STATE OF CALIFORNIA
DEPARTMENT OF MOTOR VEHICLES

Occupational Licensing Industry News
OLIN 2022–02
Entry Level Driver Training Verification

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New Information

Beginning February 7, 2022, federal regulations require a commercial driver's license (CDL) skills test examiner, including those examiners participating in the Employer Testing Program (ETP), to verify the completion of entry level driver training (ELDT) prior to administering a CDL skills test. ELDT verification **must** be done for any person applying to:

- Obtain an original CDL (Class A or B).
- Upgrade an existing Class B CDL to a Class A CDL.
- Add a School Bus (S) or a Passenger (P) endorsement.

California CDL Applicant Requirement

In addition to the federal requirements, California residents applying for an original CDL (Class A or B) are required to:

- Complete a minimum of 15 hours behind-the-wheel (BTW) training and submit a CALIFORNIA COMMERCIAL DRIVER BEHIND THE WHEEL TRAINING CERTIFICATION (DL 1236) form to verify completion prior to issuance of an applicant's CDL (see Attachment).
  —Department of Motor Vehicles (DMV) field offices will provide applicants a blank DL 1236 with each California commercial learner's permit (CLP).
- Upload a completed DL 1236 to DMV's Virtual Field Office (VFO) **at least 24 hours** prior to visiting a field office and submitting a Certificate of Driving Skill (DL 170 ETP) to avoid delay in issuing their CDL. To upload the DL 1236, the applicant:
  —Goes to the VFO website at **dmv.ca.gov/portal/dmv-virtual-office/**.
  —Selects the *Submit your California Commercial Driver Behind the Wheel Training Certification (DL 1236) form* link and follows the prompts to upload the DL 1236.
  —Brings the completed DL 1236 to a CDL field office to finalize the application.

Training Provider Requirements

Providers must register with the Federal Motor Carrier Safety Administration (FMCSA) via the Training Provider Registry (TPR). CDL applicants **must** complete ELDT from a TPR provider to take the required CDL skills or knowledge tests. ETPs that provide training **must** register as a training provider. ETPs that use a third-party training provider **must** ensure the provider is listed on the TPR. For more information, go to **tpr.fmcsa.dot.gov/Provider.**

Who Is Required to Complete ELDT?

The chart below determines if a CDL applicant is required to complete ELDT.

If an Applicant	*Then the Applicant*
Holds a valid CLP issued before February 7, 2022	Is **not** required to complete ELDT, if the applicant obtains a CDL before the CDL application expires or is voided. However, if the CDL application expires or is voided after February 7, 2022, the applicant **must** complete the required ELDT.
Holds a valid CLP renewal issued after February 7, 2022	Is **not** required to complete ELDT, if the applicant can provide a copy of the initial CLP with an issuance date prior to February 7, 2022. The initial CLP and renewed CLP must be part of the same application. If the CDL application expires or is voided after February 7, 2022, the applicant **must** complete the required ELDT. **NOTE:** The initial CLP and renewal CLP should be stapled or clipped together. Enter the initial CLP issue date and the renewal CLP expiration date into CSTIMS when scheduling a CDL skills test.
Was issued a CDL or added an S or P endorsement before February 7, 2022	Is exempt and **not** required to complete ELDT for the previously issued CDL or endorsement, even if expired.
Obtains an original CLP on or after February 7, 2022	**Must** complete the required ELDT.
Held a CDL prior to February 7, 2022 and applies for an upgrade to a higher class of CDL or adds an S or P endorsement for the **first** time	**Must** complete the required ELDT for the class of CDL being upgraded to, or the endorsements being applied for.

Examiner Procedures

Scheduling a CDL Skills Test in Commercial Skills Test Information Management System (CSTIMS)

Prior to scheduling a CDL skills test in CSTIMS, an ETP examiner **must**:

1. Log into CSTIMS using current procedures.
2. Enter the applicant's driver's license number into the *Search Applicant* screen.
   - If the applicant exists, the new ELDT section will display a profile with the most recent information. To access the profile, click the *Select/Edit* button under *Actions.*
   - If applicant does not exist, create a profile by clicking the *Create* button.
   - CSTIMS will verify if ELDT requirements are met.

Examiner Procedures, ***continued***

3. Follow the chart below for verification of ELDT requirements.

If ELDT Requirements Show	***And a(n)***	***Then***
 ELDT Met	ELDT has been met for the CLP vehicle class or endorsement	Continue to Step 4.
 Temporarily Exempt	Temporary exemption from ELDT requirements for a CLP was issued prior to February 7, 2022	
 Permanently Exempt	Permanent exemption for a specific previously held CDL or endorsement(s)	
 ELDT Not Met	ELDT has **not** been met for the CLP vehicle class or endorsement	Do not schedule applicant in CSTIMS or administer CDL skills test. The training provider is responsible for updating ELDT results.
 No Result	ELDT result is **not** found	
	Applicant is not found in the federal TPR	

NOTE: A message may appear if there is a discrepancy between the two records (see sample below). Verify the applicant's information (such as, name and date of birth) on the CLP to ensure it matches the information in the CDL Learner's Permit Information section of CSTIMS using current procedures. If there is no discrepancy, proceed to Step 4.

Sample:



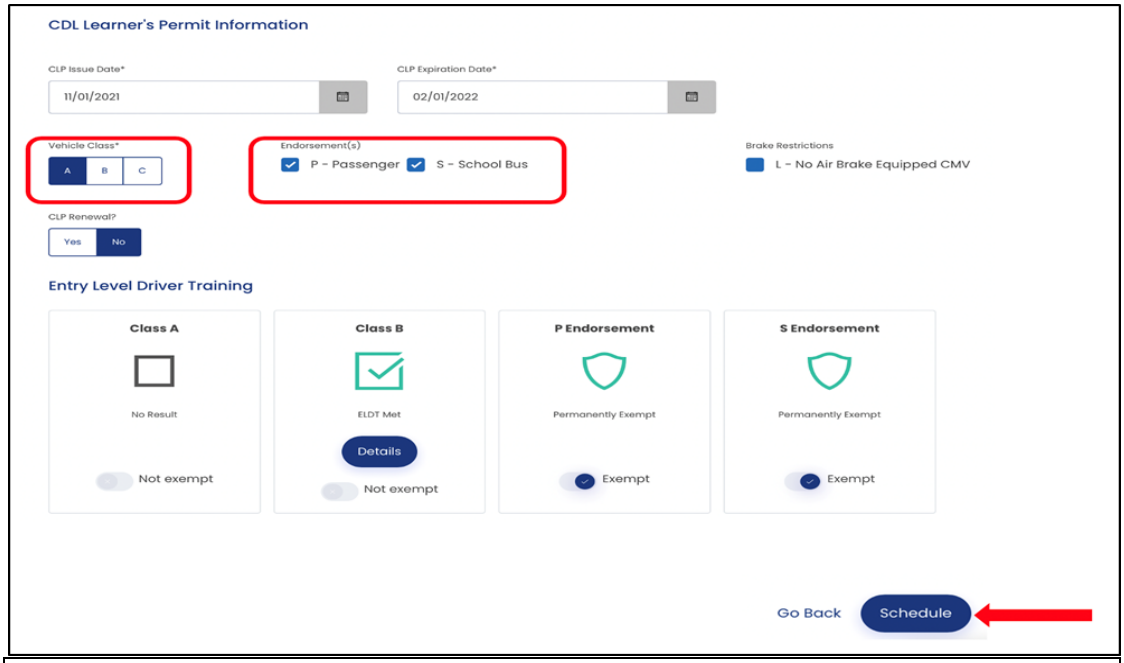
Examiner Procedures, *continued*

Follow the procedures in the chart below if you receive a discrepancy:

If the Information in CSTIMS	***Then***
Does **not** match the CLP	• Correct the applicant's information in CSTIMS. • Verify it matches the ELDT information. • Continue to Step 4 to schedule the applicant.
Matches the CLP	Do **not** schedule in CSTIMS or administer a CDL skills test. The training provider is responsible for updating ELDT results.

4. To schedule, click the *Schedule* button to proceed using existing scheduling procedures.

Sample:



NOTE: If ELDT results do **not** match the applicant's CLP vehicle class and/or endorsement(s), the CSTIMS user is prevented from scheduling the applicable skills tests. Do **not** schedule in CSTIMS or administer a CDL skills test.

Exemptions

Applicants who qualify for an exemption from ELDT will **not** have results in CSTIMS. Follow the procedures below if the applicant states they previously held an equivalent CDL or endorsement:

- Email your name, phone number, organization name, and the applicant's name along with a request for assistance in verifying exemption eligibility to **LODELDT@dmv.ca.gov**.
  —A DMV representative will respond and assist.

- If the previous CDL or endorsement **can** be verified:
  —The DMV representative will update the exemption in CSTMS and inform you to proceed with scheduling the applicant using current procedures.
  —A DL 1236 is **not** required for this applicant; therefore, Steps 5-8 do **not** apply.
- If the previous CDL or endorsement **cannot** be verified:
  —The DMV representative will inform you the applicant is **not** eligible for the exemption and instruct you **not** to schedule or administer a CDL skills test until ELDT requirements have been met and updated by the training provider.
  —A DL 1236 is required for this applicant; therefore, steps 5-8 apply.

5. Verify all fields in section 1,2, and 3 of the DL 1236 are complete:
   - **Section 1 Application Information** must include the applicant's name, driver's license number, class of license applied for, address, and date of birth.
   - **Section 2 Behind the wheel Training Log** must be completed by a certified instructor. There must be at least 15 total hours of BTW training with a minimum of 10 hours on a public road. The instructor must include their full name, address, CDL number, and state that issued their CDL.
   - **Section 3 Certification** must include the applicant's signature and the date.
6. After the skills test is administered, enter test results in CSTIMS using current procedures.
7. Retain a copy of the DL 1236 for your records.
8. Provide the completed DL 1236 and DL 170 ETP to the applicant for submission to DMV.

Background

FMCSA requires DMV to electronically verify CDL applicants have successfully completed ELDT before administering a skills test and a hazardous materials endorsement knowledge test. The *Vehicle Code* requires the course of instruction for entry-level drivers to require a Class A or B CDL applicant to complete a minimum of 15 hours of BTW training.

References

Code of Federal Regulations, Title 49, Federal Motor Carrier Safety Administration §§383.73, 380.603, and 380.703
Vehicle Code §15250.1(b)
California Code of Regulations §26.03

Contact

Questions regarding this memo may be directed to Commercial Licensing Policy at (916) 657-6550.

Attachment

Attachment

A Public Service Agency

CALIFORNIA COMMERCIAL DRIVER BEHIND THE WHEEL TRAINING CERTIFICATION

A person applying for their first Class A or first Class B commercial driver license must submit this completed form to the Department of Motor Vehicles prior to being issued a commercial driver license. California Vehicle Code (CVC) §15250.1 requires a minimum of 15 hours of behind the wheel training, at least 10 of which shall be on a public road. Every 50 minutes of driving time is deemed an hour training.

SECTION 1 — APPLICANT INFORMATION

TRUE FULL NAME *(LAST, FIRST, MIDDLE, SUFFIX)*	DRIVER LICENSE NUMBER	CLASS OF LICENSE APPLIED FOR

ADDRESS	DATE OF BIRTH *(MM/DD/YYYY)*

CITY	STATE	ZIP CODE

SECTION 2 — BEHIND THE WHEEL TRAINING LOG *(CVC §15250.1)*

Training Date	Class License (A or B)	Training Hours (Public Property)	Training Hours (Private Property)	Training Hours Total	Instructor's Printed Full Name and Address *(Street, City, State, Zip Code)*	Instructor's Commercial Driver License Number and State of Issuance
Example: 06/05/2020	A	0.0	0.0	0.0	John Doe, 123 Main St., Anytown, CA 99999	A1234567 / CA
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
		TOTAL *(PUBLIC)* 0.00	TOTAL *(PRIVATE)* 0.00	TOTAL HOURS 0.00		

SECTION 3 — CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify (or declare) under penalty of perjury that I have met the behind-the-wheel training requirements of CVC §15250.1.

APPLICANT'S SIGNATURE	DATE
X	

DL 1236 (REV. 8/2021) WWW

Print Clear Form