



# CDL School Instructor Renewal

CDL Drive Schools

3-17-2025



## Revision History

<b>Effective Date of SOP:</b> 3/17/2025	<b>SOP Number:</b> SOP F.06
<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 and renewing Commercial Driver'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 CDL School Instructor renewal applications 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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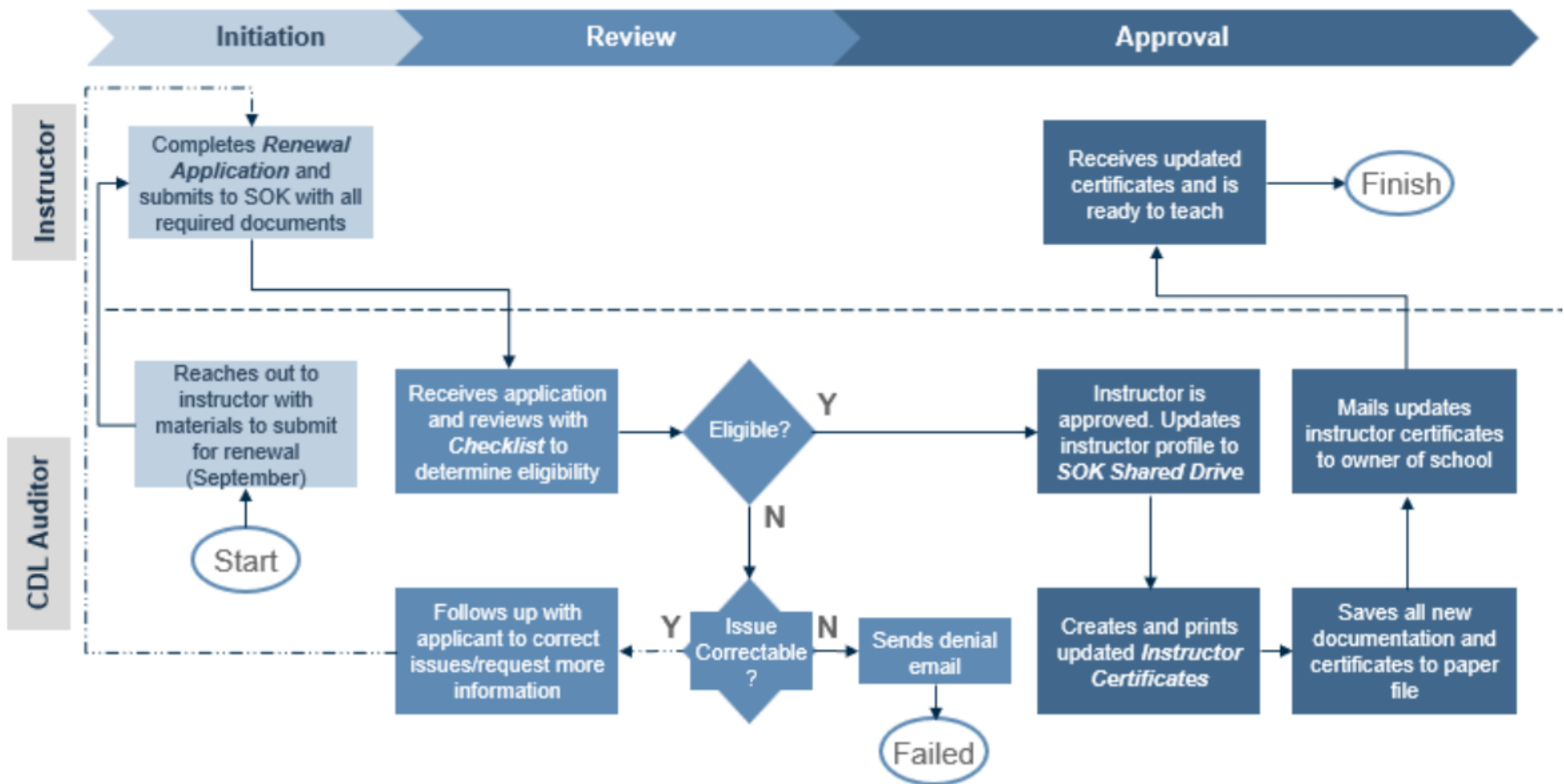


SOK Shared Drive	Internal shared drive used by CDL employees to share files. CDL team used the CDL Admin Folder.
FBI Federal Background Check	Federal background check used to vet CDL Instructors and TPEs

## 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 Renewal





## Procedures

### Process #1: CDL School Instructor Renewal

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

**Background:**

CDL School Instructors can renew their certifications every 1 or 4 years. Renewals are due by 12/31 of the year of expiration, but SOK initiates the renewal process in September to keep instructors on track.

**Process Step-by-Step:**

1. In September of an expiration year, a CDL Auditor will reach out to instructors and prompt them to renew their certification for the coming year. This outreach will include:
  - Renewal Application
  - Oklahoma Code Acknowledgement Form ([See Appendix A](#))
  - Copy of relevant Oklahoma Code

**Note:** School annual forms may also be sent out that this time (See "F.02 - CDL School Renewal" SOP)

**Note:** Renewals are due 12/31 of each year. If an instructor 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. An instructor will fill out and send a renewal application and all required items to SOK. This is the same form as an original application. See the instructor renewal checklist for a complete list of required items.

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

**Note:** The only original application requirement that is not required for a renewal application is proof of driving experience, as the applicant time served as an instructor counts as their experience.

3. 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 renewal application has correctable issues, such as missing fees, the CDL Auditor will contact the instructor 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 renewal application is clearly insufficient, such as a new criminal record, the application may be denied. The CDL Auditor would then email the applicant and, if appropriate, state the reason for denial


- a. If the instructor's renewal application is complete on the first attempt, the CDL Auditor will proceed with the renewal process.
4. Once a CDL Auditor has approved a renewal application, they will update the instructor's profile in the SOK Shared Drive with any new information, such as a change of address, and update the 'certification expires' field with the last day of the year of expiration (1 or 4 years) See the "F.01 - CDL School Initial Certification" SOP for instructions of navigating the shared folder.
5. **Note:** It is not necessary to create an instructor profile in CSTIMS; only Third-Party Examiners need CSTIMS profiles.
6. Next, the CDL Auditor will save and print a new certificate (large and small) for the instructor ([See Appendix B](#)) as a well as a paper copy for the school's file. All materials submitted with the renewal application will be filed in the instructor's paper file folder for a period of three years.
7. The CDL Auditor will mail an updated certificate to the instructor's Drive School. Once the CDL Instructor receives their renewed certificate, they are ready to continue teaching for the upcoming year(s).

**Note:** Renewed school certificates may also be mailed at this time.



## Appendix

### Appendix A: Code Acknowledgement Page Example

<div></div> <div><div></div><div><b>Acknowledgement Page</b></div><div></div><div><b>Subject: Oklahoma Administrative Rule</b></div><div></div></div>	
<div></div> <div></div> <div></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.</div> <div></div> <div></div> <div>_____ →</div> <div>→ ... (Signature and Date)</div> <div></div> <div></div> <div>Service Oklahoma</div> <div>DL Services / CDL Section</div> <div>P.O. Box 11415</div> <div>Oklahoma City, OK 73136</div> <div>ATT: CDL Auditors</div>



## Appendix B: Instructor Certificate Example

A sample of an Oklahoma Driver Instructor License. The certificate is white with a blue border. At the top center is the Service KLAHOMA logo. Below the logo, the text "THIS CERTIFIES THAT" is centered. Underneath, "DRIVER INSTRUCTOR LICENSE NO. 6190" is printed. Then, "Has been issued to:" is followed by the name "Jason Wayne Williams" in bold. Below that, "As an instructor for" is followed by "American Truck Driving School" in bold. At the bottom, a line of text states: "Licensee is Authorized to Give Instruction for the Above Commercial Driver Training School in the following Vehicle Class: A With Restrictions: B Endorsements: TX".

**SERVICE KLAHOMA**

*THIS CERTIFIES THAT*

**DRIVER INSTRUCTOR LICENSE NO. 6190**

*Has been issued to:*

**Jason Wayne Williams**

*As an instructor for*

**American Truck Driving School**

*Licensee is Authorized to Give Instruction for the Above Commercial Driver Training School in the following Vehicle Class: A With Restrictions: B Endorsements: TX*

## References

1. List of links relevant to CDL Instructors
  - a. [Oklahoma Administrative Code](#)
2. List of forms relevant to CDL Instructors
  - a. Original Instructor Application.doc
  - b. New Instructor Checklist.docx