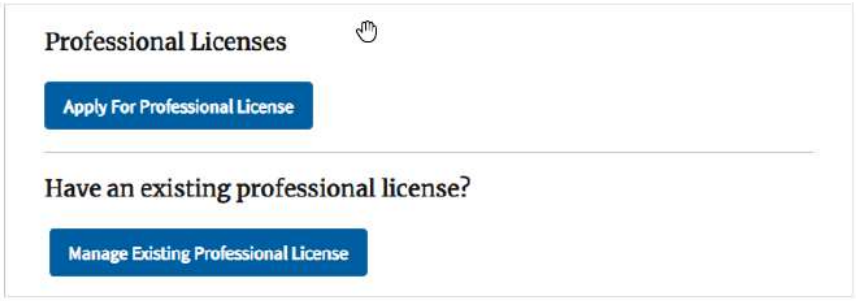
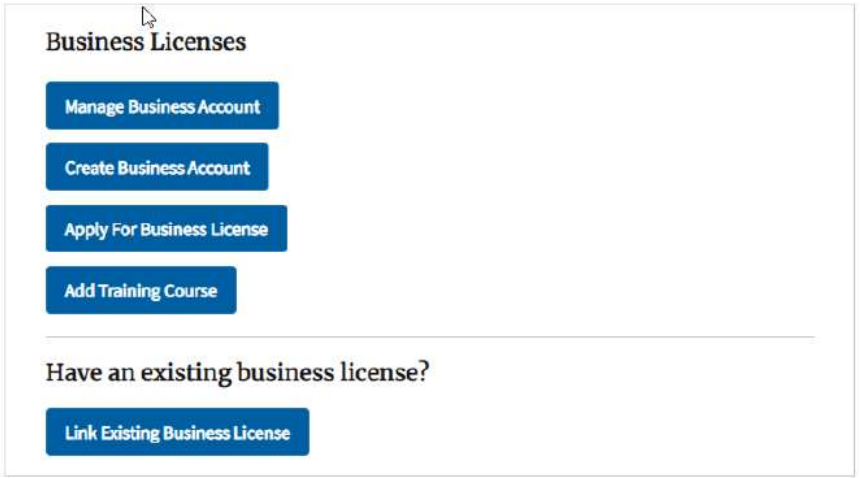
Renewing a CDL Training Instructor Authorization

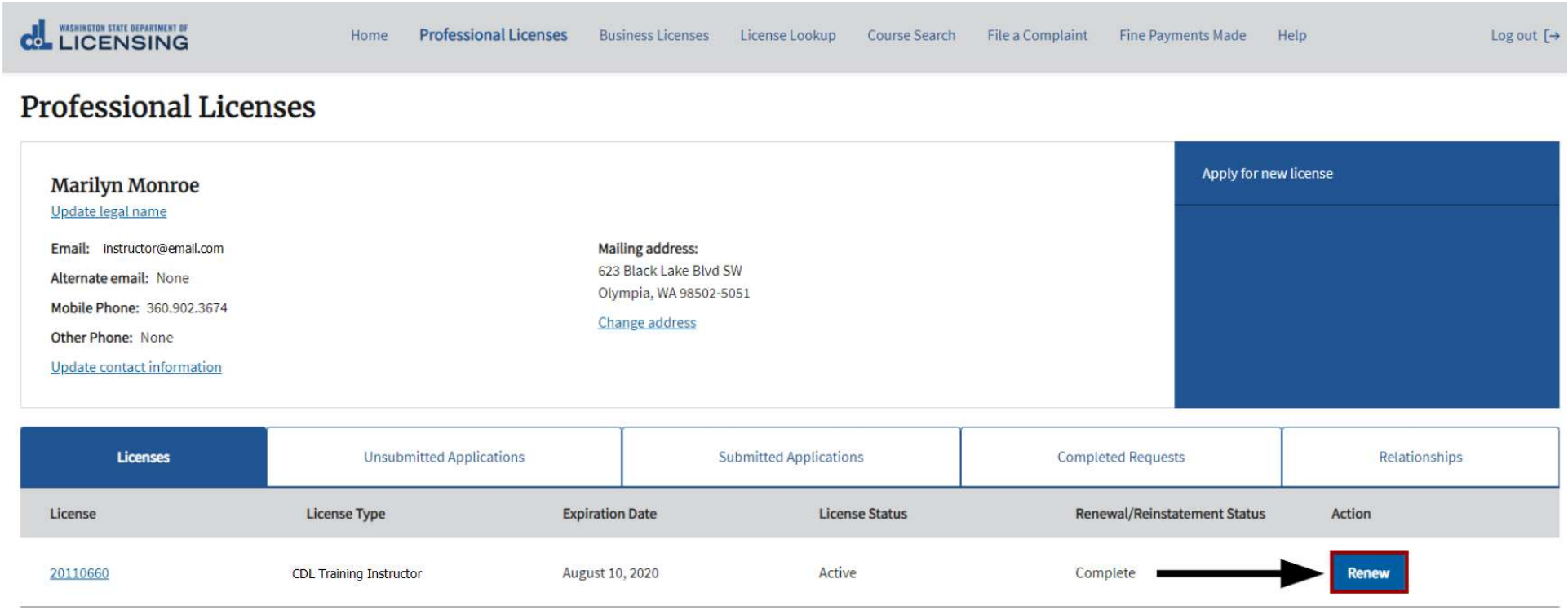
Step 1 – Log into your account. Select **Professional Licenses**.

Manage Your Professional and Business Licenses Online





Step 1 – Select **Renew.**



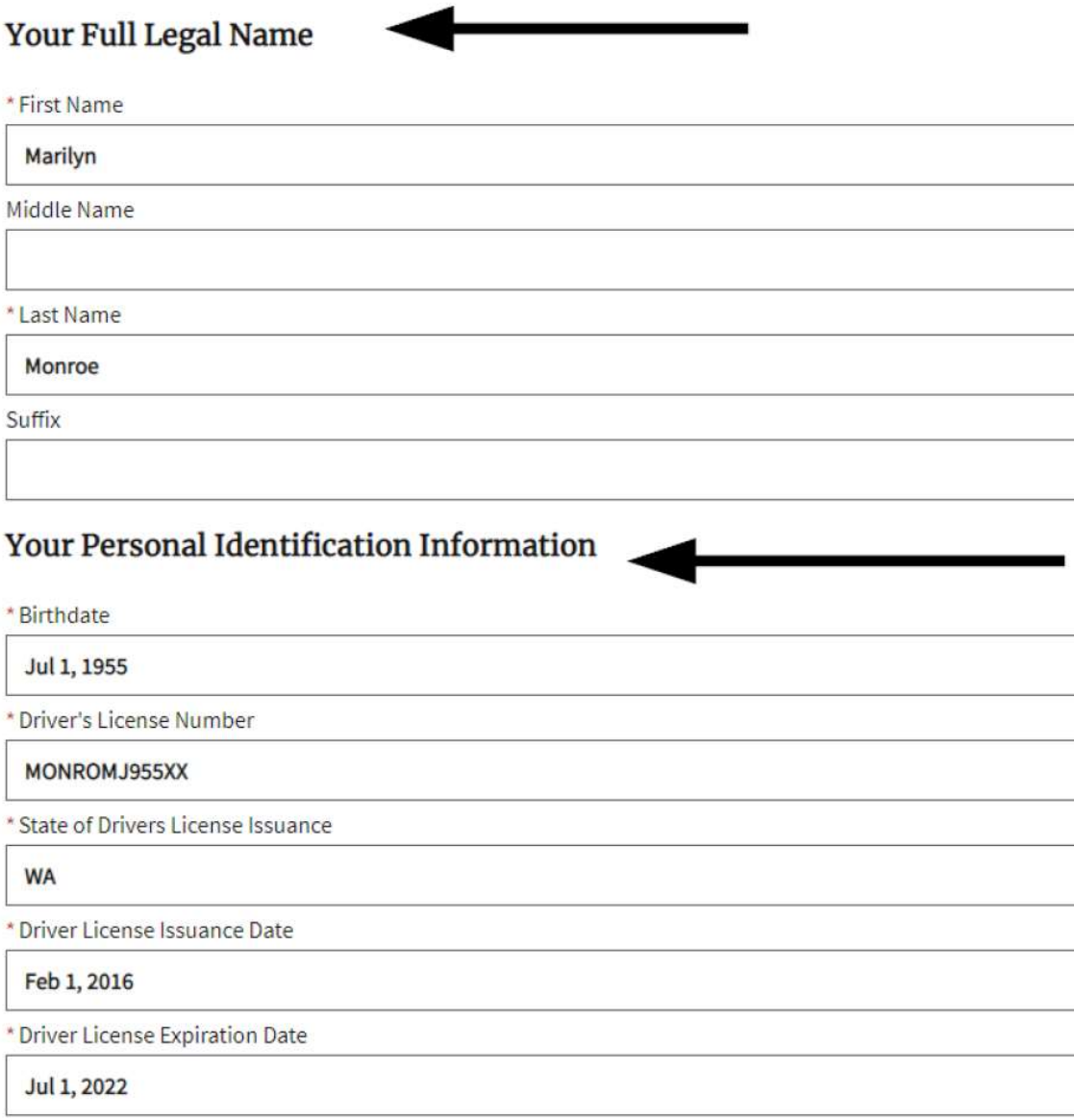
Step 3 – Gather your Files.

If you indicate anything has **changed** since your initial application, you will need:

1. Proof of current out-of-state CDL, if applicable
2. Proof of previous out-of-state CDL, if applicable

Step 4 – Answer the **Eligibility** questions, then select **Proceed.**

Step 5 – Verify **Full Legal Name & Personal Identification Information.**



Step 6 – Verify **Contact Information**

Your Contact Information

* Phone

360.902.3674

Check if you have a foreign phone number

☐

Other Phone

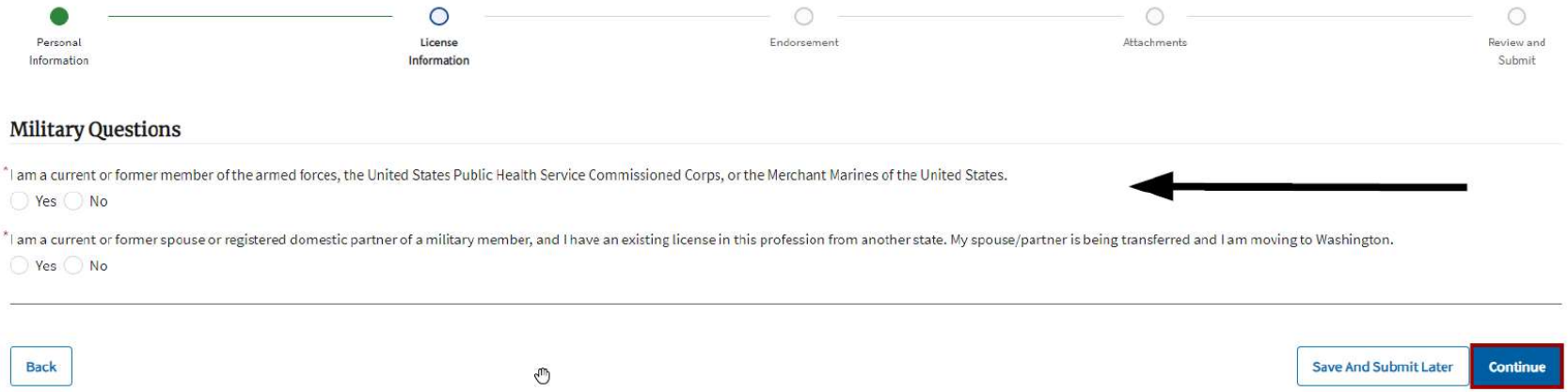
* Email

test@dol.wa.gov

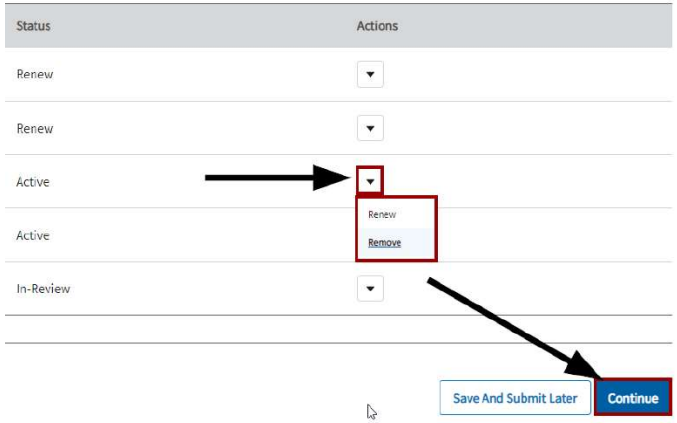
Other Email

Step 7 – Verify **Mailing Address,** then Select **Continue**.

Step 8 – Answer **Military Questions**, then Select **Continue.**



Step 9 – Under **Actions**, selec the **Down Arrow**, then select **Renew or Remove** for each **Endorsement Type**. Then select **Continue.**



Step 10 - If needed, Upload the **Required Attachments**, then Select **Continue**.

Step 11 – **Review** the Renewal Application, Sign your **legal name**, and then select **Continue**.