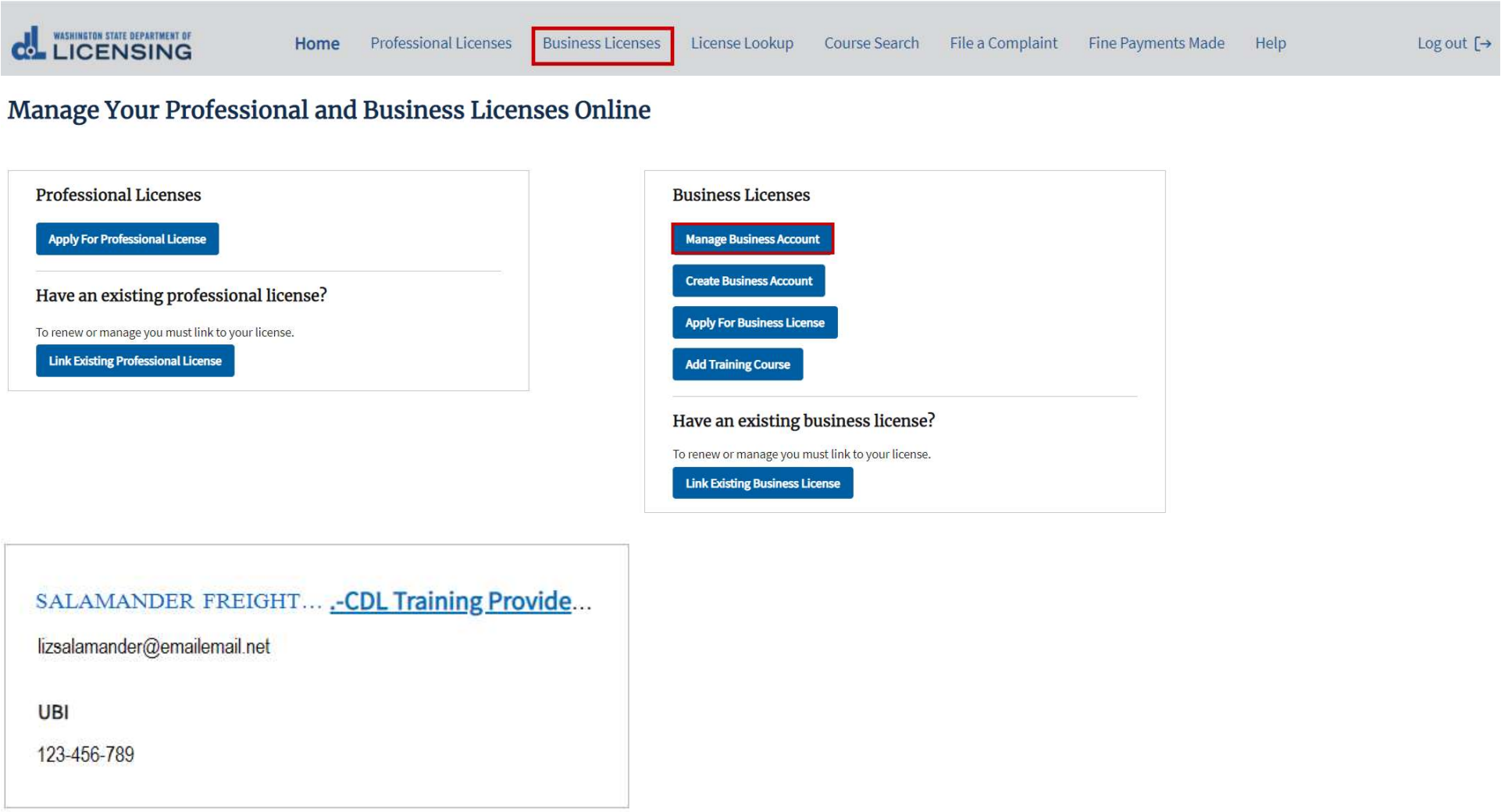
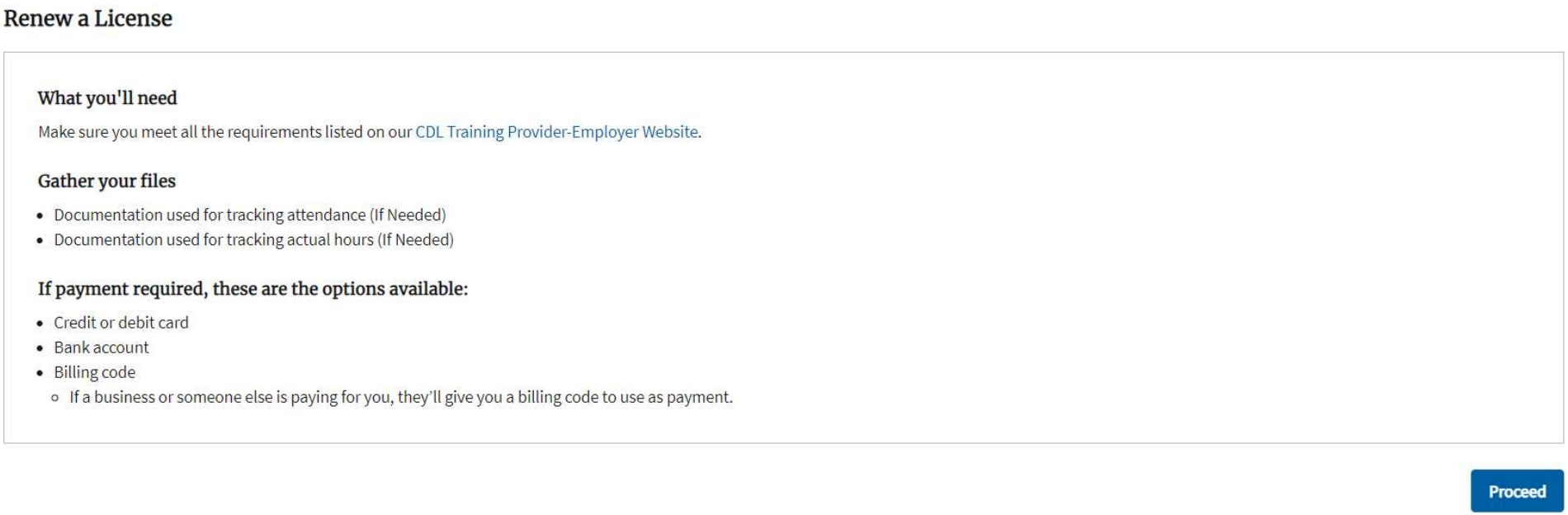
Renewing a CDL Training Provider (Employer or School) Authorization

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.



Step 2 – Select **Renew.**

Step 3 – Gather your Files.



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

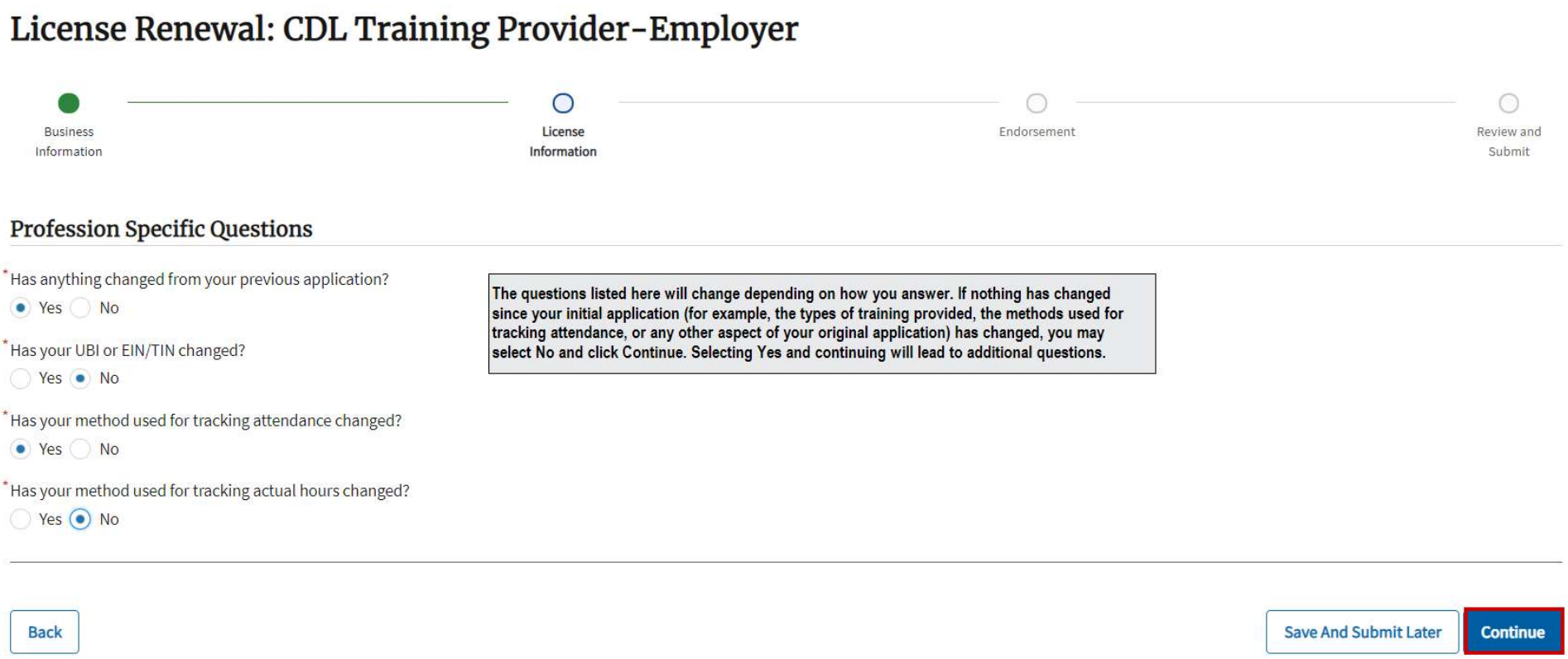
Extension

Business Website

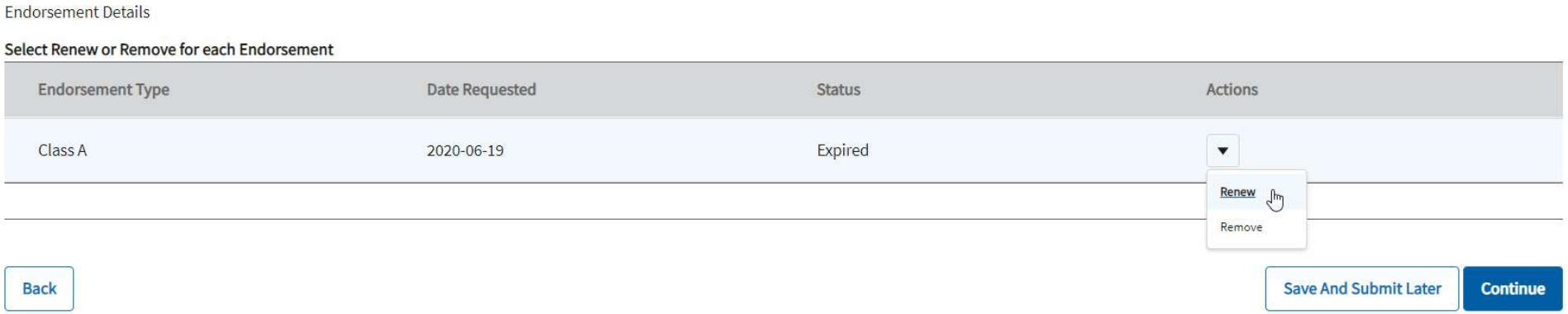
Your Mailing Address

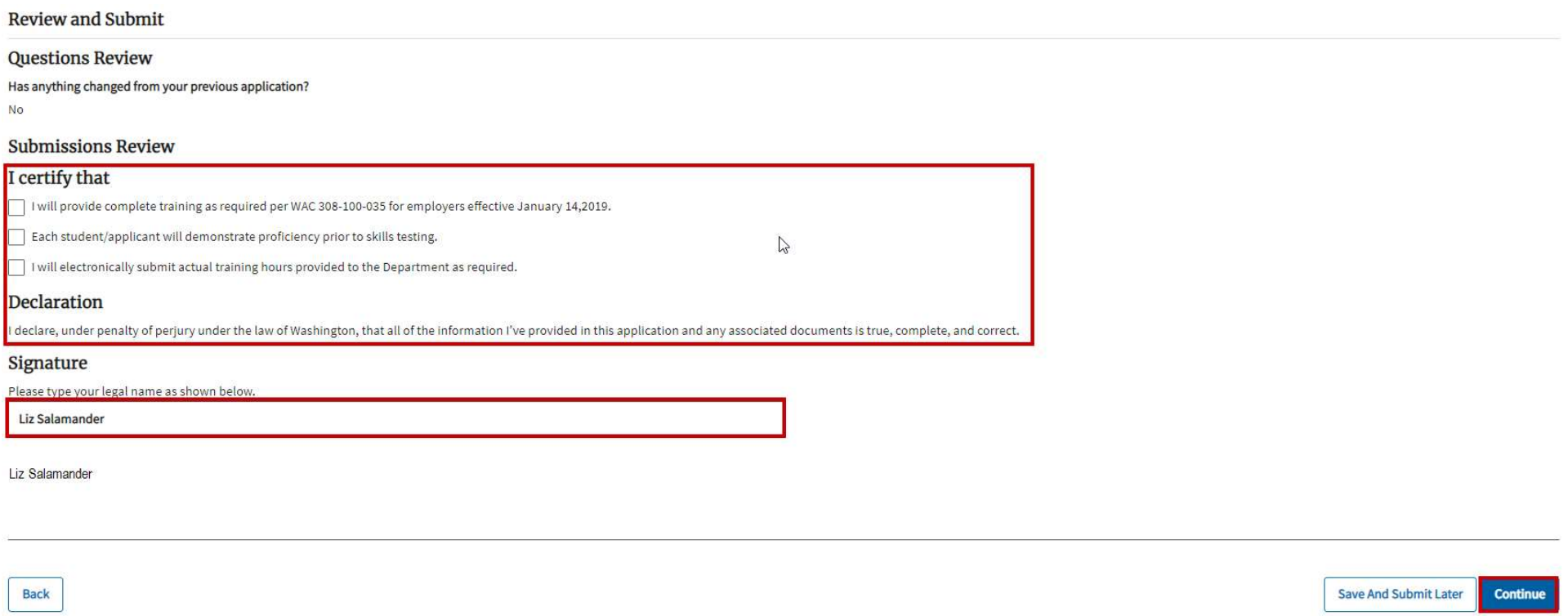
Step 5 – Verify **Mailing Address and Physical Address,** then Select **Continue**.

Step 6 – Answer the **Profession Specific Questions.**



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



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

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