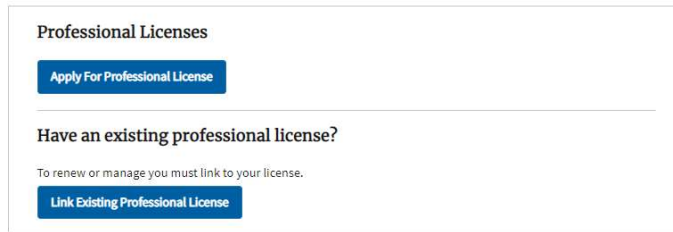


# CDL Training Provider (School/Employer) Application

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

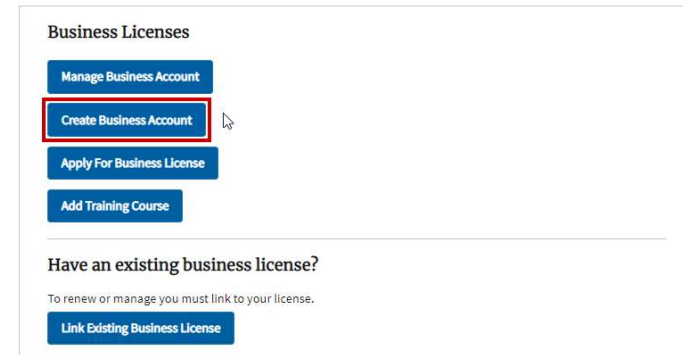
[Apply For Professional License](#)

---

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](#)

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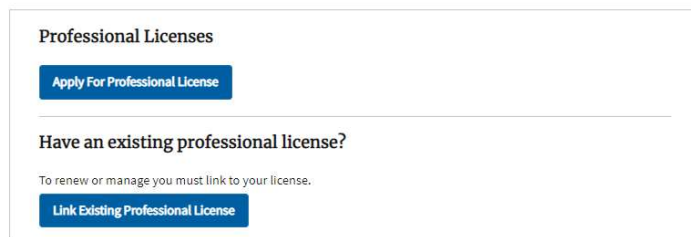
Have an existing business license?

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

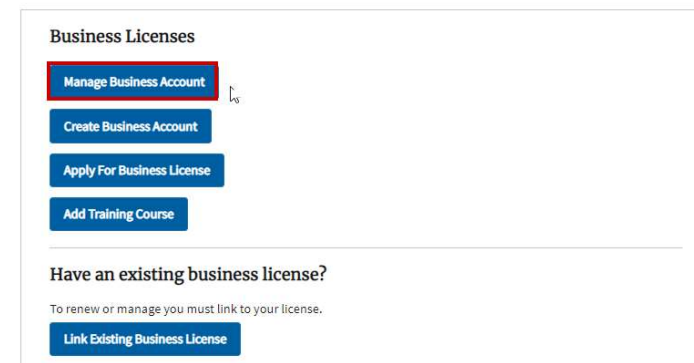
[Apply For Professional License](#)

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[Link Existing Professional License](#)



Business Licenses

[Manage Business Account](#)

[Create Business Account](#)

[Apply For Business License](#)

[Add Training Course](#)

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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

jriders@trainingschool.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

jriders@trainingschool.com

UBI

N/A

Step 4 – Click **Apply for License**.

**Business Licenses**

**CDL Training Provider**

UBI:

Email: jdrivers@trainingschool.com

Business email: jdrivers@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▼

There are no business licenses

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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

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

Add New Business Account

### 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

United States

\* Address Line 1

Address Line 2

\* City

\* State

WA

\* ZIP

\* County

Adams

Validate Address

Your Physical Address

☐ Physical Address same as Mailing Address

\* Country

United States

\* Address Line 1

Address Line 2

\* City

\* State

WA

\* ZIP

\* County

Adams

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

Upload Files

Or drop files

\*Documentation used for tracking actual hours

Upload Files

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

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Save And Submit Later

Continue

Successfully Submitted

Thank you for submission of your application.

Ok