



# CDL Self-Certification and Medical Certificates Processing

Driver License – Commercial Driver License

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## Revision History

<b>Effective Date of SOP:</b> 3/4/2025	<b>SOP Number:</b> SOP B.07
<b>Functional Area Name:</b> Driver License	<b>Division Name:</b> Commercial Driver License
<b>Last Review Date:</b> 2/24/2025	<b>Last Reviewer:</b> Amanda Casebier, CDL Supervisor
<b>Next Review Date:</b> 2/24/2026	<b>Next Reviewer:</b> CDL Supervisor
<b>Executive Approval Date:</b> 3/4/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

Commercial Driver License (CDL) applicants are required to complete a “Medical Self-Certification Form”. Additionally, Non-Excepted Interstate (NI) applicants and license holders must provide a “Medical Examiner Certificate” every 24 months (2 years). These Standard Operating Procedures (SOP) provide instructions on how to process these documents for CDL applicants and license holders.

## Purpose

This SOP provides step-by-step instructions on how to process self-certification forms and medical certificates for CDL applicants and license holders in D360.

## Policy Statement

This SOP only applies to CDL applicants and license holders. Only Non-Excepted Interstate (NI) applicants and license holders are required to complete a medical examination.

## Compliance

[49 CFR § 383.71\(b\)\(1\)](#) – Initial Commercial Driver’s License applications submitted on or after January 30, 2012 [Self-Certification]  
[OAC 670:15-23-5](#) – Applicability, substitutions, limitations, and additions to federal regulations adopted by reference  
[OAC 670:15-23-7](#) – Medical examiner’s certificate requirements

## Systems

D360 – System of record used to process the self-certification form and medical examiner certificate.

## Roles

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

Role	Responsibilities
Driver License Examiner	Processes the documents and issues credentials.

## Procedures

### Self-Certification

According to [49 CFR § 383.71\(b\)\(1\)](#), all CDL applicants are required to complete a “[Medical Self-Certification](#)” form, which is used to identify which of the four self-certification categories they belong to. Additionally, if the customer wishes to change their category of self-certification, the form will need to be filled out again to reflect the new status. The categories are as follows:

Term	Definition
<b>Non-Excepted Interstate (NI)</b>	Drivers operating or expecting to operate in <b>Interstate</b> commerce and subject to 49 CFR Part 39. <b>Medical certificate is required.</b>
<b>Excepted Interstate (EI)</b>	Drivers operating or expecting to operate in <b>Interstate</b> commerce, but operation exclusively in transportation or operations excepted under 49 CFR 390.3(f), 391.2, 391.68 or 393.3.
<b>Non-Excepted Intrastate (NA)</b>	Drivers operating ONLY in <b>intrastate</b> commerce and subject to state driver qualification requirements. Must have “K – Intrastate Only” restriction.
<b>Excepted Intrastate (EA)</b>	Drivers operating ONLY in <b>intrastate</b> commerce but exclusively in transportation or operations excepted from all or part of the state driver qualification requirements. Must have “K – Intrastate Only” restriction.

### Processing Self-Certification Forms

All Class A, B, or C drivers are required to submit the medical self-certification form if they are reporting their medical status for the first time or have had a change of medical certification status. After they complete the form, it must be scanned and uploaded into D360.

#### Steps

1. Provide the customer with a copy of the medical self-certification form, if they do not already have one filled out.
2. Once the form is complete, **open D360**. Using the customer’s information, open their file through Quick Search.
3. On the “Identity Panel”, click on the “CERT – ORIGINAL” tab.

# S E R V I C E OKLAHOMA

## Identity Panel

Identity Panel

ID	ADDRESS	DOB 1/1/1980	Cred	Class	Rest	End	Issue	Exp	Self Certification Status: NI	Variance Type
DL	SSN 4141	Age 45	CDL	Medical Certificate: Not Certified	Issue Date: 09/01/2024	Expiration Date: 09/14/2024				
ORIGINAL	USCS				Total Points	Reinstatement Date				

CDL CERT VAR MED

4. This will open a “Scan” tab. Scan the medical self-certification form under “Issuance – Self Certification” and fill in all the corresponding information fields.

Document Category: Issuance

Document Type: Self Certification

Scan Date: [ ]

\* Required

Self-Certification: NI

Correspondence Number: [ ]

Case Number: [ ]

Save Cancel

5. Once the document is scanned and the information has been filled in, click the “Complete” tab, then the “Complete Transaction” button.

Transaction : CDL Medical - test, cdl

Scan Complete

Complete Transaction

6. The self-certification form is now scanned in. When issuing a CDL, the document will automatically be used by D360 to complete the transaction.



## Medical Examiner Certification

All CDL applicants and license holders that are self-certified under **Non-Excepted Interstate (NI)** are required to provide a medical examiner certificate, also known as a **DOT medical card**, from a certified medical examiner. See the image below for an example:

Form MCSA-1876 (Revised: 04/24/2015) OMB No. 2126-0006 Expiration Date:

**Public Burden Statement**  
A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to be approximately 1 minute per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-810A, 1200 New Jersey Avenue, SE, Washington, DC, 20590.

**U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration**

**Medical Examiner's Certificate**  
(for Commercial Driver Medical Certification)

I certify that I have examined **Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ in accordance with (please check only one):

the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply) **OR**  
 the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances (which will only be valid for intrastate operations), and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply):

Wearing corrective lenses  Accompanied by a \_\_\_\_\_ waiver/exemption  Driving within an exempt intrastate zone (49 CFR 391.62) (Federal)  
 Wearing hearing aid  Accompanied by a Skill Performance Evaluation (SPE) Certificate  Qualified by operation of 49 CFR 391.64 (Federal)  
 Grandfathered from State requirements (State)

The information I have provided regarding this physical examination is true and complete.  
A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

Medical Examiner's Certificate Expiration Date

<b>Signature of Medical Examiner</b>	<b>Medical Examiner's Telephone Number</b>	<b>Date Certificate Signed</b>
<b>Medical Examiner Name (please print or type)</b>	<input type="radio"/> MD <input type="radio"/> Physician Assistant <input type="radio"/> Advanced Practice Nurse <input type="radio"/> DO <input type="radio"/> Chiropractor <input type="radio"/> Other Practitioner (specify) _____	
<b>Medical Examiner's State License, Certificate, or Registration Number</b>	<b>Issuing State</b>	<b>National Registry Number</b>

<b>Signature of Driver</b>	<b>Driver's License Number</b>	<b>Issuing State/Province</b>
<b>Address of Driver</b> Street: _____ City: _____	State/Province: _____ Zip Code: _____	<b>CLP/CDL Applicant/Holder</b> <input type="radio"/> Yes <input type="radio"/> No

Medical examiner certificates expire after a maximum of 24 months (2 years)—some certificates may expire within less than 2 years. If the license holder does not complete another medical examination and provide the new certificate to Service Oklahoma in time, they will have their CDL automatically downgraded. However, once a new medical certificate is scanned into the customer's file, the downgrade is automatically removed, and the customer's commercial driving privileges will be reinstated.

If the customer provides a medical certificate with the **“Accompanied by a \_\_\_\_\_ waiver/exemption”** box checked, they must present the waiver. If they cannot produce the waiver, the medical certificate is denied. The examiner may advise the customer on how to obtain the waiver, but they cannot scan the medical certificate into their file until they present the waiver.

If the customer provides a medical certificate with the **“Wearing corrective lenses”** box checked, the examiner must make sure to check the corresponding box in the metadata when scanning the certificate into D360. This step is necessary to ensure that officers are informed that the customer is not eligible to drive a CMV unless they wear corrective lenses.

## Processing Medical Examiner Certificates

All CDL applicants who are self-certified as Non-Excepted Interstate (NI) are required to provide a medical examiner certificate. NI license holders are required to provide a new medical examiner certificate prior to the expiration date of their previous certificate, or else their commercial driving privileges will be downgraded.

### Steps

1. Request the medical examiner certificate from the customer.
2. **Open D360.** Using the customer's information, open their file through Quick Search.
3. On the customer's "Identity Panel", click on the "MED – ORIGINAL" button.

Identity Panel

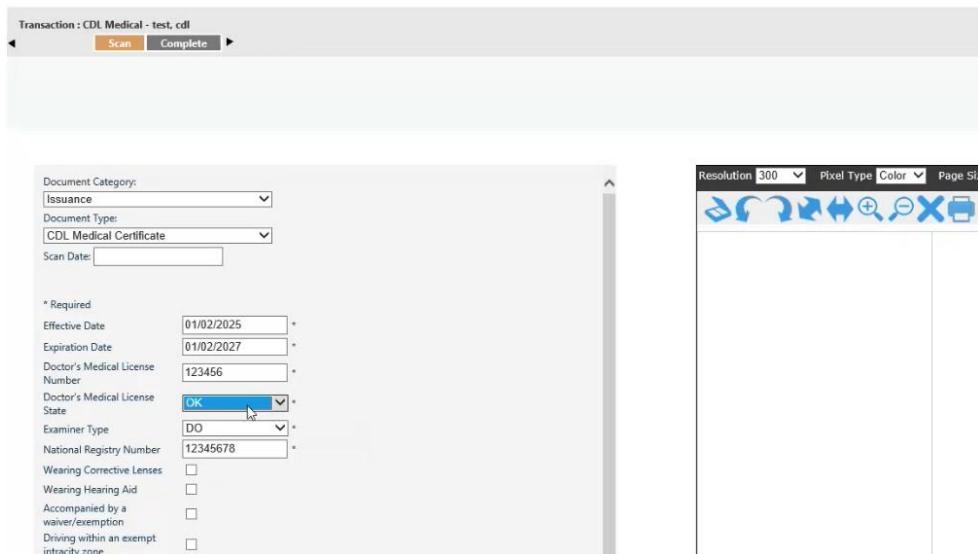


The Identity Panel displays customer information: DLN T418053352, SSN 4141, DOB 1/1/1980, Age 45. It includes tabs for Cred, Class, Rest, End, Issue, and Exp. A red box highlights the "Self Certification Status: NI" field, which shows "CDL Medical Certificate: Not Certified" with issue and expiration dates of 09/01/2024 and 09/14/2024 respectively. Below the tabs, buttons for DL, ID, Other, CDL, BOR, and MED (which is highlighted with a red box) are shown. Below these are buttons for CDL ORIGINAL, CERT ORIGINAL, VAR ORIGINAL, and MED ORIGINAL.

**NOTE:** If the customer's medical certificate is not entered or is expired, the "CDL Medical Certificate" field on the right will show as "Not Certified". The issue and expiration date of the medical certificate is also shown underneath the "CDL Medical Certificate" field.

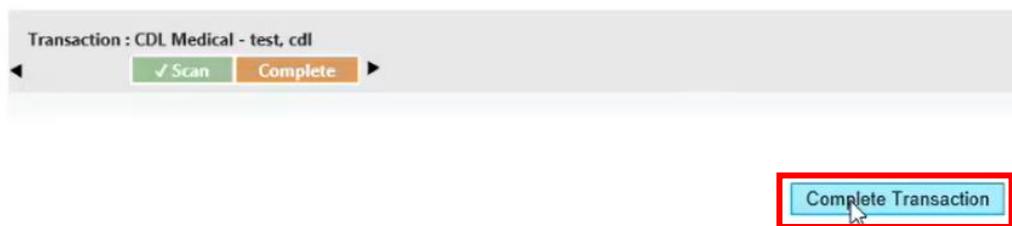
4. A "Scan" tab will appear. Scan the medical certificate in under "Issuance – CDL Medical Certificate" and fill in the required fields using the information on the document.

test, cdl



**NOTE:** Make sure that ALL information present on the medical certificate is captured in the respective fields, including if the customer is required to wear corrective lenses, hearing aids, or is subject to any other special conditions.

- Once the document is scanned and the information has been filled in, click the "Complete" tab, then the "Complete Transaction" button.



- The medical certificate is now scanned in. When issuing a CDL, the document will automatically be used by D360 to complete the transaction.

## References

- [Medical Self-Certification | Service Oklahoma](#)
- [Update a CDL | Service Oklahoma](#)
- [Medical Examiner's Certificate Template | USDOT](#)

## Appendix

### Appendix A: OAC 670:15-23-5 – Applicability, substitutions, limitations, and additions to federal regulations adopted by reference

(a) **Terminology substitutions.** Unless otherwise specified, the following terminology shall apply to federal rules adopted by reference in OAC 670:15-23-2:

- (1) "Service Oklahoma" shall be substituted wherever the term "Department of Public Safety", "Department of Transportation" or "Federal Motor Carrier Safety Administration" is used.
- (2) "Director of Service Oklahoma" shall be substituted wherever the term "Commissioner of Public Safety", "Federal Motor Carrier Safety Administrator" or "Regional Director" is used.

(b) **Limitations to scope of definitions.** The definitions provided in (a) of this Section are limited in application to 47 O.S. § 6-101 et seq. and the rules adopted by Service Oklahoma to carry out the provisions of those statutes. These definitions do not alter, replace, or change any definitions contained in Title 47 of the Oklahoma Statutes.

(c) **Additional qualification of all classes of commercial drivers.** The following additions are made to the federal requirement in Qualifications of Drivers [49 CFR §391.11(b)(1)] that a driver be twenty-one (21) years of age or older:

- (1) A driver operating solely in intrastate commerce shall be at least eighteen (18) years of age; and
- (2) Any person who is not at least twenty-one (21) years old shall not be licensed for:
  - (A) the transportation of hazardous materials which are required to be placarded or marked in accordance with 49 CFR §177.823, or
  - (B) transporting fifteen (15) or more passengers; provided, this subparagraph shall not apply to school bus drivers as provided in OAC 210:30-5.

(d) **Additional qualifications for non-excepted commercial drivers.** The following additions are made to the federal requirement in Commercial Driver's License Standards; Requirements and Penalties [49 CFR §384] relating to medical examiner's certificate:

- (1) A non-excepted commercial driver operating solely in intrastate commerce shall meet the same qualifications as a driver operating in interstate commerce. A driver that certifies that he or she operates as a non-exempted interstate driver must have a current medical examiner certificate.
- (2) A current medical examiner's certificate, including any variance if applicable, shall be delivered to Service Oklahoma by the driver:
  - (A) by mail to: Service Oklahoma; P.O. Box 11415, Oklahoma City, OK 73136;
  - (B) on the Service Oklahoma website at [service.ok.gov](http://service.ok.gov)
  - (C) by e-mail to: [mec@service.ok.gov](mailto:mec@service.ok.gov)

(D) in person to: Service Oklahoma headquarters or any Service Oklahoma Examination Site

(3) Service Oklahoma may date stamp the medical examiner's certificate and return a copy, along with the variance if applicable, as a receipt to the driver; and the driver shall keep the copy of the medical examiner's certificate, and any variance if applicable, in his or her possession at all times when operating a commercial motor vehicle. **[SOK does not currently date the certificates. If the certificate is on file, the driver is not required to carry them. However, if the certificate was not recorded on file because they have a "K – Intrastate Only" restriction, then they must carry the certificate with them. The variance will always be carried when in operation of CMVs]**

(4) Changes to the status of any driver from non-excepted status to excepted status or from excepted status to non-excepted status shall be made in writing to Service Oklahoma by the driver, using one of the delivery methods described in paragraph (2).

## Appendix B: OAC 670:15-23-7 – Medical examiner's certificate requirements

(a) **Definitions.** As used in this section: "**Licensed medical professional**" shall be a person who is listed on the National Registry of Certified Medical Examiners, and also be one of the following:

- (1) medical doctor (M.D.),
- (2) doctor of osteopathy (D.O.),
- (3) chiropractor,
- (4) physician's assistant (P.A.), or
- (5) advanced practical nurse (A.P.N.).

(b) **Submission of medical examiner certificate.** The following persons shall submit to Service Oklahoma and maintain with Service Oklahoma a current approved medical examiner's certificate, and any variance if applicable, signed by a licensed physician authorized to perform and approve medical examiner's certificates:

(c) **Failure to deliver or maintain medical examiner's certificate.**

(1) If a person fails to deliver to or maintain with Service Oklahoma his or her medical examiner's certificate as provided in subsection (b):

- (A) the person, if an applicant for a commercial driver license, shall not be granted commercial driving privileges; or
- (B) the person, if currently the holder of a commercial driver license, shall be downgraded to a Class D driver license by Service Oklahoma. The person shall surrender the commercial driver license to Service Oklahoma.



(2) If any person in (c)(1) later delivers a medical examiner's certificate to Service Oklahoma:

- (A) the person, if an applicant for a commercial driver license, may be reconsidered by Service Oklahoma for commercial driving privileges; or
- (B) the person, if previously downgraded to a Class D driver license by Service Oklahoma, shall be eligible to obtain commercial driving privileges, if the person is otherwise eligible.