



CDL Upgrades (CLP to CDL and Class Upgrades)

Driver License - CDL

3-14-2025

Contents

Revision History	2
Overview	2
Purpose	2
Policy Statement	2
Compliance	2
Systems	2
Roles	2
Upgrading from CLP to CDL	3
Required Documents.....	3
Processing CLP to CDL.....	3
Upgrading License Class	8
References	8
Appendix	9
Appendix A: OAC 670:15-23-3 – Procedures for obtaining an initial CDL	9
Appendix B: DL-18 Form	11

Revision History

Effective Date of SOP: 3/14/2025	SOP Number: SOP B.03
Functional Area Name: Driver License	Division Name: CDL
Last Review Date: 3/3/2025	Last Reviewer: Amanda Casebier, CDL Supervisor
Next Review Date: 3/3/2026	Next Reviewer: CDL Supervisor
Executive Approval Date: 3/14/2025	Approved By: Alyson Sorenson, CDL Manager

Overview

These Standard Operating Procedures (SOP) provide guidance on how to process the upgrade from a Commercial Learner Permit (CLP) to a Commercial Driver License (CDL). It also provides information on how an applicant can upgrade the class of their CDL.

Purpose

This SOP includes step-by-step instructions, with visual guidance, on processing the upgrade of a CLP to a CDL in D360, including entering test results and processing the DL-18 form.

Policy Statement

These procedures apply only to applicants either upgrading from an Oklahoma-issued CLP to a CDL or upgrading the class of their existing Oklahoma-issued CDL.

Compliance

[OAC 670:15-23-3](#) – Procedures for obtaining an initial commercial driver license
[49 CFR Part 383](#) – Commercial driver's license standards; Requirements and penalties

Systems

Web Enrollment – System used to take photos and fingerprints.
PayPort – Payment processing system.
D360 – System of record used for issuing credentials.
SAVE – System used to verify validity of immigration documents.
CSTIMS – System used to record results of written CDL tests.

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.

Upgrading from CLP to CDL

Once an Oklahoma-issued Commercial Learner Permit (CLP) holder has held their permit for at least 14 days (not including the date it was issued), they become eligible to attempt the Commercial Driver License (CDL) skills (drive) test. After passing the CDL skills test, they will be issued a CDL credential for the class of vehicle that they tested for.

Required Documents

- Stamped DL-18 form (after passing skills test, only if applicant tested in Oklahoma)
 - Out-of-state testers will not have this form; the examiner will be required to complete it using the skills test info found in CSTIMS
- Current, valid CLP (must be shredded after CDL is issued)
- Current, valid Class D driver license
- Valid immigration documents (if applicable)
- Proof of Oklahoma residency (**TWO** proofs required for REAL ID Compliant license)
 - Not required for non-domicile applicants
- Valid Medical Examiner's Certificate (DOT medical card) for Non-Excepted Interstate (NI) CDL holders ONLY. Only required if applicant did not bring it before (during CLP issuance). See "B.07 - CDL Self-Certification and Medical Certificates Processing" SOP for further information.

Processing CLP to CDL

If the applicant passed their CDL skills test in Oklahoma, their DL-18 form will be filled out and stamped by the examiner. They will then bring this DL-18, along with the other required documents, to be issued their CDL.

If the applicant passed their CDL skills test in a different state, the examiner must complete all fields on the DL-18 form using the skills test info found in CSTIMS.

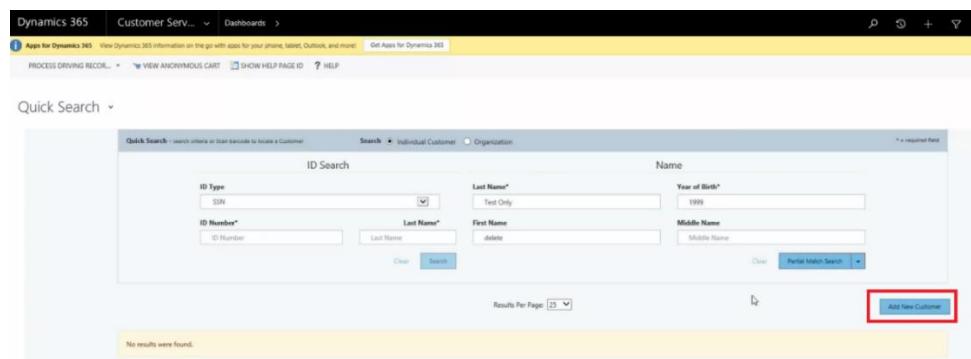
Steps

1. Request the required documents from the applicant, including their stamped DL-18.
 - a. If the applicant took the skills test in Oklahoma:
 - i. Make sure the DL-18 has been stamped and approved by the drive test instructor on the front, and filled out on the back showing the BCS, pre-trip, and road test are filled out, dated, and there is a score and badge number.
 - ii. If these are not complete, log into CSTIMS to research and find the information and fill it out on the DL-18.

b. If the applicant took the drive test out-of-state:

- i. The information will not be filled out on the DL-18.
- ii. When this happens, on the front of the DL18 mark the drive was passed on the front of the DL-18, put the date the drive was taken on the “date” field, your badge # in the “certification #”, “school” will be listed as “Third Party School”, and your name in the “designated examiner signature.”
- iii. On the back of the form, please put the appropriate information in the GVWR, Tag No, Transmission, Brakes, and Restrictions section.
- iv. In remarks, put “OOS Drive Test”.
- v. Under the road test, fill out the drive test information. The examiner may also opt to print out the score sheet for the out-of-state test from CSTIMS and scan it with the DL-18, only put OOS drive test.
- vi. Stamp the DL-18 on the back and mark it as approved; write your name, badge number, location, and current date.

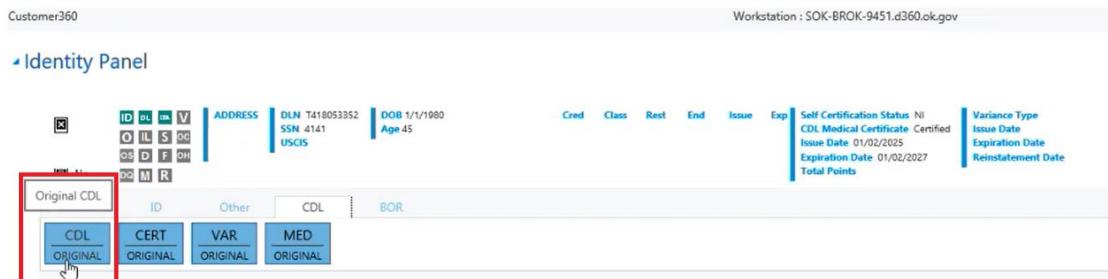
2. Open D360. Use Quick Search to open the applicant's file.



The screenshot shows the Dynamics 365 Customer Service interface with the 'Quick Search' module open. The search criteria are set to 'Individual Customer'. The 'ID Search' section is active, with 'ID Type' set to 'SON'. The search results table is empty, showing a message 'No results were found.' A red box highlights the 'Add New Customer' button at the bottom right of the search results area.

3. After opening/creating the applicant's file, the “Identity Panel” will appear. Click on the “CDL – ORIGINAL” button.

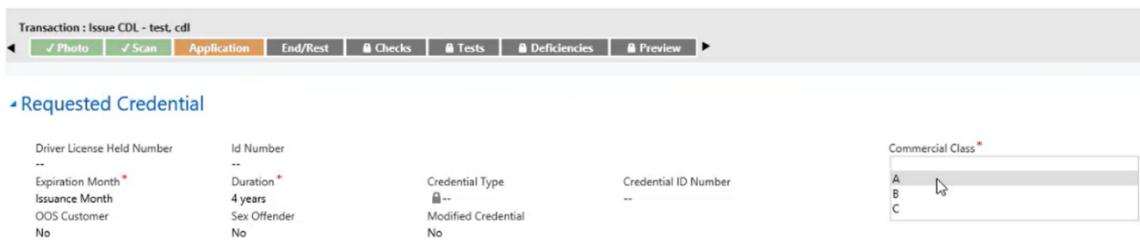
test, cdl



The screenshot shows the 'Identity Panel' for a customer record. The 'CDL ORIGINAL' button in the 'CDL' section is highlighted with a red box. Other buttons in the 'CDL' section include 'CDL' and 'CDL ORIGINAL'. The 'Identity Panel' also displays various personal and identification details such as address, SSN, DOB, and driver's license information.

4. **Check the DL-18 to see if there are any failed tests.** If so, skip to the “Test” tab and input the results for failed tests first (add them as new test results). After the fails are added, D360 will freeze and the CDL issuance transaction will restart. Inputting the fails first will save time by preventing any progress from being lost when D360 freezes.
5. Complete the “Photo” tab in Web Enrollment as per usual.
6. In the “Scan” tab, scan all the documents provided by the applicant and fill in all fields as necessary. Once all documents are scanned, proceed to the “Application” tab.
7. Fill in the required fields at the top of the “Application” tab. Make sure that the “Commercial Class” selected **is the same** as the class that they tested for—even if the applicant’s CLP is for a different class, the license class for the CDL being issued must match the class they passed the skills test for.

test, cdl ↴



Transaction : Issue CDL - test, cdl

◀ Photo Scan Application End/Rest Checks Tests Deficiencies Preview ▶

▲ Requested Credential

Driver License Held Number --	Id Number --	Credential Type --	Credential ID Number --	Commercial Class* A B C
Expiration Month* --	Duration* 4 years	Sex Offender No	Modified Credential No	
Issuance Month --				
OOS Customer No				

Ask the applicant whether they would like their new Oklahoma CDL to be a 4-year or 8-year credential. Note that CDLs with a hazmat endorsement are only eligible for a duration of 4 years.

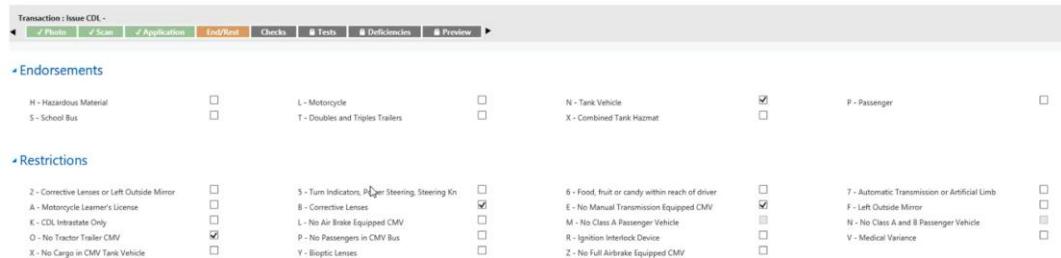
8. Fill in the rest of the “Application” tab up to the “Vision Screening” section as per usual. Provide the applicant with the “CFR 391 Medical Requirements” form and provide instructions on how to fill them out. Use the applicant’s answers from the 391 form to complete the medical questionnaire and scan it with the DL-10 when closing out the transaction.
9. The applicant will now need to pass a vision exam to proceed. For further information on vision requirements for CDL and how to administer each component of the vision screening, see “D.01 - Vision Test” SOP. Once the exam is complete, enter the results into the “Vision Screening” section.

► Vision Screening

Left Eye	Right Eye	Both Eyes	Color Testing *
--	--	--	Pass
FoV Left	FoV Right	FMCSA 391 Exemption	<input type="checkbox"/> Bioptic Lenses
--	--	<input type="checkbox"/>	<input type="checkbox"/>
Corrective lenses used?	Test Result	Test Result Reason	--
<input type="checkbox"/>		--	
Field of Vision			
Pass			
<input type="button" value="Add"/>			

10. After entering the vision exam results, proceed to the “End/Rest” tab. Double check the original license to be sure if there is any endorsement (such as a motorcycle) that would not be on the CLP, that it has been added. Also, double check the DL-18 to be sure that if any tests for additional endorsements (hazmat, doubles and triples, etc.) were taken and passed, that they are applied and present on the CDL.

test, cdl



Make sure to **DOUBLE CHECK** that all endorsements and restrictions from the previous credential are applied correctly.

11. After applying and reviewing the endorsements and restrictions, proceed to the “Checks” tab. Review the checks, then proceed to “Tests”.

12. Again, **check the DL-18 to see if there are any failed tests.** If so, input the results for failed tests first (add them as new test results). After the fails are added, D360 will freeze and the CDL issuance transaction will restart. Inputting the fails first will save time by preventing any progress from being lost when D360 freezes.

13. On the “Tests” tab, the results for the (passing) CDL Skills Test will need to be entered. Double-click on the open CDL Skills Test exam and scroll to the bottom. Do not enter any failed tests during this step—all failed test results should have been entered during the previous step.

CDL Skills		Yes	No
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EXAM: BASIC LAW AND SKILLS ▾
CDL Skills 

▪ **Test Information**

General	Administration Information
Type CDL Skills	Date Administered * 3/6/2025 12:00 AM
Expiration Date 3/6/2026 12:00 AM	Tester Type * CDL
Test Version --	Tester Location * 7230
Examiner Notes --	Examiner * 2774
	User Entering Scores * UAT-CRMSRV CRMSRV
Results	Vehicle Information
Result Pass	Vehicle Class A
Test Waived <input checked="" type="checkbox"/>	Gross Combined Weight Rating (GCWR) - Cab --
Waiver Reason A valid credential already exists	Gross Vehicle Weight Rating (GVWR) - Trailer --
Tag No. (Cab) --	Transmission Automatic
	Air Brakes --
	Full No Manual Transmission Equipped CMV
	No No Tractor Trailer CMV
	No Restrictions
	--

Enter the Pre-Trip, BCS, and the Road Test results (double-click on each one) before filling out the rest of the passing test information above. **Double-check that the Pre-Trip, BCS and Road Test results are all filled out.** If the test was recorded in D360 as a pass without these results filled out, the examiner will have to contact the Help Desk to have them documented.

▪ **Skills Subtests**

Exam Type ↓	Result (Pass/F...	Score	Taken Date
Road Test	Pass	81	3/6/2025 8:00 AM
PreTrip	Pass		3/6/2025 8:00 AM
BCS	Pass		3/6/2025 8:00 AM

14. After entering the Pre-Trip, BCS, and Road Test results, fill out the remaining passing information on the screen.

EXAM: BASIC LAW AND SKILLS ▾
CDL Skills 

▪ **Test Information**

General	Administration Information
Type CDL Skills	Date Administered * 3/6/2025 12:00 AM
Expiration Date --	Tester Type * CDL
Test Version --	Tester Location * 7230
Examiner Notes --	Examiner * 2774
	User Entering Scores * CRM service account Service
Results	Vehicle Information
Result * --	Vehicle Class A
Test Waived <input type="checkbox"/>	Gross Combined Weight Rating (GCWR) - Cab --
Waiver Reason --	Gross Vehicle Weight Rating (GVWR) - Trailer --
Tag No. (Cab) --	Transmission Automatic
	Air Brakes --
	Full No Manual Transmission Equipped CMV
	No No Tractor Trailer CMV
	No Restrictions
	--

15. Proceed to the “Deficiencies” tab and resolve any outstanding deficiencies.

16. After the deficiencies are resolved, the remaining step for processing a CDL issuance are identical to any other transaction. Complete the rest of the transaction (printing out the DL10 and processing payment in PayPort) as per usual. For further instructions, refer to “A.01 - Original Issuance (Class D and State ID)” SOP.

NOTE: The CFR 391 Medical Requirements form, in addition to the CSTIMS knowledge records showing any passed test results, must be scanned along with the DL10.

Upgrading License Class

Applicants interested in upgrading the class type of their license (e.g. Class C to a Class A) will need to go through the Class Upgrade Process. This entails taking the written test for the class in question, applying for a CLP for that class, and holding the permit for 14 full days before attempting the skills test for that class.

After passing the skills test, the license class upgrade will be processed as a replacement of their current CDL. In the “Application” tab, the license class will be changed to the desired class that they just tested for. The results of each test required throughout the process must also be entered into D360 and CSTIMS.

▪ Requested Credential

Driver License Held Number --	Id Number --	Commercial Class* A B C	
Expiration Month* Issuance Month OOS Customer No	Duration* 4 years Sex Offender No	Credential Type -- Modified Credential No	Credential ID Number --

The required documents during each step in the process are the same as for an original issuance. For further information on CLP issuance, refer to “B.01 – Commercial Learner Permit (CLP) Issuance” SOP. For information on replacing a CDL, refer to “B.05 - Renewal or Replacement (CDL)” SOP.

References

1. [CDL First-Time Applicants | Service Oklahoma](#)

2. [CDL Upgrade | Service Oklahoma](#)

Appendix

Appendix A: OAC 670:15-23-3 – Procedures for obtaining an initial commercial driver license

(a) Application. An applicant for an initial Oklahoma commercial driver license shall first appear before a Driver License Examiner [47 O.S. § 6-110]. An application for a commercial driver license shall be completed by the applicant at the Driver License Examination Station and approved by a Driver License Examiner. Upon submitting a completed and approved application, providing proof of identity [OAC 670:15-1-3(b)] and proof that the applicant is a United States citizen, foreign national or a legal permanent resident alien [21 O.S. § 1550.42(B)], meeting all statutory requirements, and successfully completing every required examination, the applicant may then proceed to a Licensed Operator or Service Oklahoma, and present to the Licensed Operator or Service Oklahoma an approved application issued by the Driver License Examiner, along with identification (as prescribed in OAC 670:15-1-3(b) for an Oklahoma REAL ID Compliant credential and OAC 670:15-1-3(c) for an Oklahoma Real ID Non-Compliant credential), pay the required fees, and be issued a credential. Upon approval of the application by Service Oklahoma, the applicant shall surrender to Service Oklahoma any driver license, whether issued by Oklahoma or by another jurisdiction, currently issued to the applicant.

(b) Required identification. At the time of application for an initial Oklahoma credential, every applicant shall provide to the Driver License Examiner:

- (1) proof of identification [47 O.S. § 6-106(A)(3); OAC 670:15-1-3(b) for REAL ID Compliant credential or OAC 670:15-1-3(c) for REAL ID Non-Compliant credential],
- (2) documentation showing whether the applicant is a United States citizen, foreign national or legal permanent resident alien [21 O.S. § 1550.42]. Proof of citizenship or lawful permanent residency shall be met only when the applicant [49 C.F.R. § 383.71]:

(A) is a United States citizen who shall provide, unless notated on the driving index a:

- (i) Valid, unexpired U.S. Passport;
- (ii) Certified copy of a birth certification filed with a State Office of Vital Statistics or equivalent agency in the individual's State of birth, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands;
- (iii) Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State;
- (iv) Certificate of Naturalization issued by the U.S. Department of Homeland security (DHS); or
- (v) Certificate of Citizenship issued by DHS.

(B) is a lawful permanent resident who shall provide a valid, unexpired Permanent Resident Card issued by USCIS or INS.

(3) proof of full legal name,

(4) date of birth,

(5) proof of Oklahoma residency established by a utility bill or Government form bearing the name and address of the applicant. Proof of current residence must be shown for initial issuance, transfer, renewal, or upgrade, made after July 8, 2011. [47 O.S. § 6-106(B)], and

(6) proof of compliance with Entry Level Driver Training Requirements as applicable, pursuant to Title 49 of the Code of Federal Regulations.

(c) **Documentation requirements.** Any document furnished must be either a certified or original copy and issued by the proper authority; notarized documents will not be accepted. Any document presented shall be unexpired unless otherwise noted in OAC 670:15-1-3. Any document that has been or appears to have been duplicated, traced over, mutilated, defaced, tampered with, or altered in any manner or that cannot be read by the Driver License Examiner shall not be accepted or used for identification purposes. All identification documents must be approved by the Driver License Examiner before acceptance. The Driver License Examiner may, at his or her discretion, request additional identification documentation of the applicant.

(d) **Commercial driver license numbers.**

(1) Commercial driver license numbers shall be assigned by computer. Use of the applicant's Social Security number as the commercial driver license number is prohibited [47 O.S. § 6-106(B)].

(2) Any licensee may request to change the numeric characters of his or her commercial driver license number to any nine-digit number by making a written request to Service Oklahoma. Upon approval by Service Oklahoma, the licensee shall obtain a replacement commercial driver license from a Licensed Operator or Service Oklahoma, and the licensee shall pay the required fee for the replacement license [OAC 670:15-25-2].

[Source: Added at 41 Ok Reg, Number 23, effective 8-25-24]



Appendix B: DL-18 Form



Service Oklahoma
DRIVER LICENSE SERVICES DIVISION
OKLAHOMA DRIVER LICENSE APPLICATION

Date: _____		County of Residence # _____		Original _____	Renewal _____	Duplicate _____	Review _____	
DL # Assigned _____		ID Shown: _____		INS # _____	Exp. _____			
Application For: CLASS : A ____ B ____ C ____ D ____ ID ____ ENDORSEMENTS: N ____ H ____ X ____ P ____ T ____ M ____ S ____								
Last Name		First		Middle				
Mailing Address				City		OK	Zip	
Residence Address				City		OK	Zip	
Date of Birth	Social Security Number		Race	Sex	Height Ft. In.	Eyes	Weight	Hair
Present License Surrendered? YES NO		State	DL #:				Exp:	
License Class: CDL? YES NO		Endorsements:			Restrictions:			
Driver Education? Yes No		School				DE Card #		

TO BE COMPLETED BY APPLICANT

- Where is your place of birth (country)? _____
- Are you a resident of the State of Oklahoma? _____
- Are you currently or have you ever been licensed in another state or country? _____ If yes, list all states and/or countries from the previous 10 years _____
- Is your driving privilege now or has it ever been SUSPENDED, REVOKED, CANCELED OR DENIED in any state or country? _____ If yes, when? _____ where? _____
- Are you now addicted to any drug or have you received treatment for alcohol or drug addiction within the last year? _____
- Do you have any of the following (circle those which apply): Diabetes, Epilepsy, blackouts, fainting spells, heart disease, a current mental health disorder, amputation, paralysis, Muscular Dystrophy, Cerebral Palsy, Parkinson's, or loss of memory; or do you have any other type of medical condition which may affect your ability to safely operate a motor vehicle? _____ If yes, please explain. _____
- Are you deaf or hard of hearing? _____ Do you wear a hearing aid? _____
- Do you wear corrective lens or have any type of progressive eye disease or injury (such as glaucoma, diabetic retinopathy, macular degeneration, etc)? _____

NOTICE:	It is a felony to knowingly make any false statement on this application and that any violation is punishable by both fine and/or imprisonment.
NOTICE:	State law requires persons convicted of sex offenses who are relocating in this state to register with the Oklahoma Department of Corrections within 10 days and local law enforcement within 3 days. Failure to register is punishable by fine and/or imprisonment.
NOTICE:	I understand that my social security number will be kept on file in accordance with the Federal Welfare Reform Act.
NOTICE:	Signing this application registers you with the selective service.

ONLY APPLICANTS APPLYING FOR A CLASS A, B or C COMMERCIAL LICENSE NEED TO CERTIFY THE FOLLOWING:

9. Are you exempt from the requirements of 49 CFR 391? If yes, how are you exempt? _____	Yes _____	No _____
10. Do you meet the physical requirements of 49 CFR 391? _____	Yes _____	No _____
11. Do you have any pending disqualifications, suspensions, revocations or cancellations in this state or any other jurisdiction? 49 CFR 383.51 _____	Yes _____	No _____
12. Do you have more than one driver license? _____	Yes _____	No _____
13. Do you meet the requirements for the drive test waiver? _____	Yes _____	No _____
14. Is drive test vehicle representative of the Class you will drive? _____	Yes _____	No _____

Signature of Applicant _____

TO BE COMPLETED BY DESIGNATED EXAMINER

I certify the foregoing applicant has satisfactorily completed the prescribed courses and has met all knowledge and skill requirements for the operation of the class of vehicle indicated. All information has been verified and approved by the undersigned Designated Examiner. I further certify that I am aware that it is a felony to falsify any information required to be entered by me.

I CERTIFY THE APPLICANT : P F THE WRITTEN PORTION OF THE EXAM P F THE DRIVE PORTION OF THE EXAM

Designated Examiner Signature: _____ Certification # _____

Date: _____ School: _____ (School Seal) Certification # _____ (Designated Examiner Seal)

THIS DOCUMENT IS NOT A LICENSE TO DRIVE

SOK 300DLS 0270 01/2023

VISION SECTION TO BE COMPLETED BY SERVICE OKLAHOMA EXAMINER



Visual Acuity: Left _____ Right _____ Both _____ DL-20 Issued: _____ By: _____

Without Lens 20/_____ 20/_____ 20/_____ DL-20 Returned: _____ By: _____

With Lens 20/_____ 20/_____ 20/_____ Visual Acuity: Left _____ Right _____ Both _____

Field of Vision: Color Vision: Without Lens 20/_____ 20/_____ 20/_____

Pass Fail Pass Fail With Lens 20/_____ 20/_____ 20/_____

Physical Condition: Good _____ Other _____ DIM1 Issued: _____ By: _____

Hearing: Good _____ Other _____ Deaf _____ D.L. Assigned #: _____ Hearing Aid Worn: Yes _____ No _____ By: _____

GVWR: _____ Tag No.: _____ Transmission: (circle one) Automatic / Standard

RESTRICTIONS: _____ REMARKS: _____ Brakes: (circle one) Hydraulic / Airbrake

TEST RESULTS	Test #1		Test #2		Test #3		Test #4		Test #5		Test #6	
DATE:												
Knowledge Tests:	Set	%	Set	%	Set	%	Set	%	Set	Set	%	%
Basic												
General Knowledge												
Combination												
Air Brake												
Doubles / Triples												
Passenger												
School Bus												
Tank												
Hazardous Material												
Motorcycle												
DATE:												
Skills Tests	Score	By	Score	By								
Road Test												
Pre-Trip Insp.												
Motorcycle / BCS												
Passenger End.												
School Bus												

CLASS D ROAD TEST

Starting	1			Right of Way	2	6	
Backing	1			Legal Stop	2	6	
Parallel Park	1	3		Lights and Signs	1		
Hill Park	1	3		Signals	4	6	8
Transmission (Auto/Std)	1			Lane Usage			
Brake				1. Left Turn	4	6	8
1. Park Brake	1			2. Right Turns	4	6	8
2. Other	2	6		3. Other	2	4	
Control of Speed	2	6	10	Observation			
GAP Selection	2	6		1. Intersection	4	6	10
Driver Alertness	2	6		2. Other	4	6	10
				Final Park	1		

Date: _____

Application Is: Approved Examiner _____ Badge # _____

Incomplete Testing Location _____