



Third-Party Examiner Training and Certification

CDL Drive Schools

3-17-2025



Revision History

Effective Date of SOP: 3/24/2025	SOP Number: SOP F.07
Functional Area Name: Drive Schools	Division Name: CDL
Last Review Date: 2/21/2025	Last Reviewer: Amanda Casebier, CDL Supervisor
Next Review Date: 2/21/2026	Next Reviewer: CDL Supervisor
Executive Approval Date: 3/17/2025	Approved By: 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.

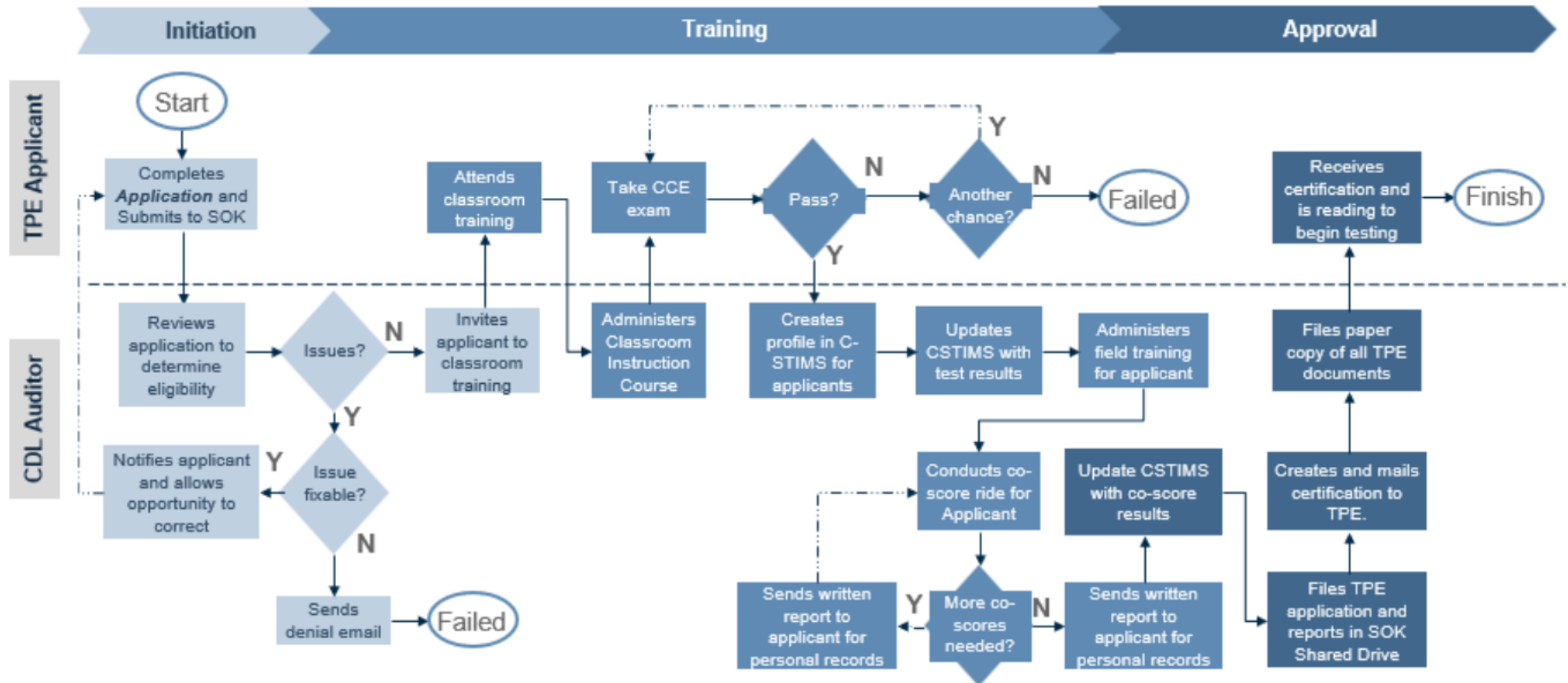


Commercial Skills Test Information Management System (CSTIMS)	American Associated of Motor Vehicle Administrators (AAMVA)-sponsored tool to track CDL schools, instructors TPEs, and student test results
FBI Federal Background Check	Federal background check used to vet CDL Instructors and TPEs

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 is 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.

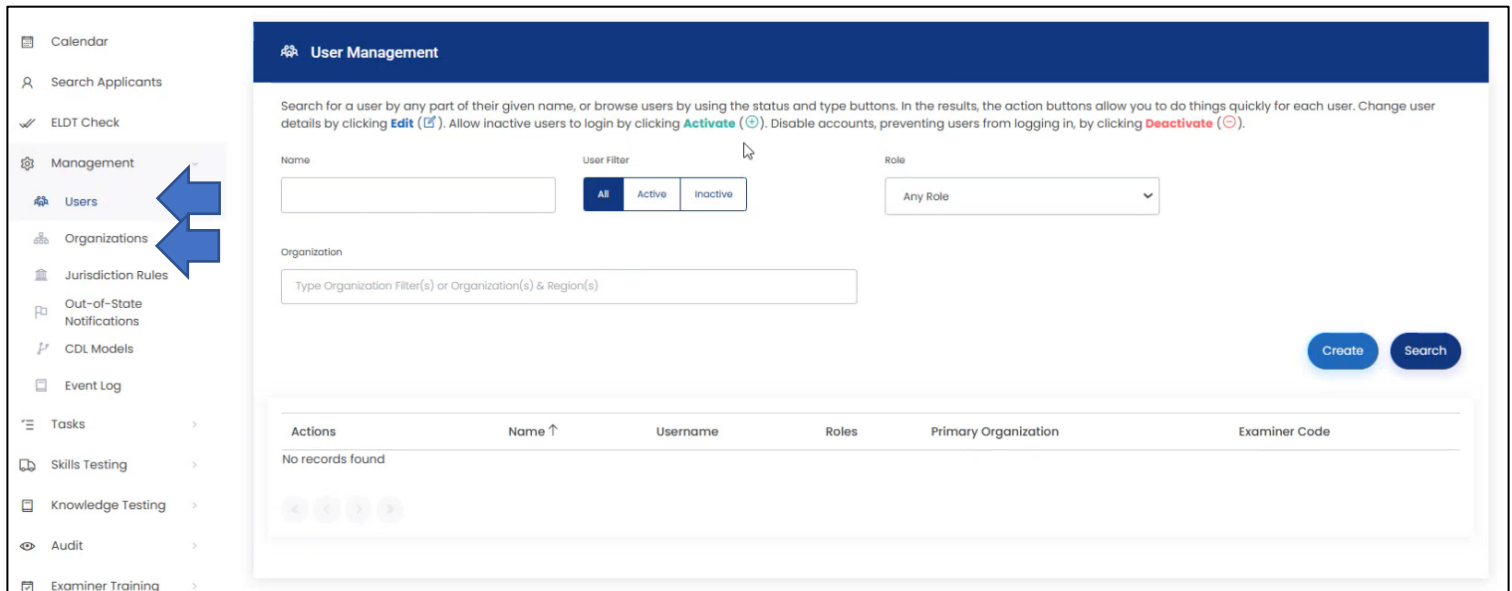
Note: Co-score sheets are not required to be uploaded to the SOK Shared Drive since they are always uploaded to CSTIMS.

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.

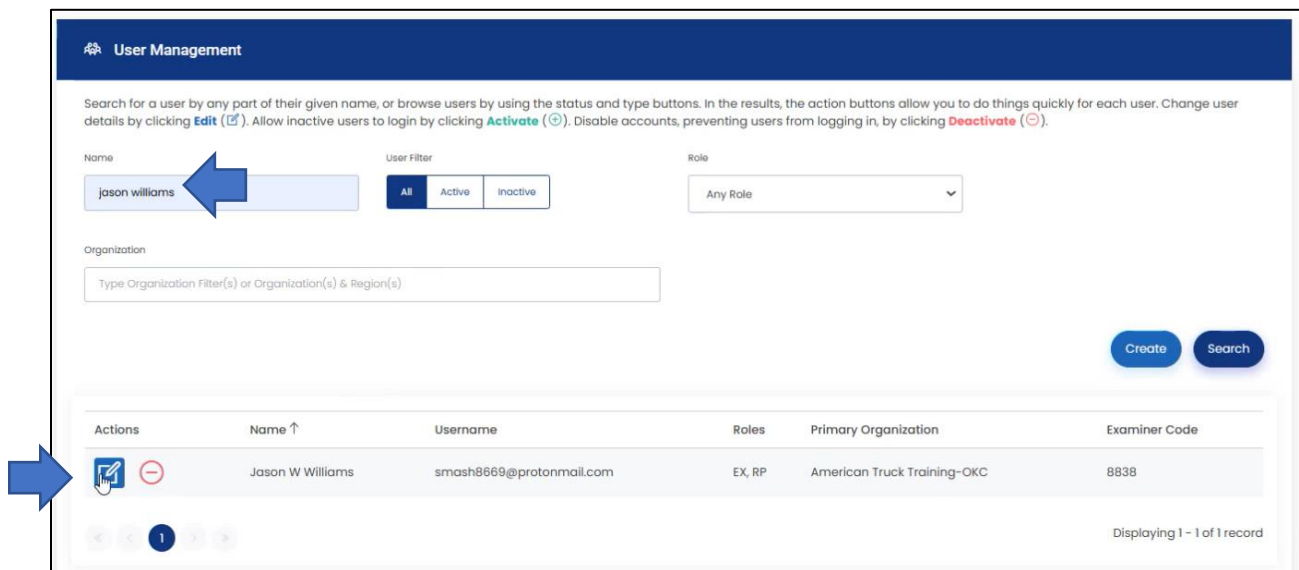
Appendix

Appendix A: Navigating CSTIMS for TPEs

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



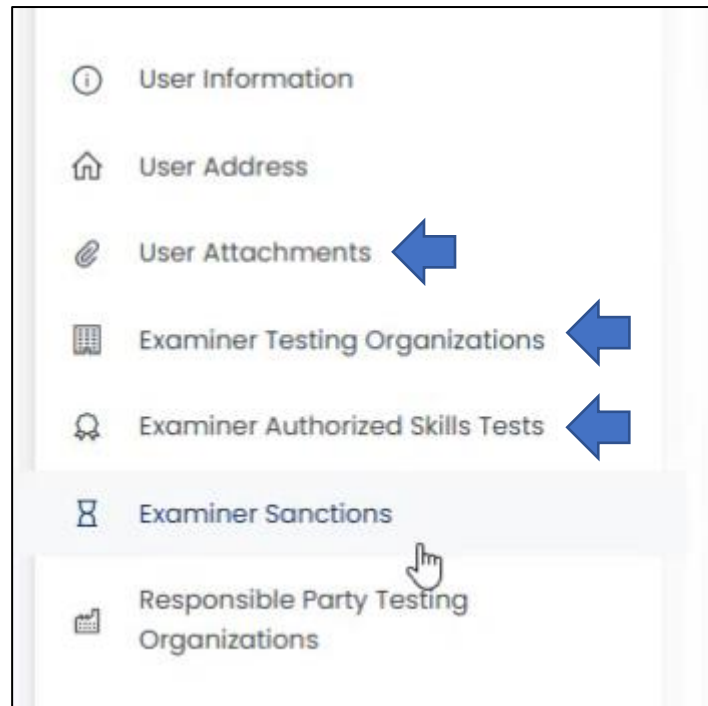
2. From the **User Management** page, individual TPE records can be search using the **Name** field. Click the **Action** icon to open the TPE profile.



3. From here, basic TPE information can be edited

The screenshot displays the 'User Management' interface. On the left, a sidebar lists navigation options: User Information, User Address, User Attachments, Examiner Testing Organizations, Examiner Authorized Skills Tests, and Examiner Sanctions. The main area shows the 'User Information' form for Jason Williams, with fields for 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), and Fax Number. A blue arrow points to the user's profile picture, and another points to the 'User Information' tab in the sidebar.

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



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

Examiner Authorized Skills Tests

Authorized classes and endorsements

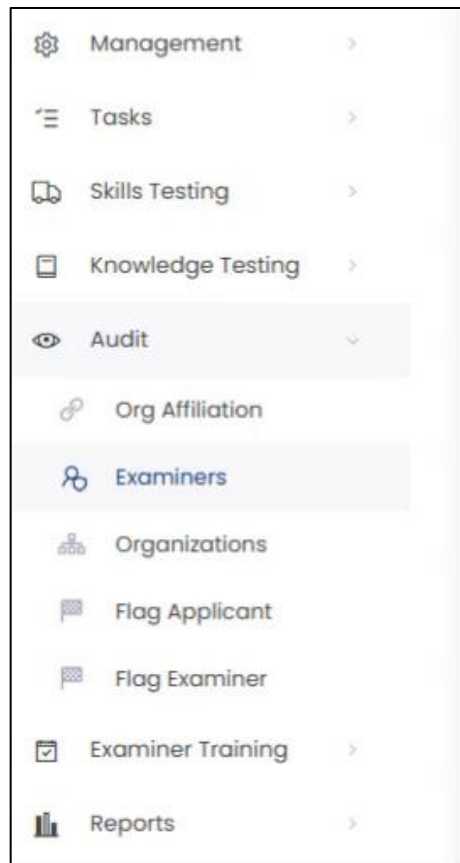
- ☒ All
- ☒ Class A / All Types
- ☒ Class B / No Endorsement
- ☒ Class B / Passenger Endorsement
- ☒ Class B / School Bus Endorsement
- ☒ Class C / No Endorsement
- ☒ Class C / Passenger Endorsement
- ☒ Class C / School Bus Endorsement

Authorized brakes and transmission

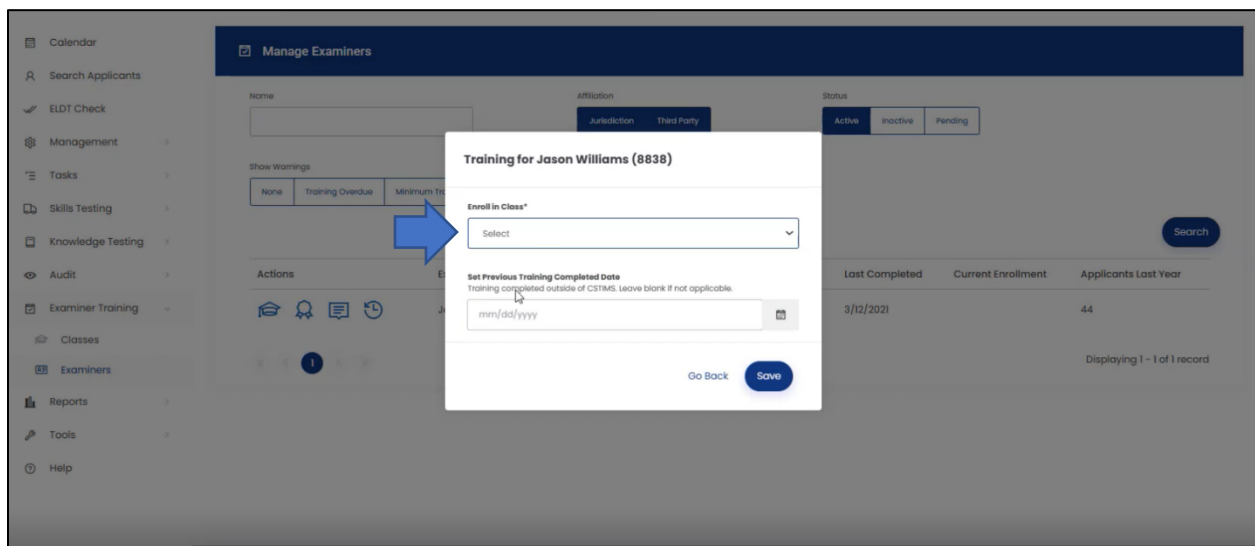
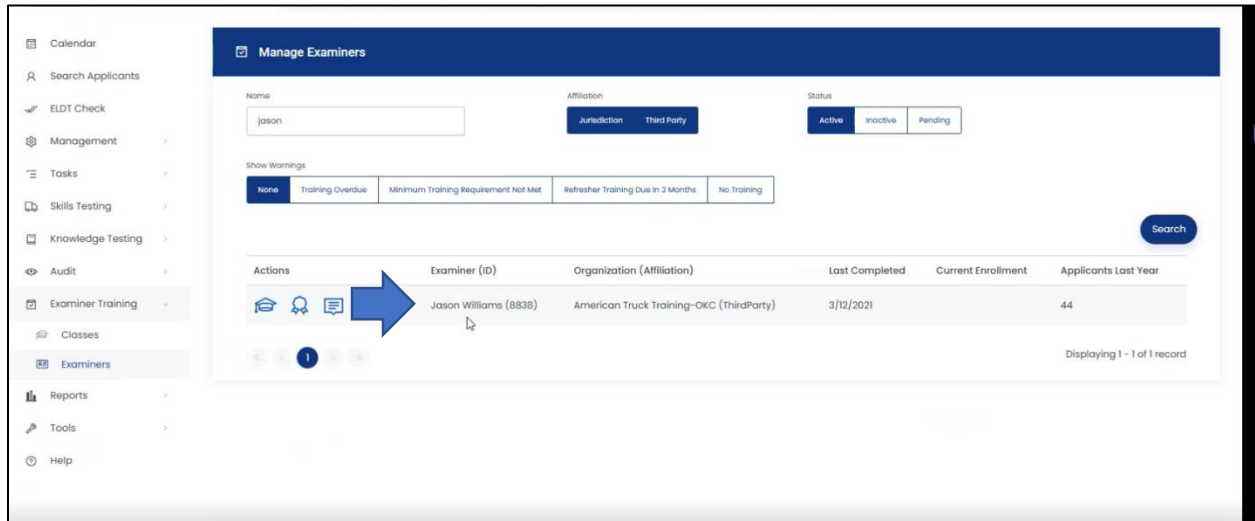
- ☒ Air Brakes
- ☒ Manual Transmission

Save

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

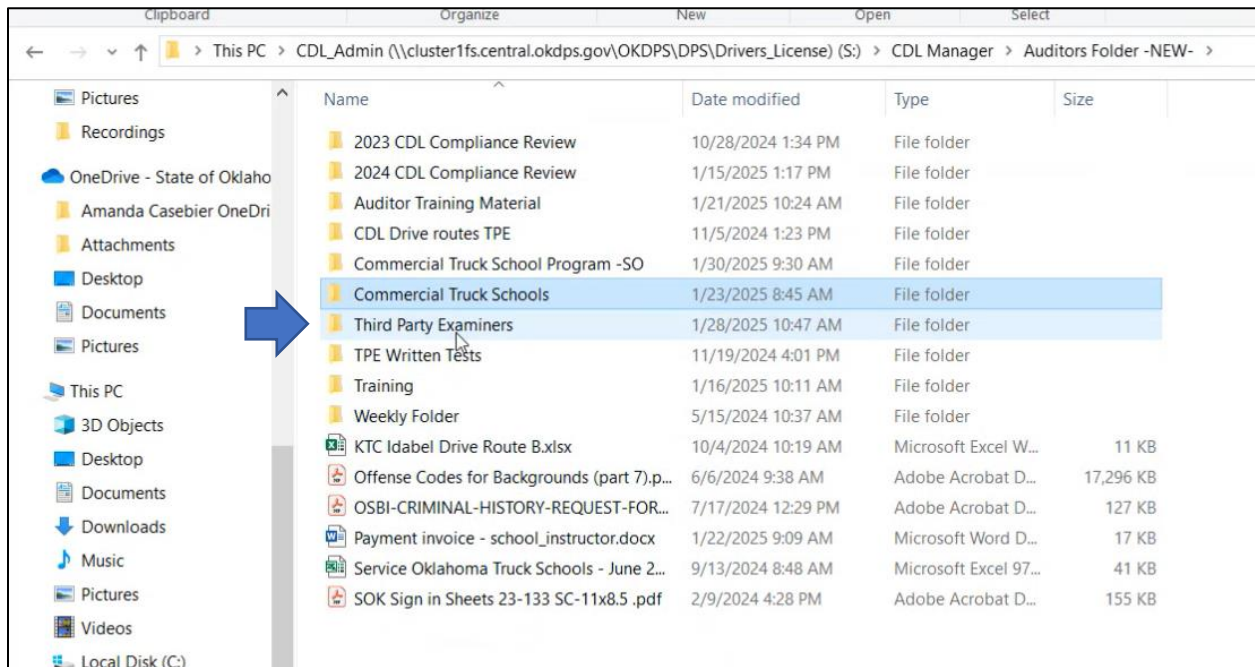


For example, the **Examiner Training** tab allows TPE training history to be searched.

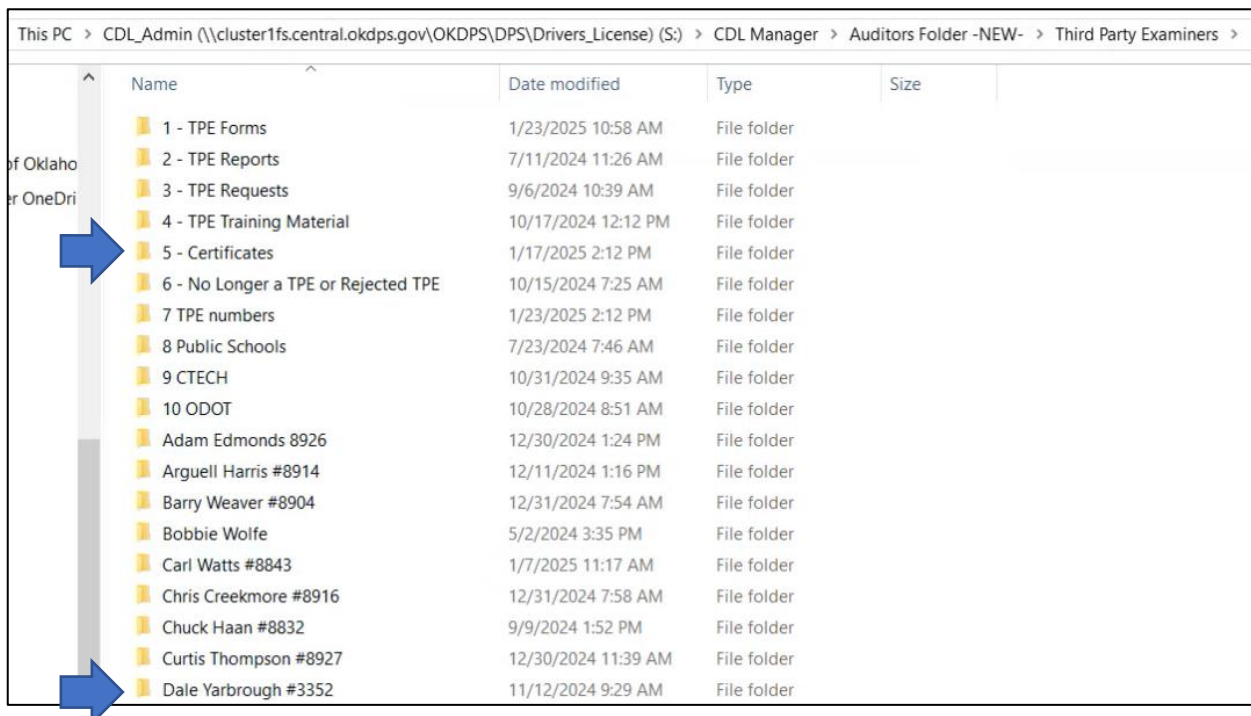


The **Audit** tab shows a TPEs audit history

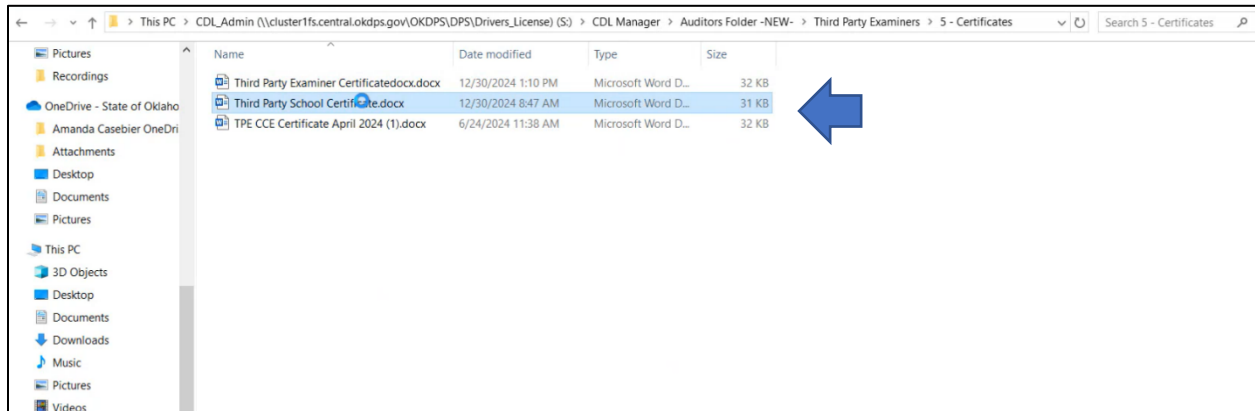
1. From the CDL Admin Drive, navigate to the Auditor Folder -NEW- and select the Third-Party Examiners folder



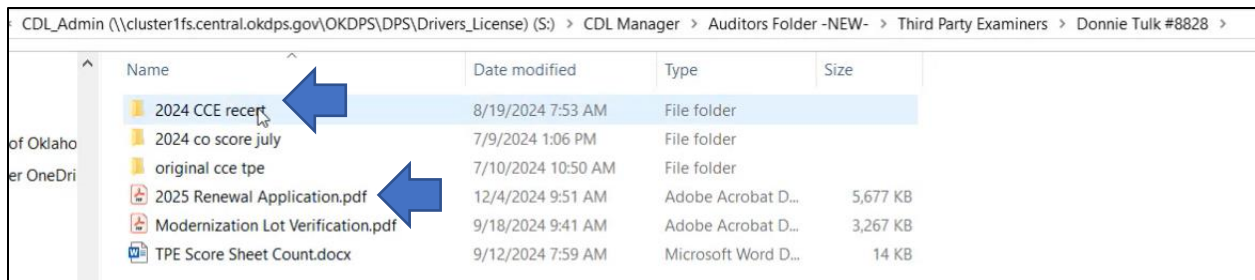
2. This folder contains files for all TPEs registered with SOK, as well as common templates and reference documents.



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

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: 31st Day of December 2025

School: Edmond Public Schools District Number: I-012

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



Alyson Sorenson
CDL Manager

Yolanda D. Morris
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