

NOTICE OF PROPOSED GUIDANCE DOCUMENT

CDL 3rd Party

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on CDL 3rd Party s.343, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV2>

2. Mailing written comments to:
Division of Motor Vehicles
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7336
Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Commercial Driver License (CDL) 3rd party testing program

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WisDOT authorizes third party testing companies and examiners to conduct CDL exams on behalf of the State of Wisconsin, and in compliance with the AAMVA 2005 testing model and Wisconsin [Chapter Trans 115](#).

All third party examiners need to be employed by an approved CDL third party testing company. Detailed information regarding CDL third party company and examiner requirements are listed below, along with links to forms, online services and other helpful information.

Before submitting an application, please contact dotdmvcldunit@dot.wi.gov for information on how to become a CDL third party testing company or examiner.

To become a CDL third party testing company

- Complete the Third Party Testing Company Application [MV3547](#), Commercial Driver License Third Party Testing Company Agreement [MV3549](#), Commercial Driver License Third Party Tester Bond [MV3540](#) and provide proof of required insurance. All third party company testing locations and testing routes need to be approved by WisDOT before use.
- Send the forms and required fee to the address on the forms.

To become a CDL third party testing examiner

- Attend and successfully complete a two-week training course administered by Fox Valley Technical College. During this course you will be taught the essential skills and gain the knowledge needed to conduct a CDL examination in accordance with all applicable state rules and regulations.
- Be currently employed by an approved CDL third party testing company or apply to become an approved CDL third party testing company with WisDOT.
- Complete the Third Party Examiner Application [MV3548](#).
- Send the form and required fee to the address on the form.

New examiner class schedule

The following two-week classes to become a CDL third party testing examiner will be held at Fox Valley Technical College in Appleton, WI on:

- March 11-14 and 18-20, 2019
- June 3-6 and 10-12, 2019
- Oct. 7-10 and 14-16, 2019

Annual recertification requirements

All CDL third party testing companies and CDL third party testing examiners are required to renew their WisDOT authorization certificate annually. Eligibility for renewal:

- The CDL third party testing company must have a satisfactory audit of the company records completed by a DMV CDL third party auditor.
- The CDL third party testing examiner must have a satisfactory CDL testing audit completed by a DMV CDL third party auditor.
- The CDL third party testing company must complete the Third Party Testing Company Application [MV3547](#), Commercial Driver License Third Party Testing Company Agreement [MV3549](#), Commercial Driver License Third Party Tester Bond [MV3540](#) and provide proof of required insurance.

Once reviewed, certificates will be processed and renewed for another year. If the applications are incomplete or denied, the company and/or examiner will be unable to perform CDL testing.

Additional forms

- Non-Resident CDL Training Certification [MV3309](#)
- CDL Skills Test Tracking Summary [MV3556](#)
- CDL Tests Annual Log for Third Party Examiners [MV3551](#)
- Commercial Driver Testing Record [MV3552](#)

- [CDL Third Party Testing Forms Request](#) [MV3661](#)
- [CDL Third Party Examiner-Company Complaint](#) [MV3567](#)

WisDOT online services

- [Check your driver license information](#) - Check status, expiration date, operating restrictions, tier level, physical and testing requirements.
- [Commercial driver license guide](#) - Use this interactive guide to obtain more information about commercial driving requirements, required forms, and much more.
- [Upload your Fed Med card or view your current tier of operation](#) - All commercial drivers can use this tool to view their current Tier selection; Tier 1 drivers can also use this tool to upload a copy of their Fed Med card.
- [eNotify: Go paperless](#) - Receive renewal notices (license plate and driver license/ID) and other notifications by email.

Additional resources and publications

- [Commercial Driver License \(CDL\) examiners by county](#)
- [Driver training schools](#) - A listing of all schools currently offering instruction
- [Commercial Driver License \(CDL\) information](#)
- [CDL Skill Test Guide \(BDS TP1\)](#)
- [Commercial Driver Vehicle Inspection - Basic Control and Skills Tests](#)
- [Tier of operation and Fed Med card information](#)
- [Chapter Trans 102 – Operator’s Licenses and Identification Cards](#)
- [Chapter Trans 104 – Examination Procedures for Operator’s License](#)
- [Chapter Trans 115 - Third Party Testing](#)
- [Wisconsin Statute Chapter 343 – Operator’s License](#)
- [Trans 300 changes video](#)
- [Federal Motor Carrier Safety Administration \(FMCSA\) regulations Part 383 - Commercial Driver License Standards; Requirements and Penalties](#)
- [Commercial Skills Test Information Management System \(CSTIMS\)](#)
- [Wisconsin School Bus Association](#)
- [Roundabout informational video](#)

CDL Third Party Audit Program

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