

Renewing a CDL Training Provider (Employer or School) Authorization

Step 1 – Log into your account. Select **Business Licenses** in the top navigation bar, or **Manage Business Account** in the dashboard. Select the business under which you need to renew your license.



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](#)

[SALAMANDER FREIGHT... CDL Training Provide...](#)

lizsalamander@emailmail.net

UBI

123-456-789

Step 2 – Select **Renew**.

Business Licenses

SALAMANDER FREIGHT LLC –CDL Training Provider-Employer

UBI: 123-456-789

UBI Business ID: 001

UBI Location ID: 0001

Email: liz.salamander@email.com

Business email: liz.salamander@email.com

Business Phone: 555.555.5555

Primary Contact Name: LIZ SALAMANDER

Primary Contact Phone:

[Update business information](#)

Licenses		Account Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests	
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
EM123456	CDL Training Provider-Employer	January 17, 2021	Expired	None	None	Renew

Step 3 – Gather your Files.

Renew a License

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 (If Needed)
- Documentation used for tracking actual hours (If Needed)

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.

Proceed

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

1. Documentation used for tracking attendance (**required for schools**)
2. Documentation used for tracking actual hours (**required for schools**)
3. Student Enrollment Packet and Syllabus (**Schools only**)


Step 4 – Verify Company Contact Information

License Renewal: CDL Training Provider-Employer

 Business Information

 License Information

 Endorsement

 Review and Submit

* Business Structure

Corporation ▼

* Account Name 

SALAMANDER FREIGHT, LLC

* Business Email

lizsalamander@emailemail.net

* Business Phone

555.555.5555

Extension

Business Website

Your Mailing Address

Step 5 – Verify Mailing Address and Physical Address, then Select Continue.

Your Mailing Address

* Country

* Address Line 1

Address Line 2

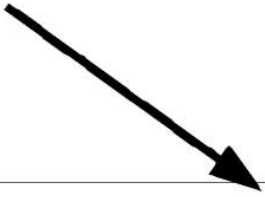
* City

* State

* ZIP

* County

Validate Address



Save And Submit Later **Continue**


Step 6 – Answer the Profession Specific Questions.

License Renewal: CDL Training Provider-Employer

 Business Information

 License Information

 Endorsement

 Review and Submit

Profession Specific Questions

* Has anything changed from your previous application?

Yes No

* Has your UBI or EIN/TIN changed?

Yes No

* Has your method used for tracking attendance changed?

Yes No

* Has your method used for tracking actual hours changed?

Yes No

The questions listed here will change depending on how you answer. If nothing has changed since your initial application (for example, the types of training provided, the methods used for tracking attendance, or any other aspect of your original application) has changed, you may select No and click Continue. Selecting Yes and continuing will lead to additional questions.

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Save And Submit Later

Continue

Step 7 – Under **Actions**, select the **Down Arrow**, then select **Renew or Remove** for each **Endorsement Type**. Then select **Continue**.

Endorsement Details

Select Renew or Remove for each Endorsement

Endorsement Type	Date Requested	Status	Actions
Class A	2020-06-19	Expired	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"><div style="text-align: right; margin-bottom: 5px;">▼</div>Renew Remove</div>

[Back](#) [Save And Submit Later](#) [Continue](#)

Step 8 - If needed, Upload the **Required Attachments**, then Select **Continue**. If you indicated no changes were necessary, this screen will not display.

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

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Step 9 – **Review** the Renewal Application, Sign your **legal name**, and then select **Continue**.

Review and Submit

Questions Review

Has anything changed from your previous application?

No

Submissions Review

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.

Liz Salamander

Liz Salamander

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