



# Third-Party Examiner Training and Certification

CDL Drive Schools

3-17-2025

## Revision History

<b>Effective Date of SOP:</b> 3/24/2025	<b>SOP Number:</b> SOP F.07
<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 steps for training and certifying Third-Party Examiners (TPEs) for CDL Drive Schools in accordance with Service Oklahoma (SOK) rules and regulations.

## Purpose

This SOP provides detailed steps for CDL Auditors to follow when training and certifying Third-Party Examiners, ensuring they meet the necessary qualifications and standards to administer CDL skills examinations.

## Policy Statement

These procedures apply to all individuals seeking certification as TPEs for CDL Drive Schools in Oklahoma.

## Compliance

**OAC 670:15-31 – Commercial Driver License Third-Party Examiners**

## Systems

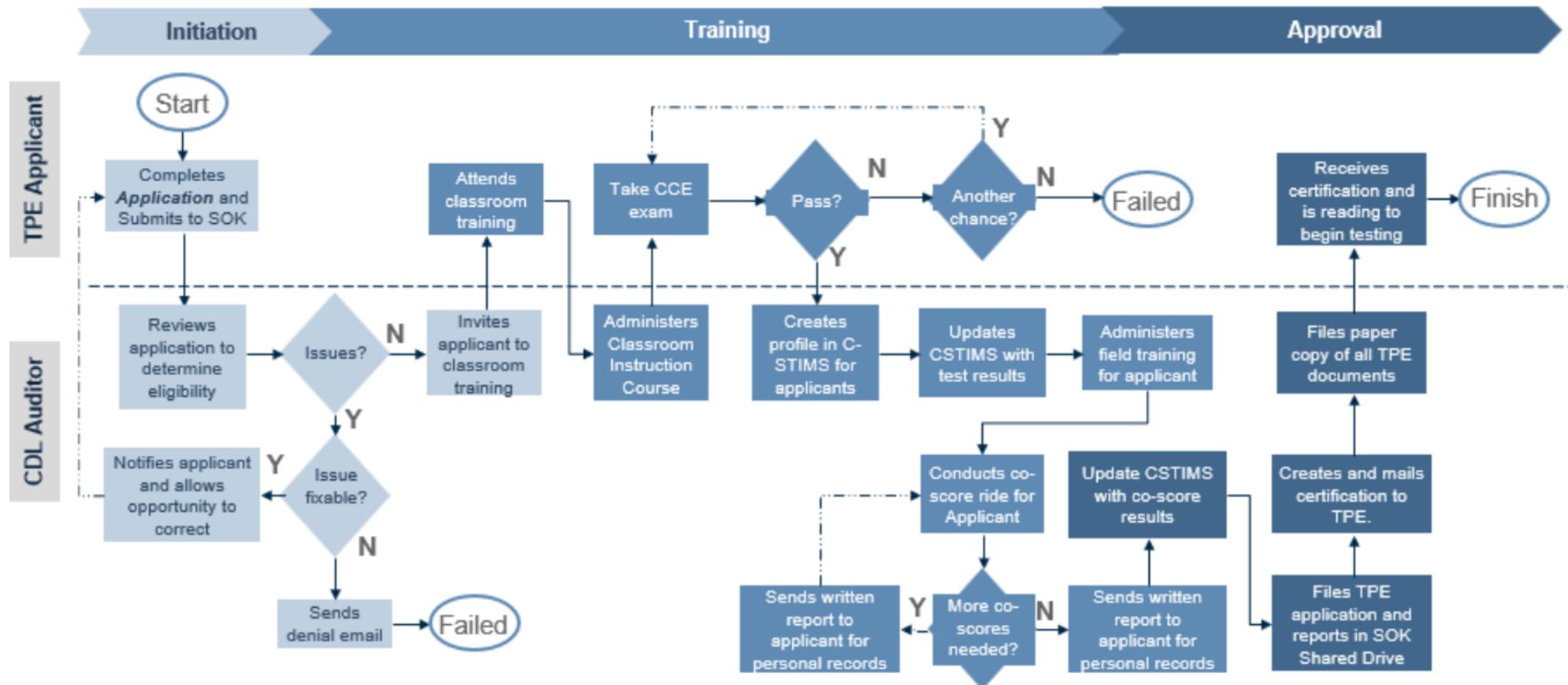
System	Function
SOK Shared Drive	Internal shared drive used by CDL employees to share files. CDL team used the CDL Admin Folder.

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
FBI Federal Background Check	Federal background check used to vet CDL Instructors and TPEs

## Roles

Role	Responsibilities
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 Manager	CDL team manager 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 – Third-Party Examiner Training and Certification



## Procedures

### Process #1: Third-Party Examiner Training and Certification

**Purpose:** This process provides detailed steps for training and certifying Third-Party Examiners, ensuring they meet the necessary qualifications and standards to administer CDL skills examinations

#### Background:

Third-Party Examiners are individuals given authority by the state to administer CDL exams for student drivers. TPEs are always CDL instructors first before applying for TPE status.

Not all CDL schools are allowed to have TPEs on site and administer tests. Schools must apply to SOK for this privilege.

Generally, TPE certifications and renewals are handled directly with the TPE, outside of the school/instructor processes.

#### Process Step-by-Step:

1. First, the prospective TPE will complete an initial application for certification as a Third-Party Examiner and submit it to Service Oklahoma with all required documentation, including a valid Oklahoma commercial driver license, valid instructor certification, and a clean background check.
2. A CDL Auditor will review the application and verify the documentation using a checklist. This includes ensuring the applicant meets all qualifications and standards as prescribed by Service Oklahoma.
  - If the TPE's application has correctable issues, such as missing license information, the 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.
  - If some aspect of the TPE's application is clearly insufficient, such as felony record, the TPE's application may be denied. If an application is denied, the CDL Auditor will reach out via email and, if appropriate, explain the reason for denial.
  - If the TPE's application is complete on the first attempt, the CDL Auditor will reach out with details about the next available classroom training.
3. The applicant will enroll in and successfully complete a course of instruction conducted by a CDL Auditor. The curriculum includes examination standards and scoring, forms and reports, Oklahoma statutes, Service Oklahoma rules, federal regulations, and records and recordkeeping. The purpose of this training to prepare applicants for the Certified Commercial Examiner (CCE) exam.

**Note:** Before a classroom session begins, the CDL Auditor will take time to set up a CSTIMS profile for the applicants in the course ([See Appendix A](#)).

4. The applicant will take the CCE exam.

1. If they pass, the applicant will move on to field training
2. If they fail, the applicant may be given a few chances at a retake before being denied. This decision is at the discretion of the CDL Auditor.

**Note:** The CDL Auditor will update CSTIMS with applicant CCE exam results after testing ([See Appendix A](#)).

5. After passing the CCE exam, an applicant will go through field training with a CDL Auditor. The auditor will show the applicant how to conduct and score a CDL exam for student drivers, slowly transitioning from the applicant observing to the applicant leading exams.

**Note:** Before field training can start, the school the TPE is applying with must have their Basic Control Skills (BCS) test area and drive route approved.

6. When the CDL Auditor deems that the applicant is comfortable with CDL exam procedures, scoring, and regulation, they will guide the applicant through [co-scores](#). During these co-scores, the TPE-in-training will lead an exam with a real student while the auditor scores alongside them to watch for procedural errors or scoring differences.

**Note:** The number of co-scores required before a TPE-in-training is ready to be a full TPE is up to the discretion of the CDL auditor. At least three scores is a minimum, but often more are necessary before a TPE is proficient.

**Note:** After each co-score, the CDL Auditor will return a write-up summarizing their key observations to the applicant and upload the official co-score sheet to CSTIMS ([See Appendix A](#)).

7. Once an applicant has passed their CCE exam and co-scoring training, they are ready to become a TPE.
8. The CDL Auditor will go into the SOK Shared Drive, create a new folder, and file all TPE materials (application, required documents, etc.) under their name ([See Appendix B](#)).

**Note:** TPE folders in the SOK Shared Drive are not affiliate with a particular school's file.

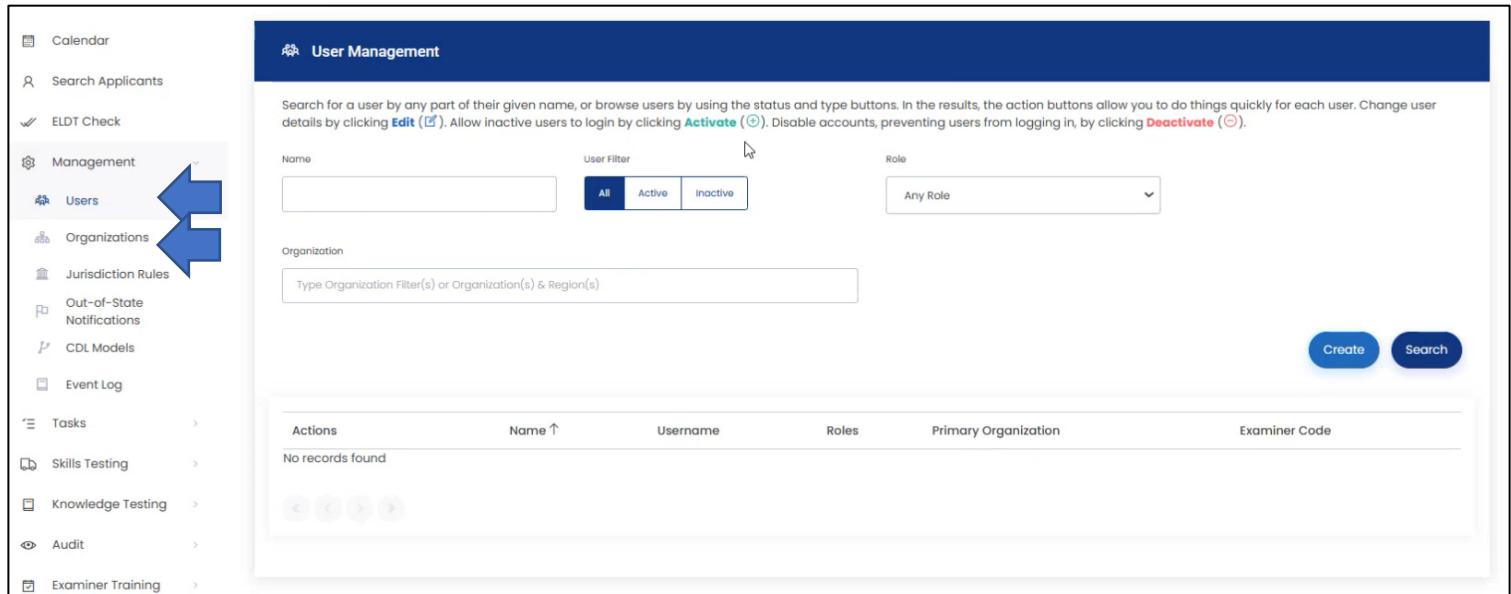
**Note:** Co-score sheets are not required to be uploaded to the SOK Shared Drive since they are always uploaded to CSTIMS.

9. In the SOK Shared Drive, the CDL Auditor will create and print a new TPE certification to be mailed to the TPE ([See Appendix C](#)).
10. The CDL Auditor will also create a paper file for the TPE and store all submitted documents and certifications there. Files must be stored for three years.
11. Once a TPE has received their certification in the mail, they are ready to begin testing.

## Appendix

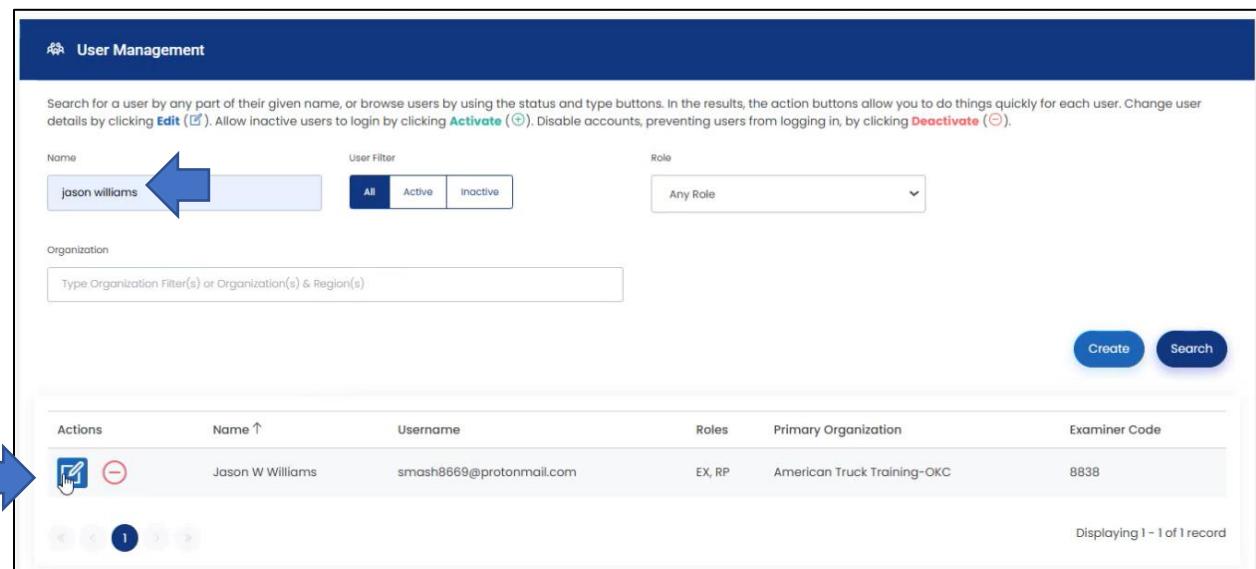
### Appendix A: Navigating CSTIMS for TPEs

- From the CSTIMS homepage, select the **Management** tab and select **Users**. Click **Create** to create a new TPE profile.



Actions	Name ↑	Username	Roles	Primary Organization	Examiner Code
No records found					

- From the **User Management** page, individual TPE records can be search using the **Name** field. Click the **Action** icon to open the TPE profile.

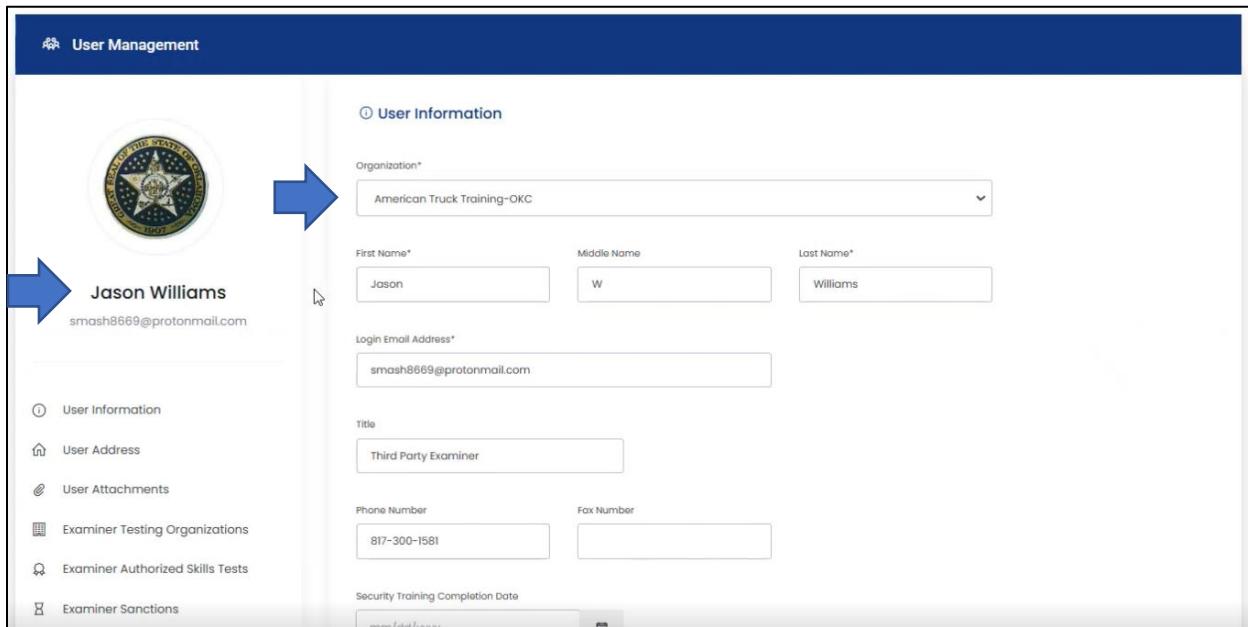


Actions	Name ↑	Username	Roles	Primary Organization	Examiner Code
 	Jason W Williams	smash8669@protonmail.com	EX, RP	American Truck Training-OKC	8838

Displaying 1 - 1 of 1 record

- From here, basic TPE information can be edited

User Management



**User Information**

Organization\*  
American Truck Training-OKC

First Name\*  
Jason

Middle Name  
W

Last Name\*  
Williams

Login Email Address\*  
smash8669@protonmail.com

Title  
Third Party Examiner

Phone Number  
817-300-1581

Fax Number

Security Training Completion Date  
2023-01-01

① User Information

② User Address

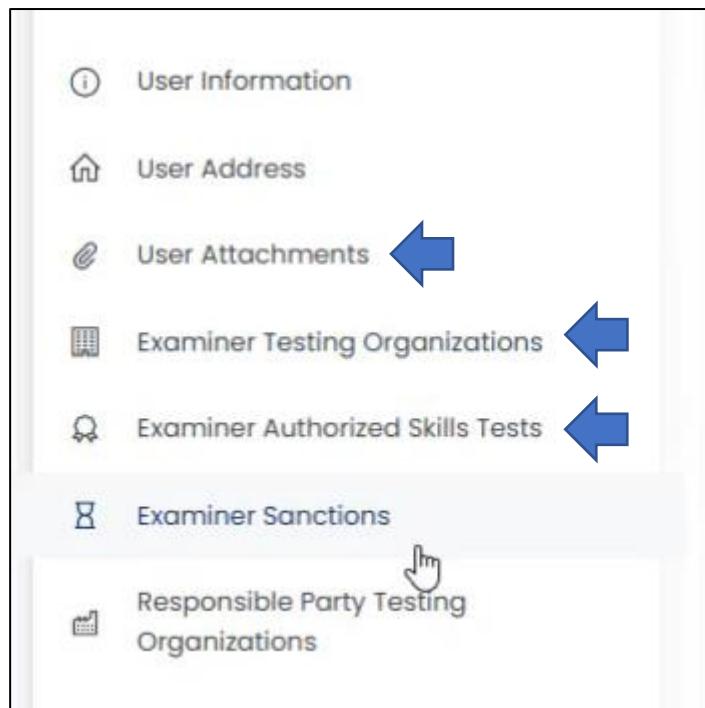
③ User Attachments

④ Examiner Testing Organizations

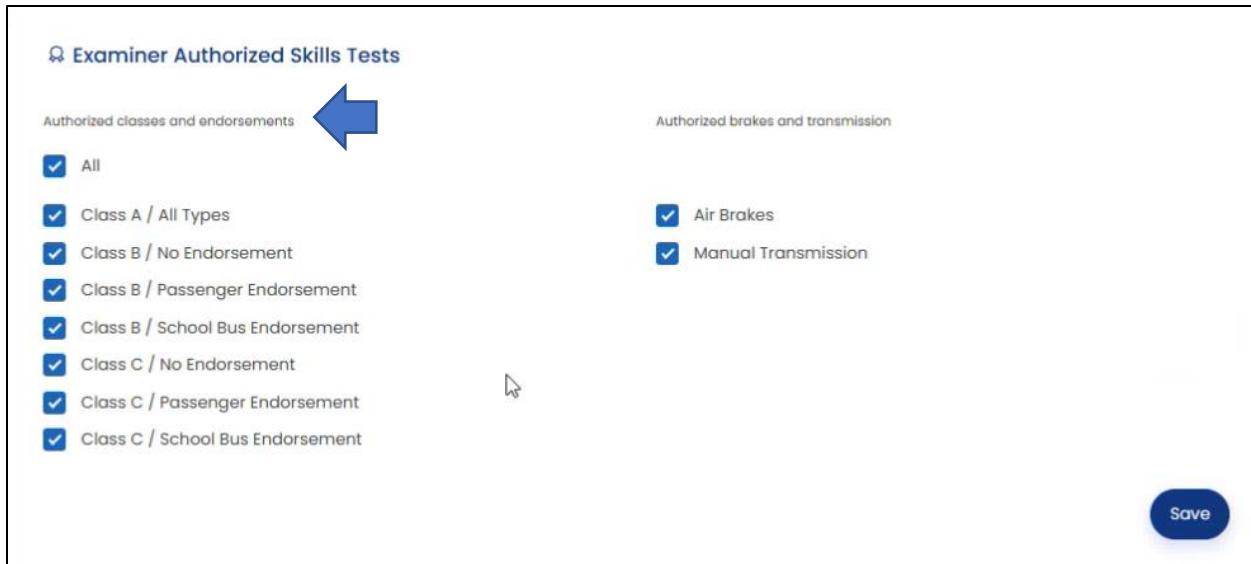
⑤ Examiner Authorized Skills Tests

⑥ Examiner Sanctions

4. The sidebar on the left will allow toggling between different types of TPE records.

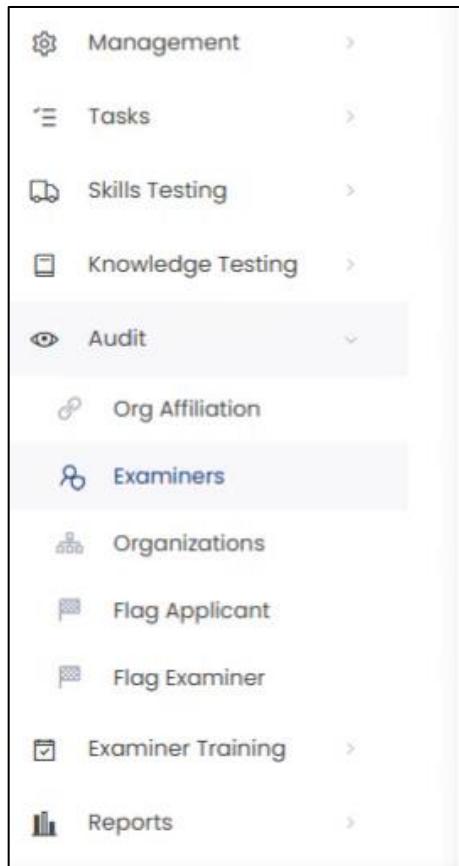


For example, the **Examiner Authorized Skills Tests** tab shows all exam types the TPE is allowed to conduct.



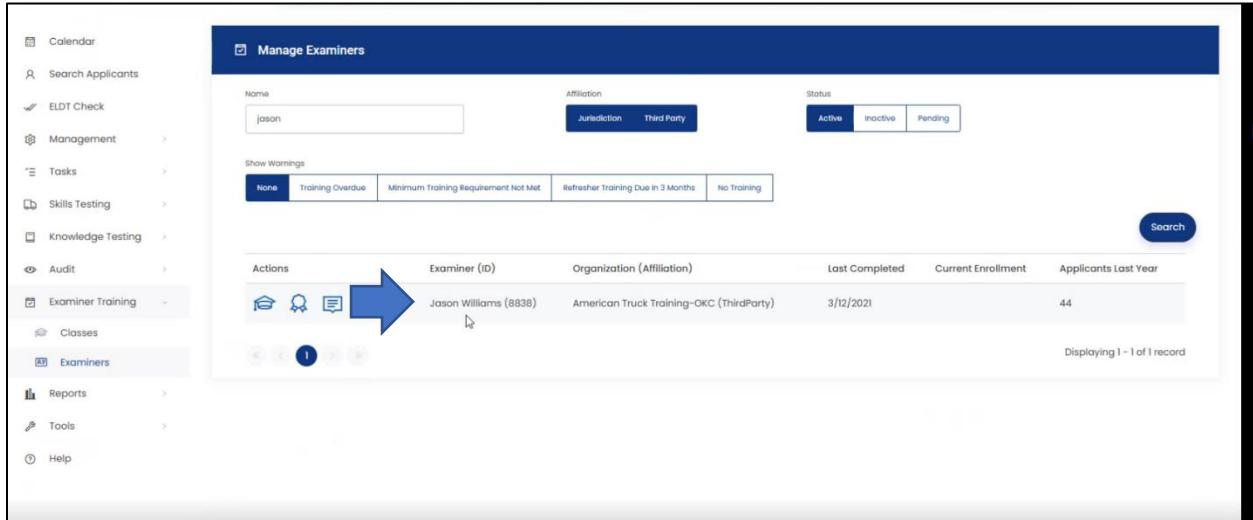
A screenshot of a web application interface titled "Examiner Authorized Skills Tests". The left side of the screen lists "Authorized classes and endorsements" with a blue arrow pointing to the "All" checkbox. The right side lists "Authorized brakes and transmission" with checkboxes for "Air Brakes" and "Manual Transmission". A "Save" button is located in the bottom right corner. The list of endorsements includes: All, Class A / All Types, Class B / No Endorsement, Class B / Passenger Endorsement, Class B / School Bus Endorsement, Class C / No Endorsement, Class C / Passenger Endorsement, and Class C / School Bus Endorsement.

##### 5. Other tabs on the main sidebar show different areas of CSTIMS records



A screenshot of the main sidebar menu of the CSTIMS application. The menu items are: Management, Tasks, Skills Testing, Knowledge Testing, Audit (with a dropdown menu for Org Affiliation and Examiners), Organizations, Flag Applicant, Flag Examiner, Examiner Training, and Reports. The "Examiners" menu item is highlighted with a light gray background.

For example, the **Examiner Training** tab allows TPE training history to be searched.



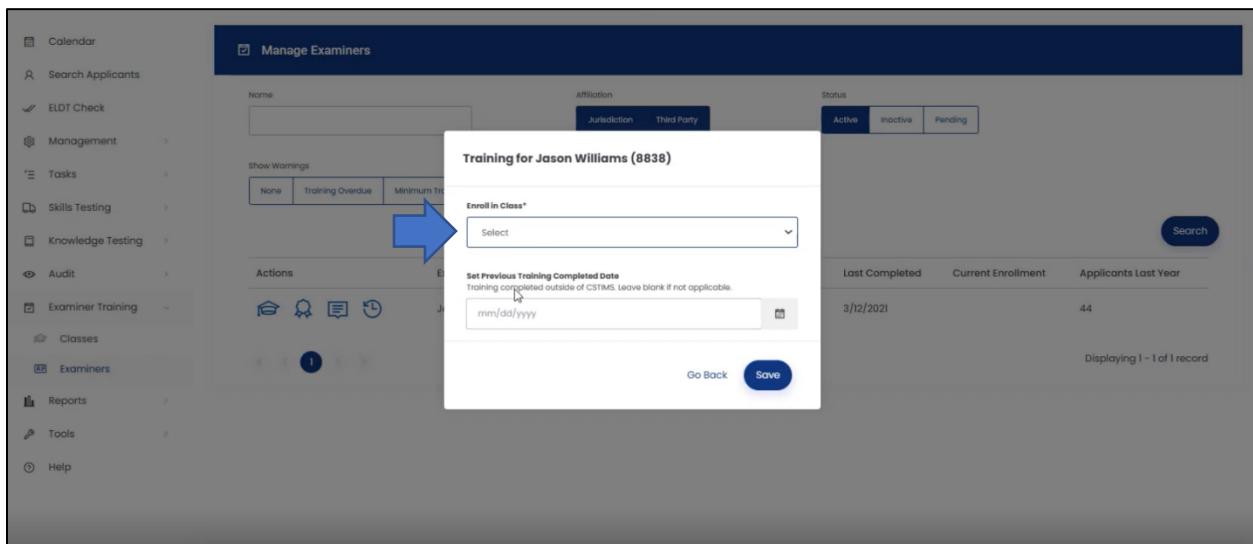
**Manage Examiners**

**Examiner Training**

Actions

Examiner (ID)	Organization (Affiliation)	Last Completed	Current Enrollment	Applicants Last Year
Jason Williams (8838)	American Truck Training-OKC (ThirdParty)	3/12/2021	44	44

Displaying 1 - 1 of 1 record



**Manage Examiners**

**Examiner Training**

Actions

Training for Jason Williams (8838)

Enroll in Class\*

Select

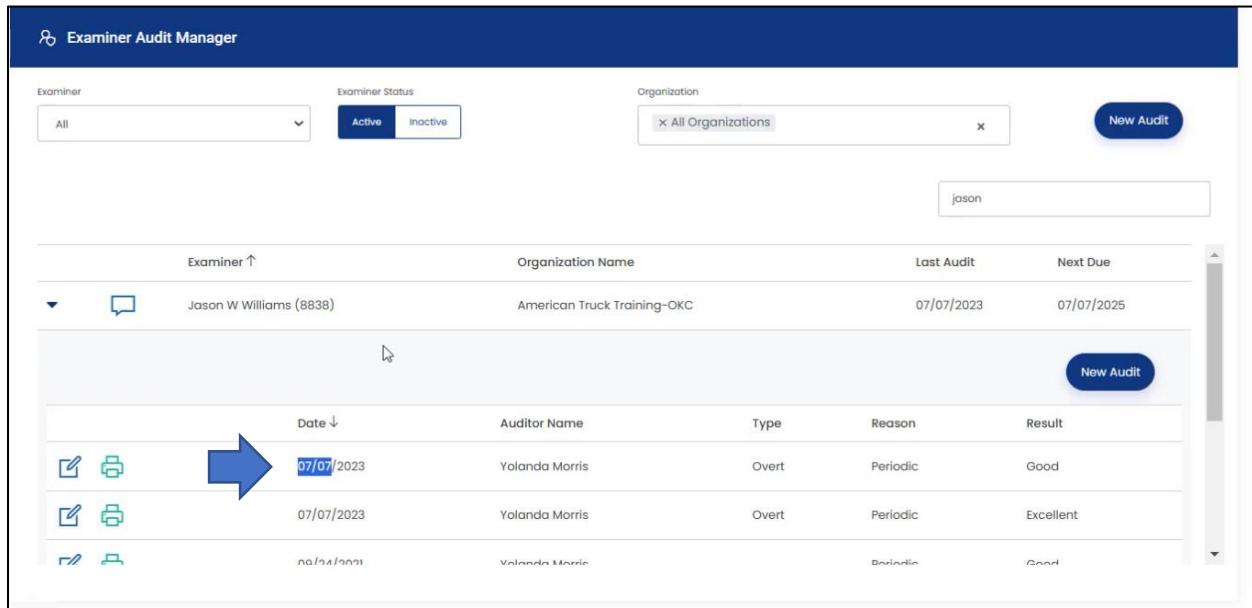
Set Previous Training Completed Date

Training completed outside of CSTMIS. Leave blank if not applicable.

mm/dd/yyyy

Go Back Save

The **Audit** tab shows a TPEs audit history



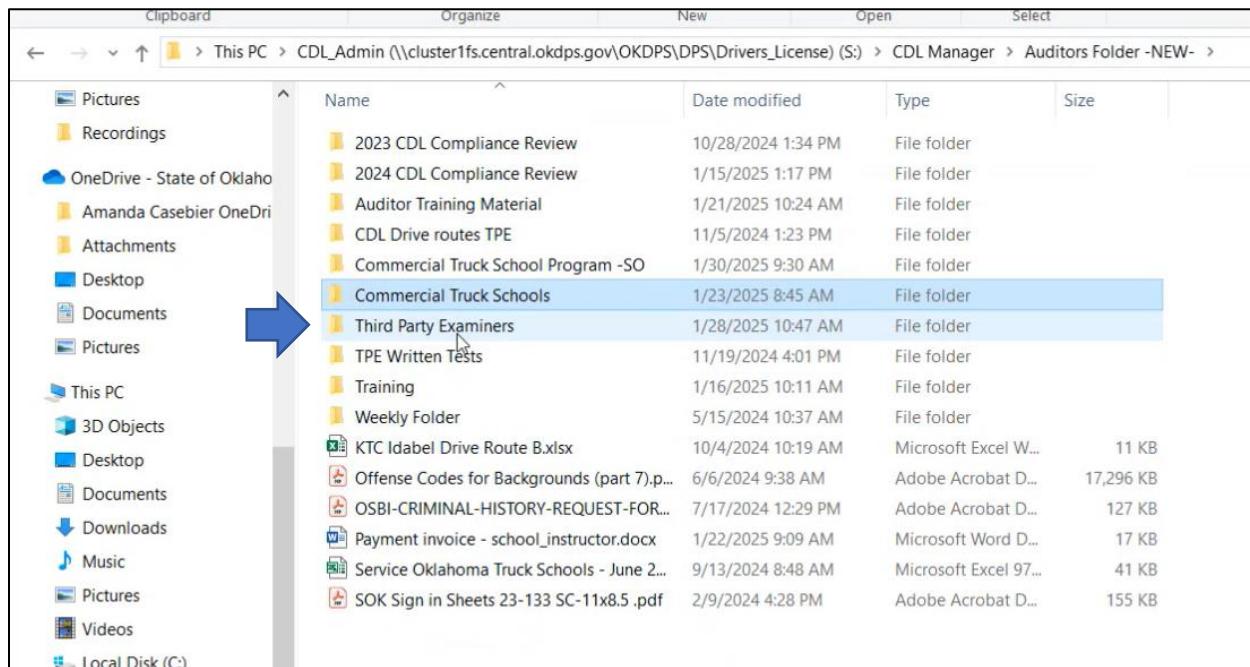
The screenshot shows the 'Examiner Audit Manager' interface. At the top, there are filters for 'Examiner' (set to 'All'), 'Examiner Status' (set to 'Active'), 'Organization' (set to 'All Organizations'), and a search bar containing 'jason'. A 'New Audit' button is located in the top right. The main area displays a table of audit records. The first record for 'Jason W Williams (8838)' is highlighted. A blue arrow points to the edit and print icons next to this record. The table columns are: Examiner, Organization Name, Last Audit, Next Due, and a header for the audit details. The audit details table has columns: Date, Auditor Name, Type, Reason, and Result. The data in the audit details table is as follows:

Date	Auditor Name	Type	Reason	Result
07/07/2023	Yolanda Morris	Overt	Periodic	Good
07/07/2023	Yolanda Morris	Overt	Periodic	Excellent
07/07/2023	Yolanda Morris	Overt	Periodic	Good

And so forth. Use these tabs to upload or update TPE information and records as necessary according to SOK procedure.

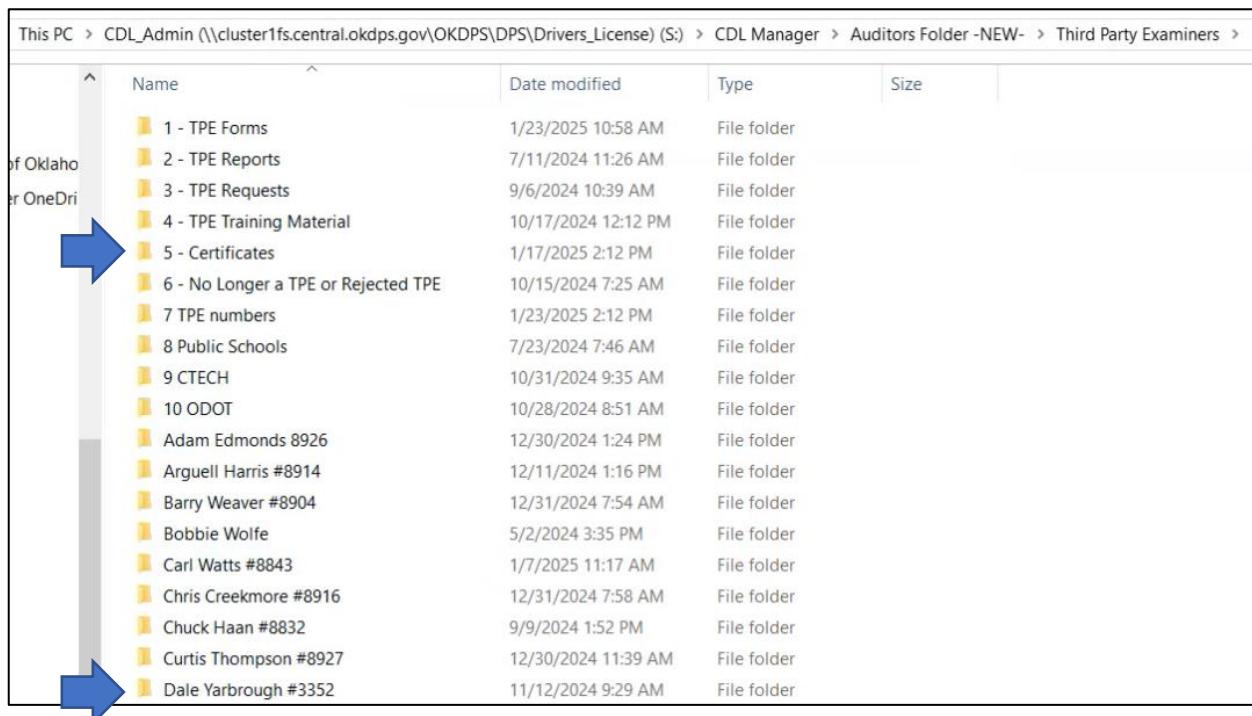
## Appendix B: Navigating the SOK Shared Drive for TPEs

- From the CDL Admin Drive, navigate to the Auditor Folder -NEW- and select the Third-Party Examiners folder



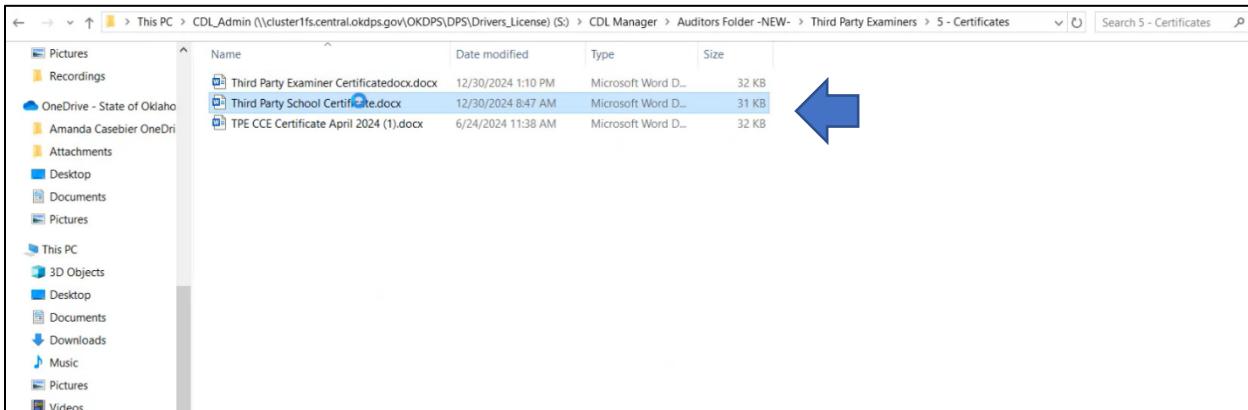
Clipboard					Organize		New		Open		Select	
This PC > CDL_Admin (\cluster1fs.central.okdps.gov\OKDPS\Drivers_License) (S:) > CDL Manager > Auditors Folder -NEW- >												
		Name			Date modified		Type		Size			
		2023 CDL Compliance Review			10/28/2024 1:34 PM		File folder					
		2024 CDL Compliance Review			1/15/2025 1:17 PM		File folder					
		Auditor Training Material			1/21/2025 10:24 AM		File folder					
		CDL Drive routes TPE			11/5/2024 1:23 PM		File folder					
		Commercial Truck School Program -SO			1/30/2025 9:30 AM		File folder					
		Commercial Truck Schools			1/23/2025 8:45 AM		File folder					
		Third Party Examiners			1/28/2025 10:47 AM		File folder					
		TPE Written Tests			11/19/2024 4:01 PM		File folder					
		Training			1/16/2025 10:11 AM		File folder					
		Weekly Folder			5/15/2024 10:37 AM		File folder					
		KTC Idabel Drive Route B.xlsx			10/4/2024 10:19 AM		Microsoft Excel W...		11 KB			
		Offense Codes for Backgrounds (part 7).pdf			6/6/2024 9:38 AM		Adobe Acrobat D...		17,296 KB			
		OSBI-CRIMINAL-HISTORY-REQUEST-FOR...			7/17/2024 12:29 PM		Adobe Acrobat D...		127 KB			
		Payment invoice - school_instructor.docx			1/22/2025 9:09 AM		Microsoft Word D...		17 KB			
		Service Oklahoma Truck Schools - June 2...			9/13/2024 8:48 AM		Microsoft Excel 97...		41 KB			
		SOK Sign in Sheets 23-133 SC-11x8.5.pdf			2/9/2024 4:28 PM		Adobe Acrobat D...		155 KB			
		Local Disk (C:)										

- This folder contains files for all TPEs registered with SOK, as well as common templates and reference documents.

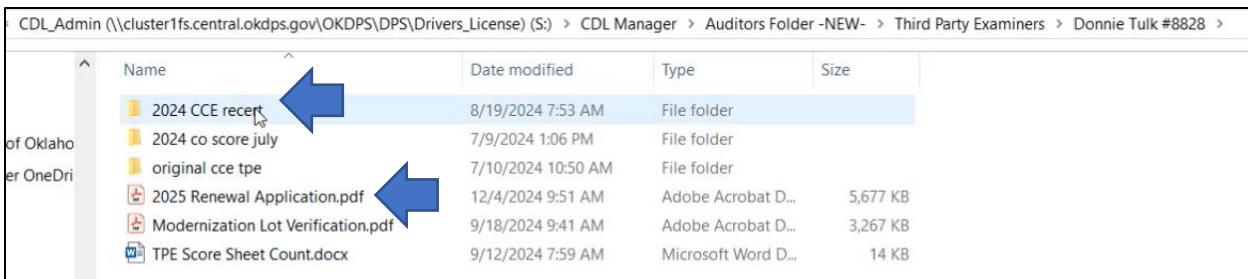


This PC > CDL_Admin (\cluster1fs.central.okdps.gov\OKDPS\Drivers_License) (S:) > CDL Manager > Auditors Folder -NEW- > Third Party Examiners >				
		Name		
		1 - TPE Forms		1/23/2025 10:58 AM
		2 - TPE Reports		7/11/2024 11:26 AM
		3 - TPE Requests		9/6/2024 10:39 AM
		4 - TPE Training Material		10/17/2024 12:12 PM
		5 - Certificates		1/17/2025 2:12 PM
		6 - No Longer a TPE or Rejected TPE		10/15/2024 7:25 AM
		7 TPE numbers		1/23/2025 2:12 PM
		8 Public Schools		7/23/2024 7:46 AM
		9 CTECH		10/31/2024 9:35 AM
		10 ODOT		10/28/2024 8:51 AM
		Adam Edmonds 8926		12/30/2024 1:24 PM
		Arguill Harris #8914		12/11/2024 1:16 PM
		Barry Weaver #8904		12/31/2024 7:54 AM
		Bobbie Wolfe		5/2/2024 3:35 PM
		Carl Watts #8843		1/7/2025 11:17 AM
		Chris Creekmore #8916		12/31/2024 7:58 AM
		Chuck Haan #8832		9/9/2024 1:52 PM
		Curtis Thompson #8927		12/30/2024 11:39 AM
		Dale Yarbrough #3352		11/12/2024 9:29 AM

For example, the **5- Certificates** folder contains templates of TPE and TPE School certifications to use in creating new TPE certifications.



While an instructor folder will contain TPE CCE results, applications, etc.





## Appendix C: TPE Certificate

10837891

*Service Oklahoma*

Awards this Certificate to *Adam Sterling Edmonds* I

In recognition of satisfactory completion of requirements for certification as a *Third Party Examiner*

Certificate Number: 8826 Certificate Type Class: B & C

Issued the: 30th Day of December 2024 Expires the: 31<sup>st</sup> Day of December 2025

School: Edmond Public Schools District Number: I-012

Location: 601 W. Campbell St. Edmond Ok. 730013

**S E R V I C E**  
**OKLAHOMA**

*Alyson Sorenson* *Yolanda D. Morris*  
CDL Manager Authorized Department Representative

## References

1. List of links relevant to TPEs
  - a. [Oklahoma Administrative Code](#)
  - b. [CSTIMS](#)
2. List of forms relevant to TPEs
  - a. Original app Service Oklahoma Third Party Examiner .doc
  - b. Co-score report.docx