



# CDL School Instructor Initial Certification

CDL Drive Schools

3-17-2025

## Revision History

<b>Effective Date of SOP:</b> 3/17/2025	<b>SOP Number:</b> SOP F.05
<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> 2/21/2025	<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, vetting, and approving new Commercial Drivers's License (CDL) School Instructors to teach in the state of Oklahoma.

## Purpose

This SOP provides step-by-step instructions for CDL Auditors to follow when reviewing new CDL School Instructor applicants for certification.

## 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 670:15-33-3** - School licenses and instructor permits  
**OAC 670:15-33-4** - Qualifications for instructors  
**OAC 670:15-33-5** - Review of permitted instructors and licensed schools  
**OAC 670:15-33-6** - Eligibility for re-issuance of instructor permits  
**OAC 670:15-33-14** - Prohibited acts; conduct

## Systems

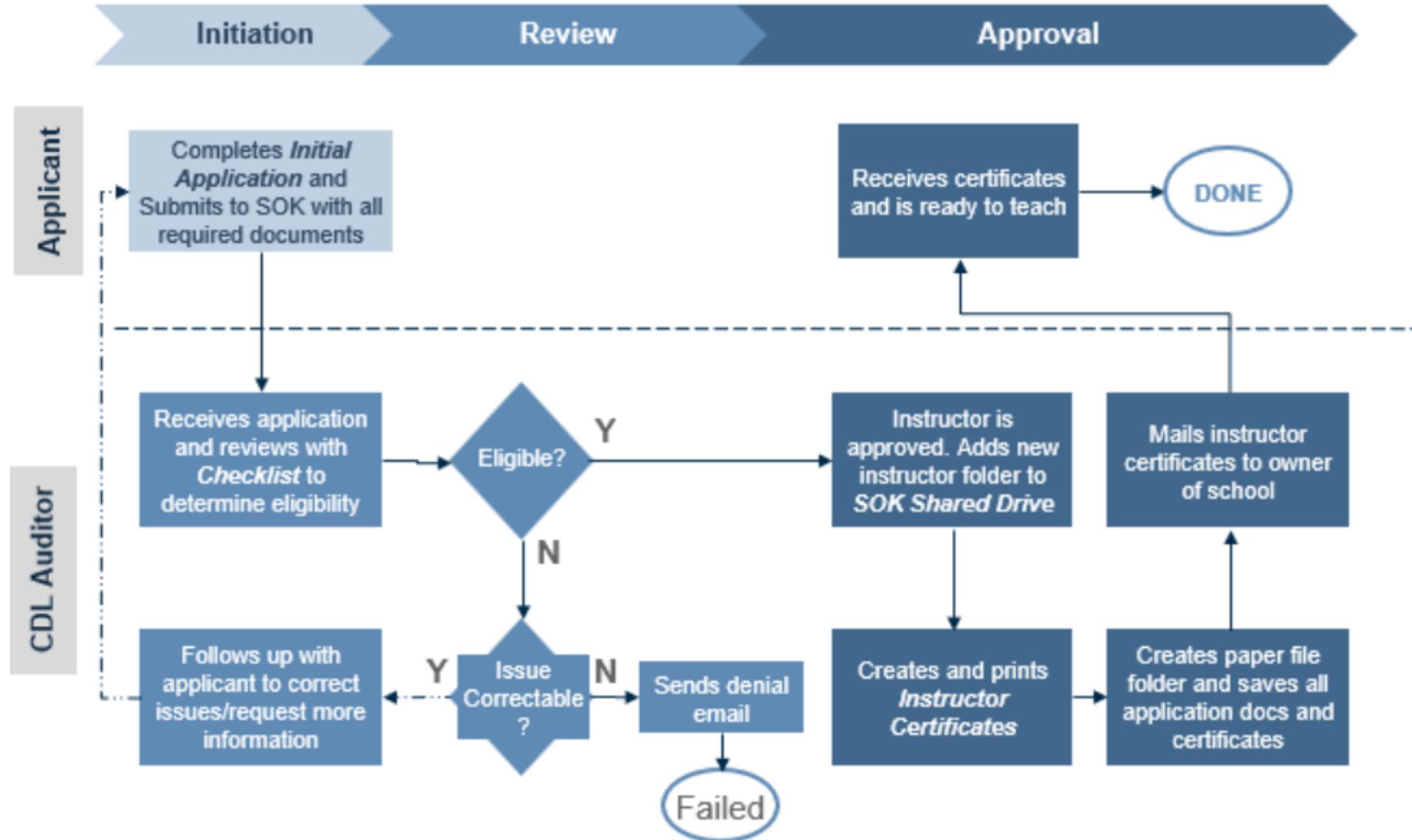
System	Function
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SOK Shared Drive	Internal shared drive used by CDL employees to share files. CDL team used the CDL Admin Folder.
FBI Federal Background Check	Federal background check used to vet CDL Instructors and TPEs

## Roles

Role	Responsibilities
CDL School Instructor	Individual applying to be an instructor at a CDL School 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.
Third-Party Examiner	Individual who is certified by SOK to conduct CDL tests for students. Often also an instructor for a CDL school.

## Process Map – CDL School Instructor Initial Certification



## Procedures

### Process #1:

**Purpose:** To review, vet, and approve new CDL Drive School Instructors to teach in the state of Oklahoma.

#### Background:

All CDL schools in Oklahoma must have at least one certified instructor. When a school applies for certification in Oklahoma, they must be taking at least one instructor through this instructor certification process – even a previously certified instructor will need to be re-certified under a new school or new location of an existing school. That means the steps in this SOP are often happening concurrently with a new CDL School Certification, and correspondences between school and SOK (mailing applications, returning certificates) may include both school and instructor documentation.

#### Process Step-by-Step:

1. First, a prospective instructor will complete and submit an application along with all required items to SOK. Refer to the original instructor checklist for a complete list of required items.

**Note:** An applicant may apply for a 1-year or 4-year certification.

2. A CDL Auditor will review the application and attached items and determine the instructor's eligibility based on the strength and completeness of their submitted documentation.
  - a. If the instructor application has correctable issues, such as missing fees, the CDL Auditor will contact the applicant to resolve the issue. The application will remain open as long as they are making an honest attempt to meet standards.
  - b. If some aspect of the application is clearly insufficient, such as a lack of required education/experience, the application may be denied. The CDL Auditor would then email the applicant and, if appropriate, state the reason for denial

2. Once an instructor has met all checklist requirements, the CDL Auditor will create a new instructor profile in the SOK Shared Drive linked to the profile of the school they will teach for. See the "F.01 - CDL School Initial Certification" SOP for instructions on navigating the SOK Shared Drive.

**Note:** It is not necessary to create an instructor profile in CSTIMS; only Third-Party Examiners need CSTIMS profiles.

3. The CDL Auditor will then create and print instructor certificates (small and large versions) based on the templates in the SOK Shared Drive ([See Appendix](#)).
4. All files related to CDL instructors must be kept on record for three years, so the CDL Auditor must create a paper file folder and save all application files and copies of certificates there.

- Finally, the CDL Auditor will mail both certificates to the instructor's CDL School. Once the instructor receives their certificates in the mail, they are ready to teach.

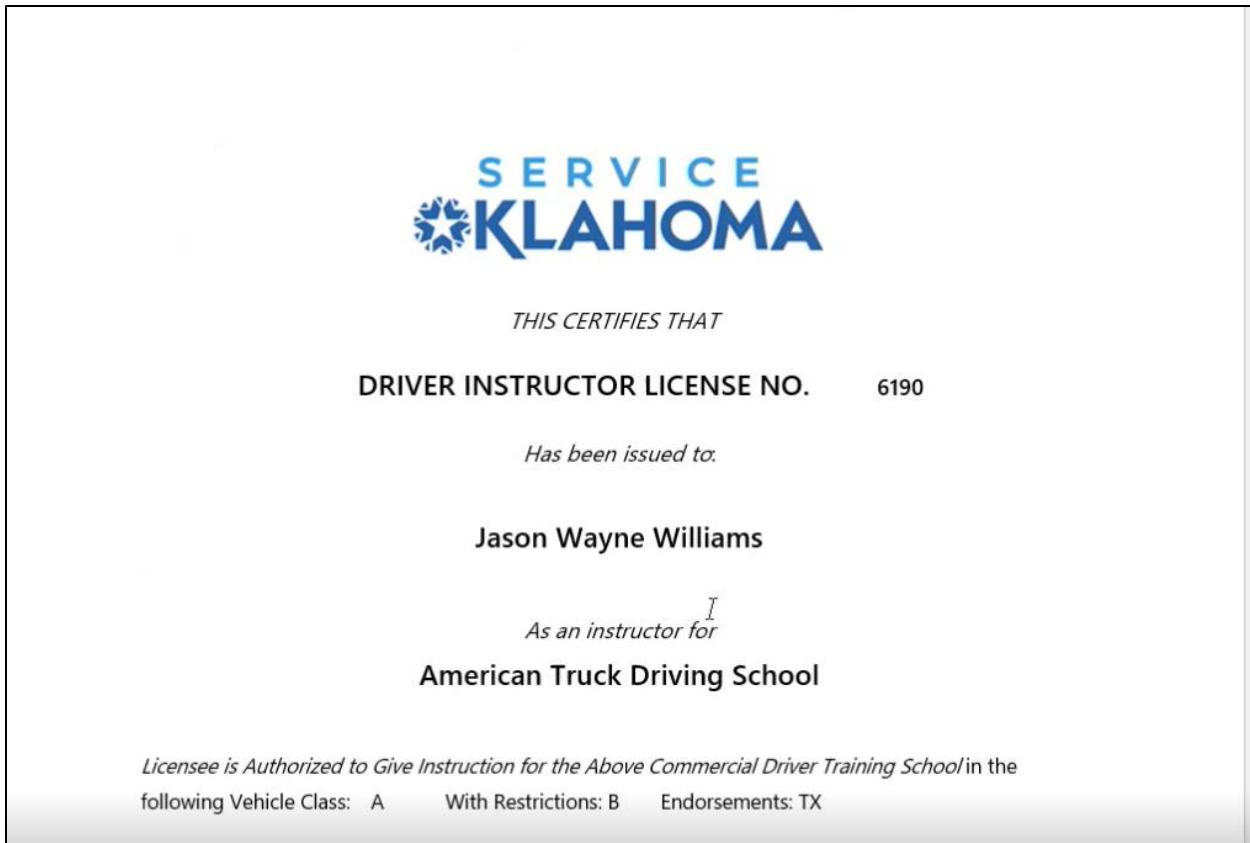
## Appendix

### Appendix A: Instructor Certificate and Card Template Location



CDL_Admin (\cluster1fs.central.okdps.gov\OKDPS\Drivers_License) (S:) > CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools > 4 - Certificates >				
OneDri	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...	2,466 KB
	School Certificate.docx	10/16/2024 1:38 PM	Microsoft Word D...	2,465 KB

### Appendix B: Example Instructor Card



## References

- List of links relevant to CDL Instructors
  - Oklahoma Administrative Code
- List of forms relevant to CDL Instructors



- a. Original Instructor Application.doc
- b. New Instructor Checklist.docx