



# CDL School Renewal

CDL Drive Schools

3-17-2025



## Revision History

<b>Effective Date of SOP:</b> 3/24/2025	<b>SOP Number:</b> SOP F.02
<b>Functional Area Name:</b> Drive Schools	<b>Division Name:</b> CDL
<b>Last Review Date:</b> 2/21/2025	<b>Last Reviewer:</b> Amanda Casebier, CDL Supervisor
<b>Next Review Date:</b> 2/21/2026	<b>Next Reviewer:</b> CDL Supervisor
<b>Executive Approval Date:</b> 3/17/2025	<b>Approved By:</b> Alyson Sorenson, CDL Manager

## Overview

This Standard Operating Procedure (SOP) covers the process of reviewing and renewing Commercial Driver's License (CDL) schools to operate in the state of Oklahoma.

## Purpose

This SOP provides step-by-step instructions for CDL Auditors to follow when reviewing renewal applications from CDL Schools.

## Policy Statement

These procedures apply to instructors at all CDL Drive Schools in Oklahoma except:

- Schools giving driver training lessons without charge
- Schools maintained by employers without charge for their employees only
- Schools or classes conducted by high schools, colleges, universities, vocational schools, or private schools for regularly enrolled, full-time students as a part of the normal program for such institutions.

## Compliance

**OAC 670:15-33** – Truck Driver Training

## Systems

System	Function
SOK Shared Drive	Internal shared drive used by CDL employees to share files. CDL team used the CDL Admin Folder.

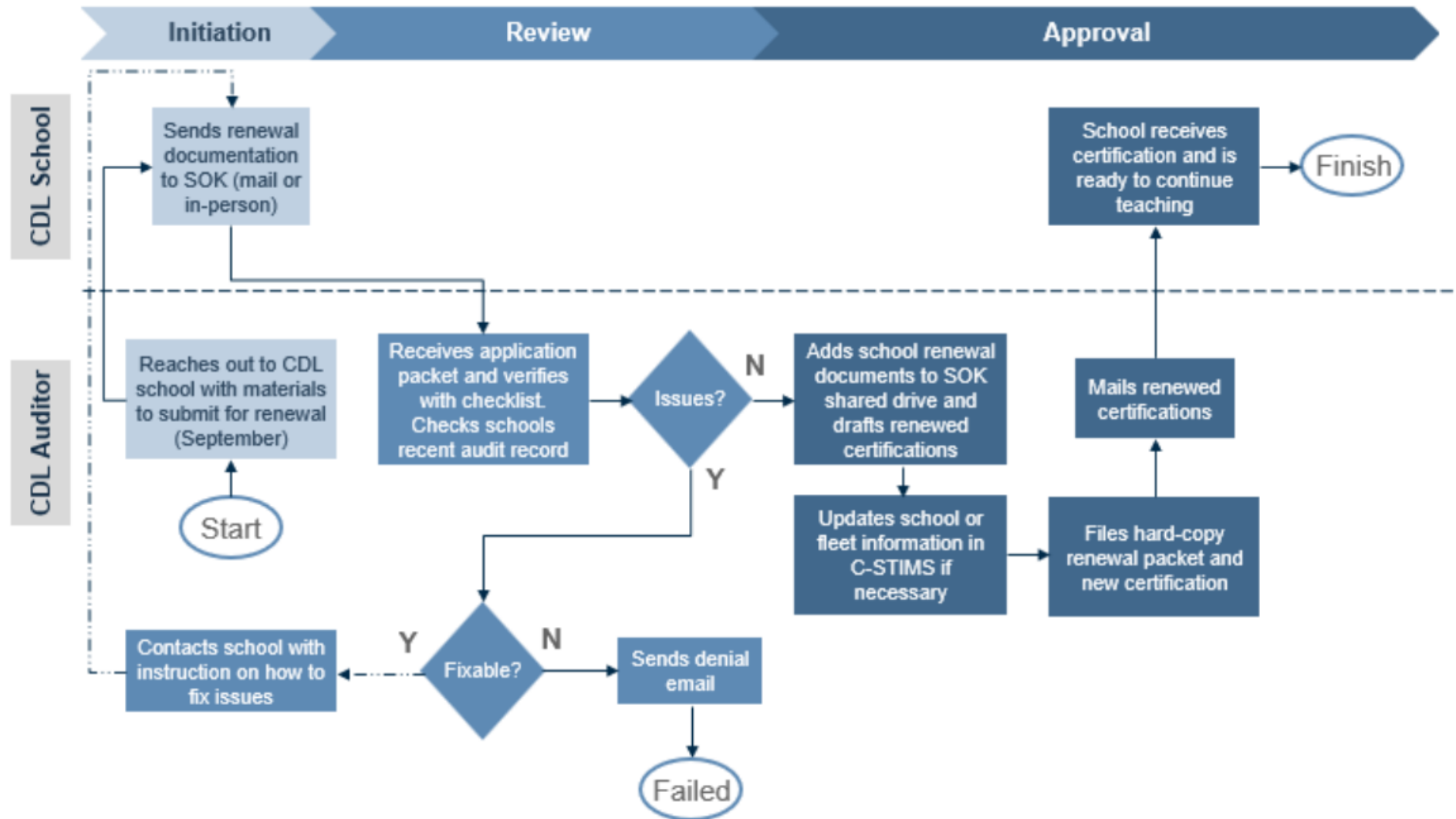


Commercial Skills Test Information Management System (CSTIMS)	American Associated of Motor Vehicle Administrators (AAMVA)-sponsored tool to track CDL schools, instructors TPEs, and student test results
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## Roles

Role	Responsibilities
CDL Drive School	State-certified school that offers CDL training services for people in Oklahoma
CDL Auditor	CDL team member who carries out most day-to-day functions related to CDL School, Instructors, and TPEs, including certification, renewal, and auditing.
CDL Supervisor	CDL team supervisor who is available to assist with CDL auditor functions as needed and may be called on to answer questions, settle disputes, or handle non-compliance escalation.

## Process Map - CDL School Renewal





## Procedures

### Process #1: Renewing a CDL School Certification

**Purpose:** To review and renew CDL Drive School certifications to operate in the state of Oklahoma

**Background:**

CDL Schools must renew their certifications annually. Renewals are due by 12/31 each year, but SOK initiates the renewal process in September to keep schools on track.

**Process Step-by-Step:**

1. In September, a CDL Auditor will reach out to a CDL Drive School and prompt them to renew their certification for the coming year. This outreach will include:

- Renewal Application
- Oklahoma Code Acknowledgement Form ([See Appendix B](#))
- Copy of relevant Oklahoma Code

**Note:** Instructor annual forms may also be sent out that this time (See CDL Instructor SOP).

**Note:** Renewals are due 12/31 of each year. If a CDL school has not been renewed by 1/1 of the next year, they must stop practicing until their renewal is complete. SOK hopes to get initial renewal forms back by 11/15 of each year for processing.

2. CDL School will complete and return the renewal forms to SOK.
3. The CDL Auditor will review the submitted materials against the CDL School Renewal Checklist.
  - a. If the school's renewal application has correctable issues, such as missing curriculum information, the Auditor will contact the school to resolve the issue.
  - b. If some aspect of the school's application is clearly insufficient, such as an inability to provide an acceptable insurance policy, the school's renewal application may be denied. If an application is denied, the CDL Auditor will reach out to the school via email and, if appropriate, explain the reason for denial.
  - c. If the school's renewal application is complete on the first attempt, the CDL Auditor will reach out to the school to alert them of their reapproval.

**Note:** CDL Auditor should also review the CDL school's recent audit history to see if there are any outstanding issues that may need to be resolved before renewal.

4. Next, the CDL Auditor will update the school's file in the CDL Admin Folder (See "F.01 - CDL School Initial Certification" SOP for instructions on editing school files)

5. The CDL Auditor will draft an updated School Certificate for the renewed school using the template in the “**4-Certificates**” folder ([See Appendix A](#)). This certificate can be printed and mailed to the school.

CDL\_Admin (\\cluster1fs.central.okdps.gov\OKDPS\DPS\Drivers\_License) (S:) > CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools > 4 - Certificates >

Name	Date modified	Type	Size
New folder	10/21/2024 9:10 AM	File folder	
Instructor Card.docx	11/12/2024 1:50 PM	Microsoft Word D...	264 KB
Instructor Certificate.docx	11/12/2024 2:07 PM	Microsoft Word D...	256 KB
School Certificate.docx	10/16/2024 1:38 PM	Microsoft Word D...	256 KB

**Note:** If instructors are being renewed along with a school, create instructor certifications and mail with school certifications (See “F.05 – CDL School Instructor Initial Certification” SOP).

**Note:** At this point, the CDL Auditor should also file paper copies of CDL School documents in a dedicated file. These paper files must be kept for three years.

6. If necessary, the CDL Auditor may update CSTIMS with any new information on the CDL school. For example, fleet information can change year-over-year. (See “F.05 – CDL School Instructor Initial Certification” SOP for instructions on editing school profiles in CSTIMS)
7. Once the CDL School has received their renewed certification by mail, they are set to continue teaching.



## Appendix

### Appendix A: School Certificate Example

Service Oklahoma

THIS CERTIFIES THAT

Truck Driver Training School License No. TS1146

Has Been Issued to Heavy Haul Dynasty

361765 US 64, Cleveland, OK. 74020

Licensee is Hereby Authorized to Give Instruction for the Above Commercial Truck Driver Training School.

Dated this 01<sup>st</sup> day of November 2024

Signature of Licensee Amanda Casebier

CDL Administration Division

THIS LICENSE EXPIRES December 31, 2028

Alyson Sorenson

Alyson Sorenson, CDL Manager



## Appendix B: Code Acknowledgement Page Example

<div><div>SERVICE OKLAHOMA</div><div>¶</div><div><b>Acknowledgement Page</b></div><div>¶</div><div>¶</div><div><b>Subject: Oklahoma Administrative Rule</b></div><div>¶</div></div>	
¶	
¶	
¶	
¶	
I, _____	→ hereby acknowledge that I have
read the administrative rules as they apply to the commercial truck	
driving school program and agree to comply. I understand failure to	
comply with Federal Regulations, State Law and Oklahoma	
Administrative Code could result in the loss of my Oklahoma Truck	
School certification. ¶	
¶	
¶	
_____	→ ¶
→ ... (Signature and Date)	¶
	¶
Service Oklahoma ¶	
DL Services / CDL Section ¶	
P.O. Box 11415 ¶	
Oklahoma City, OK 73136 ¶	
ATT: CDL Auditors ¶	





## References

1. List of links relevant to CDL Schools
  - a. [Oklahoma Administrative Code](#)
  - b. [CSTIMS](#)
2. List of forms relevant to CDL Schools
  - a. [Renewal School Application NEW.doc](#)
  - b. [Renewal School Checklist.docx](#)
  - c. [OAC 670 Truck Schools.docx](#)
  - d. [School Information.docx](#)
  - e. [Acknowledgement Commercial Truck School .doc](#)
  - f. [School Certificate.docx](#)