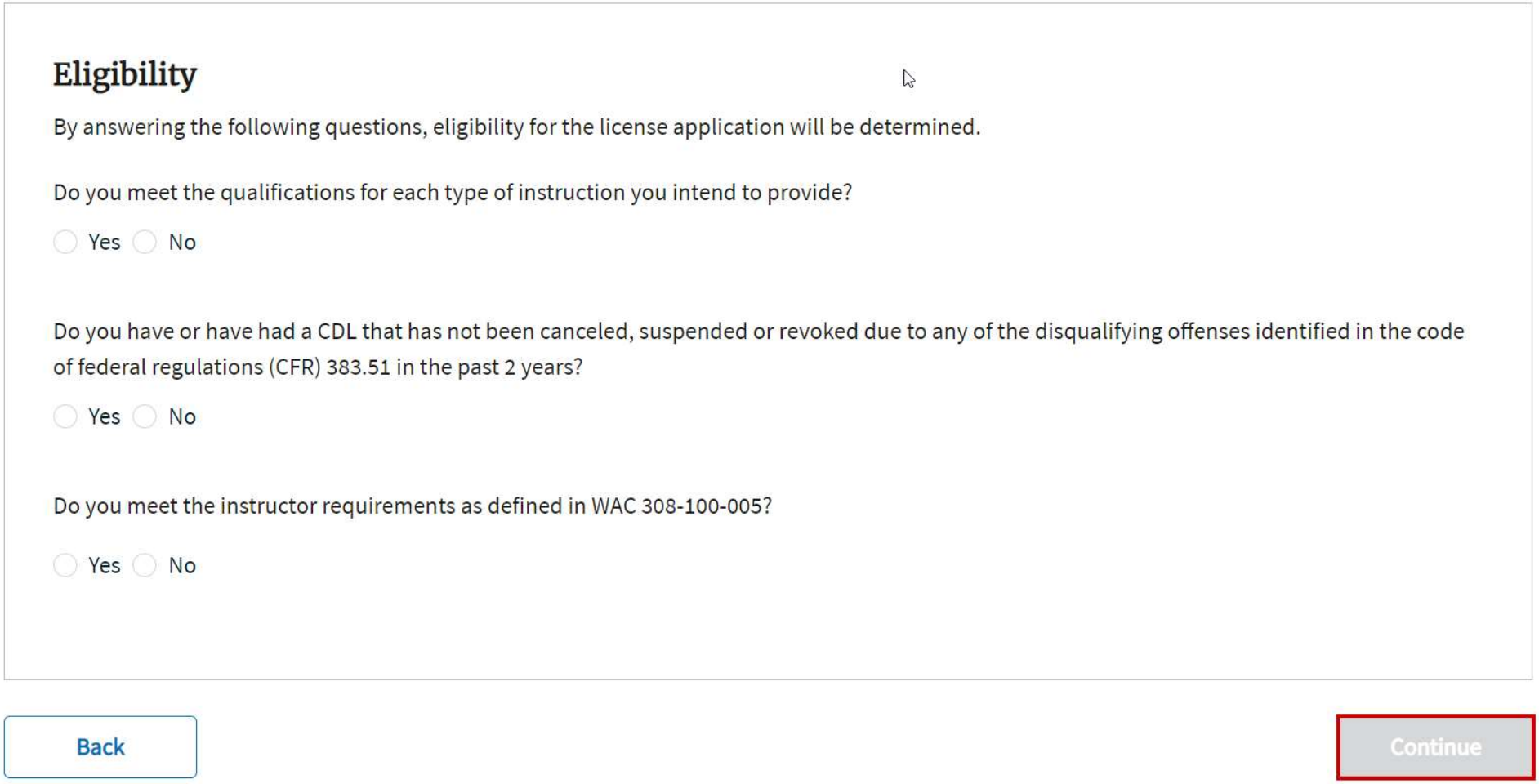




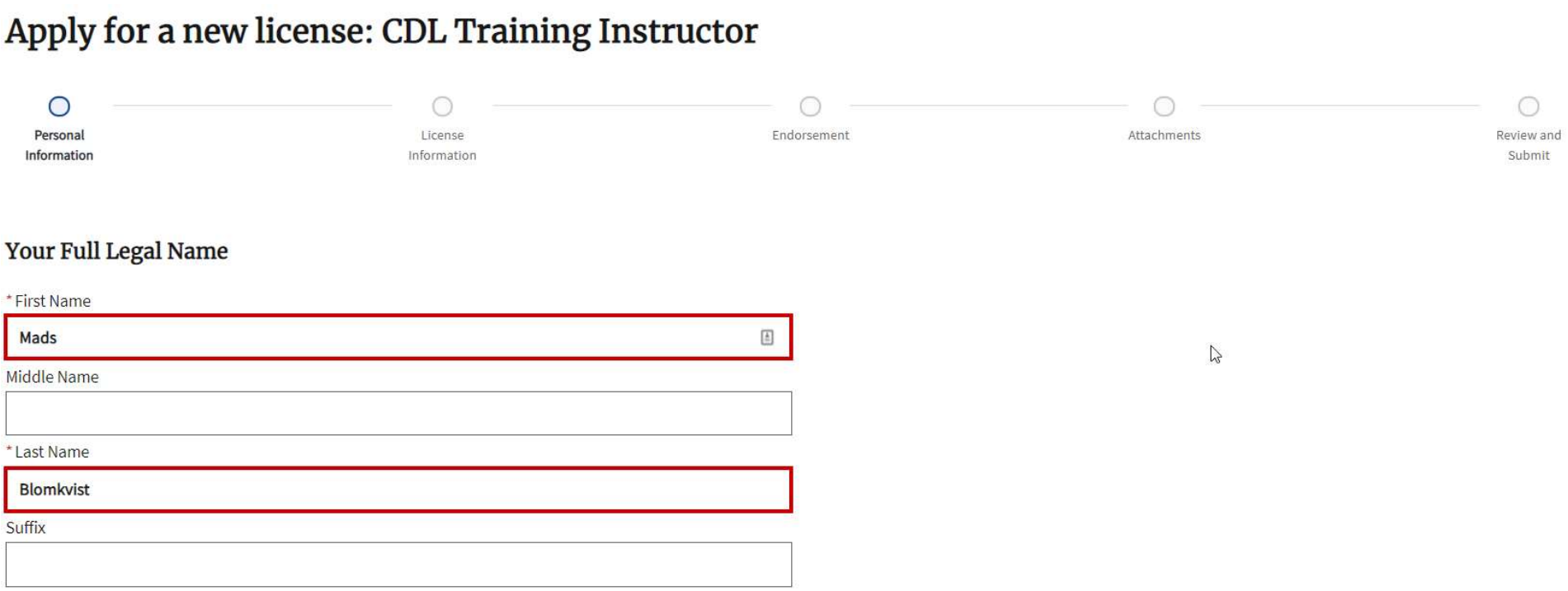
Step 2 – Under **Select a Profession**, select **Commercial Driver License**. Select a **License Type.**



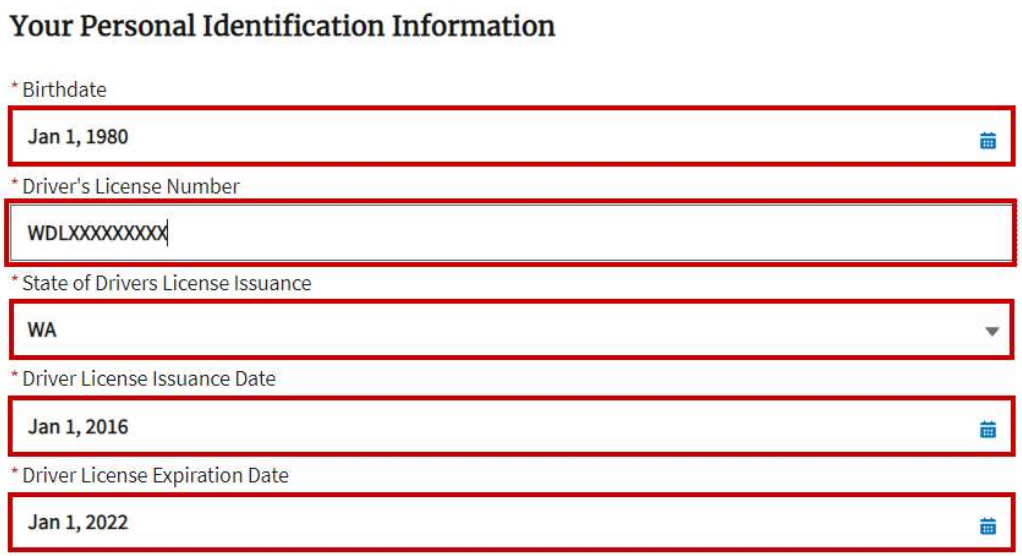
Step 3 – Answer the **Eligibility** questions. Then select **Continue.**



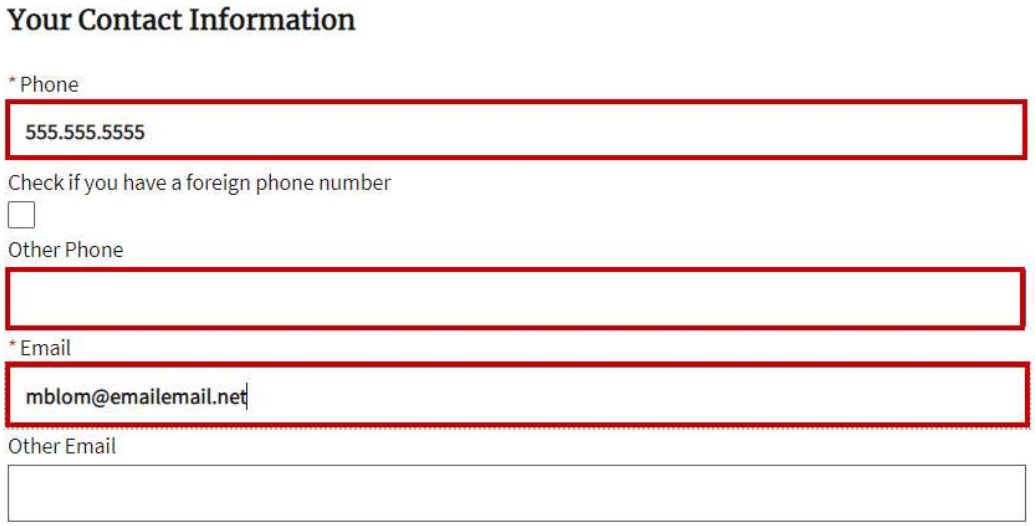
Step 4 – Enter **Full Legal Name**



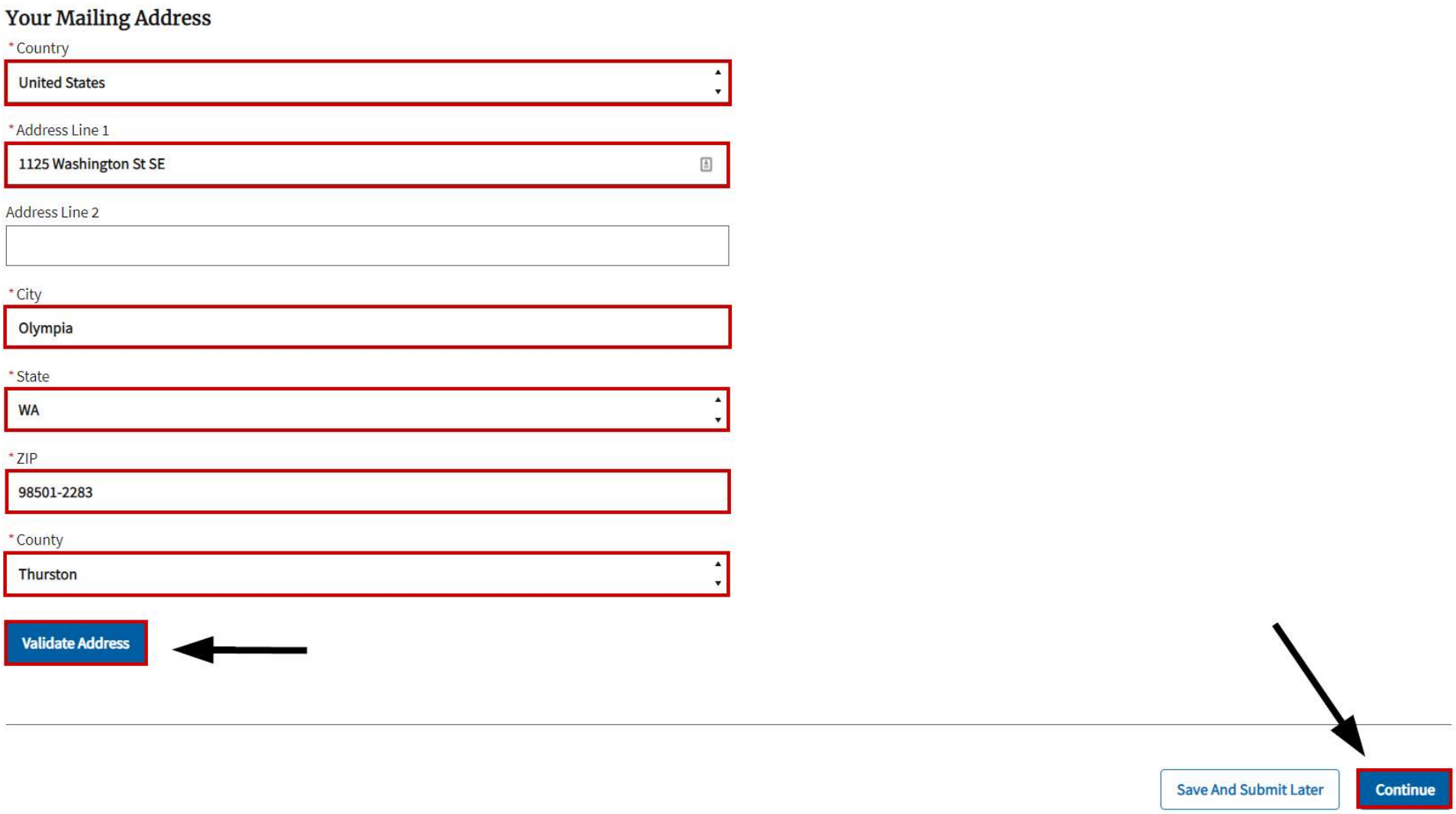
Step 5 – Enter your **Personal Identification Information**



Step 6 – Enter **Contact Information**



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



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

Apply for a new license: CDL Training Instructor

Personal Information — **License Information** — Endorsement — Attachments — Review and Submit

Military Questions

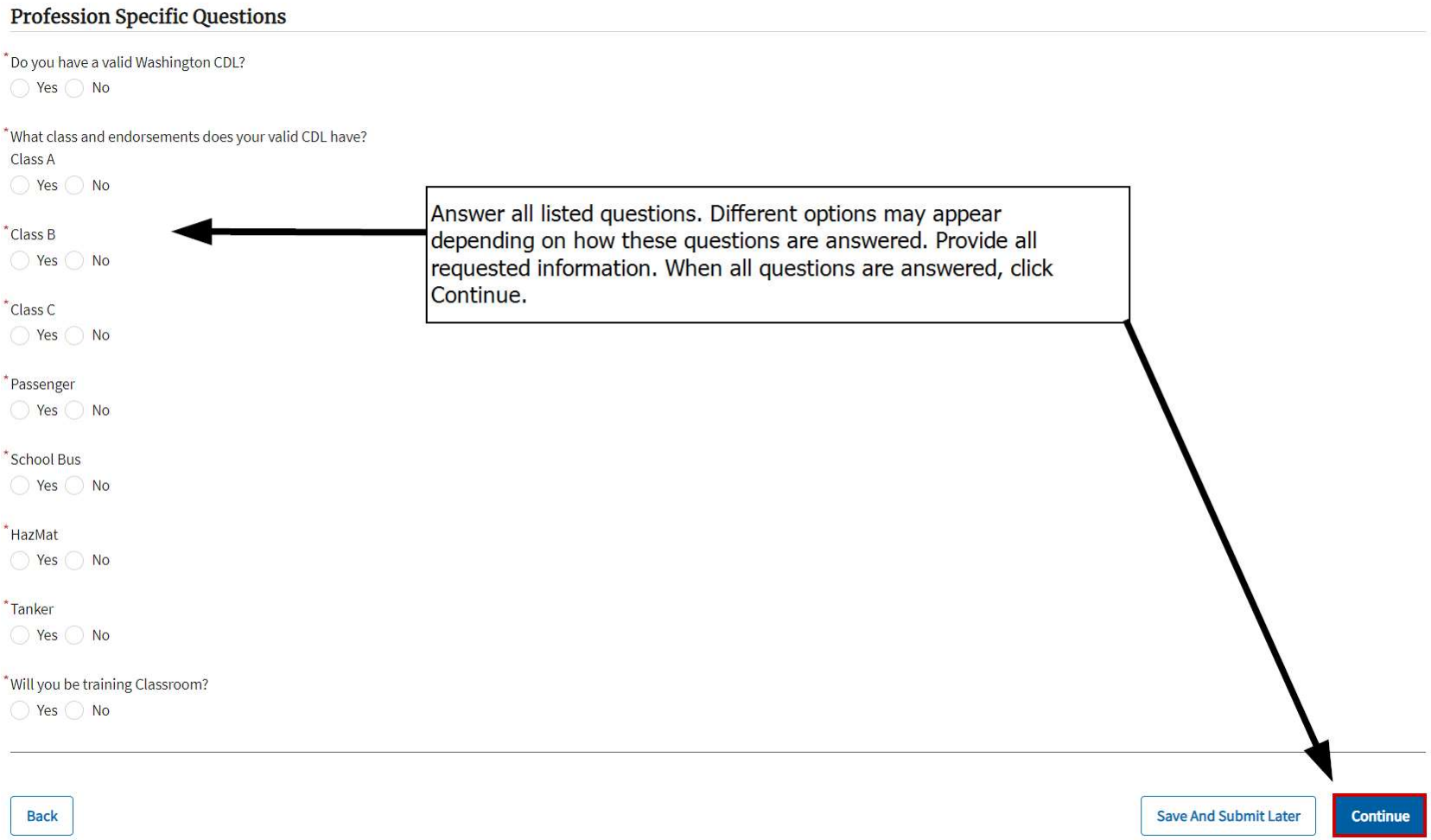
I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.

○ 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.



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

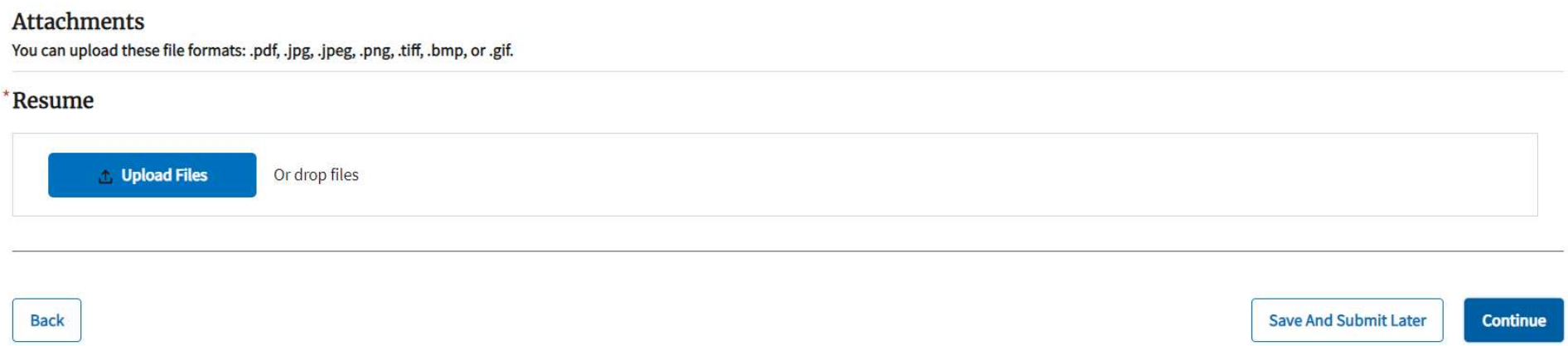
*Behind the Wheel: Passenger
( ) Yes (•) No

*Behind the Wheel: HazMat
(•) Yes ( ) No

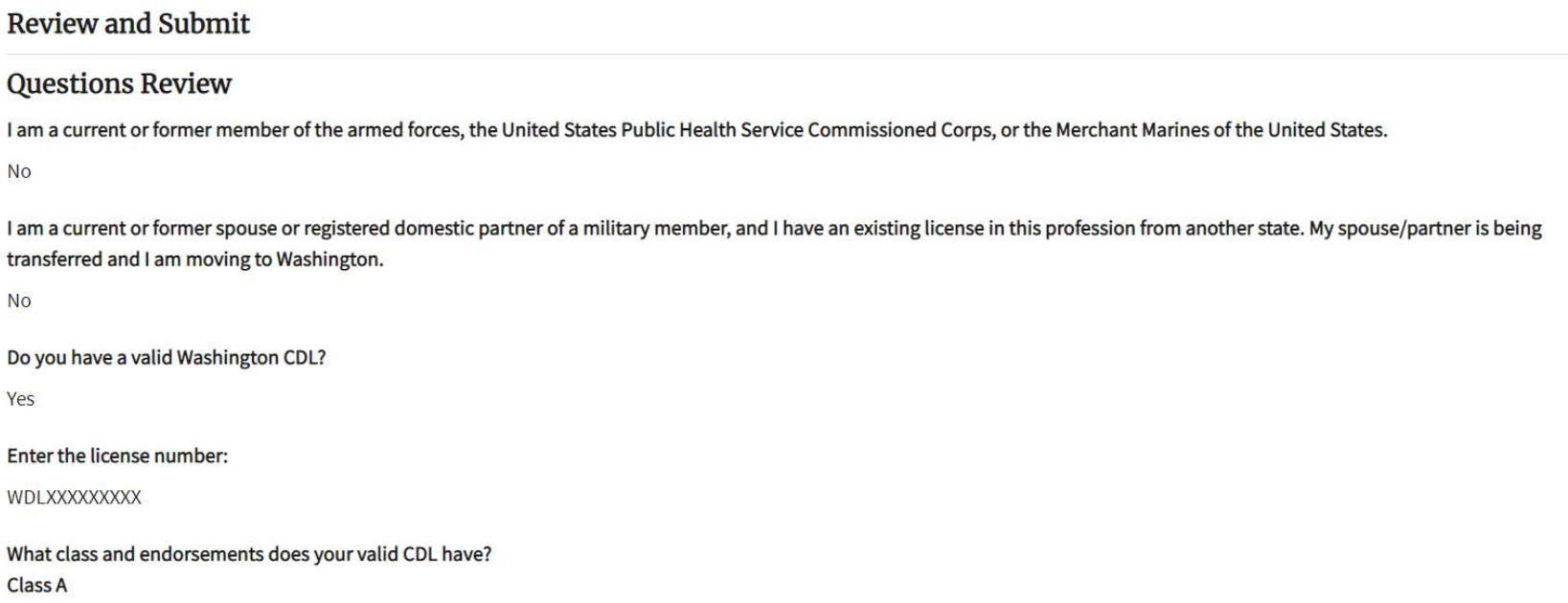
*Behind the Wheel: Tanker
( ) Yes (•) No



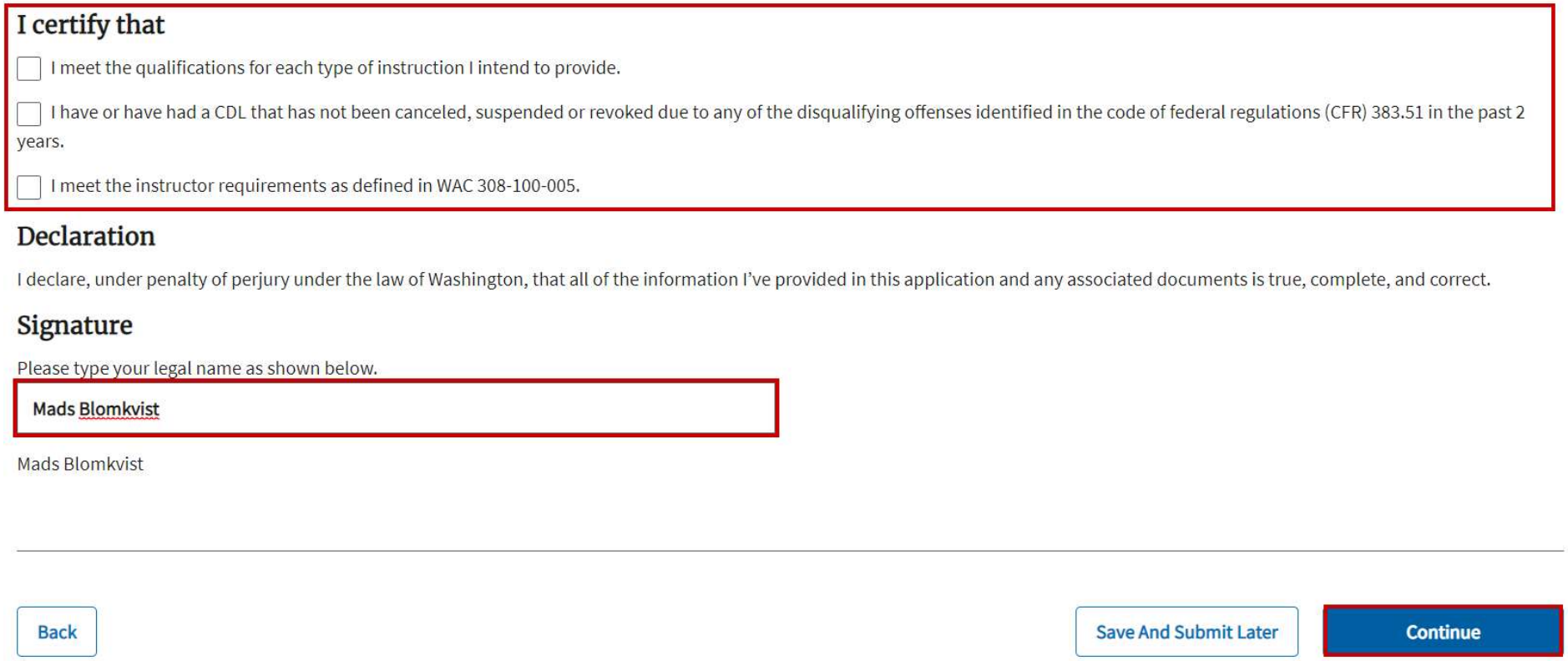
Step 11 – Upload **Required Attachments** – these may change depending on how you answered questions earlier in the application. Then, select **Continue.**



Step 12 – Review the application before submitting.



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



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

