



Third-Party Examiner Renewal

CDL Drive Schools

3-17-2025

Revision History

Effective Date of SOP: 3/17/2025	SOP Number: SOP F.08
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 renewing certifications for 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 renewing 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 renewal as TPEs for CDL Drive Schools in Oklahoma.

Compliance

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

Systems

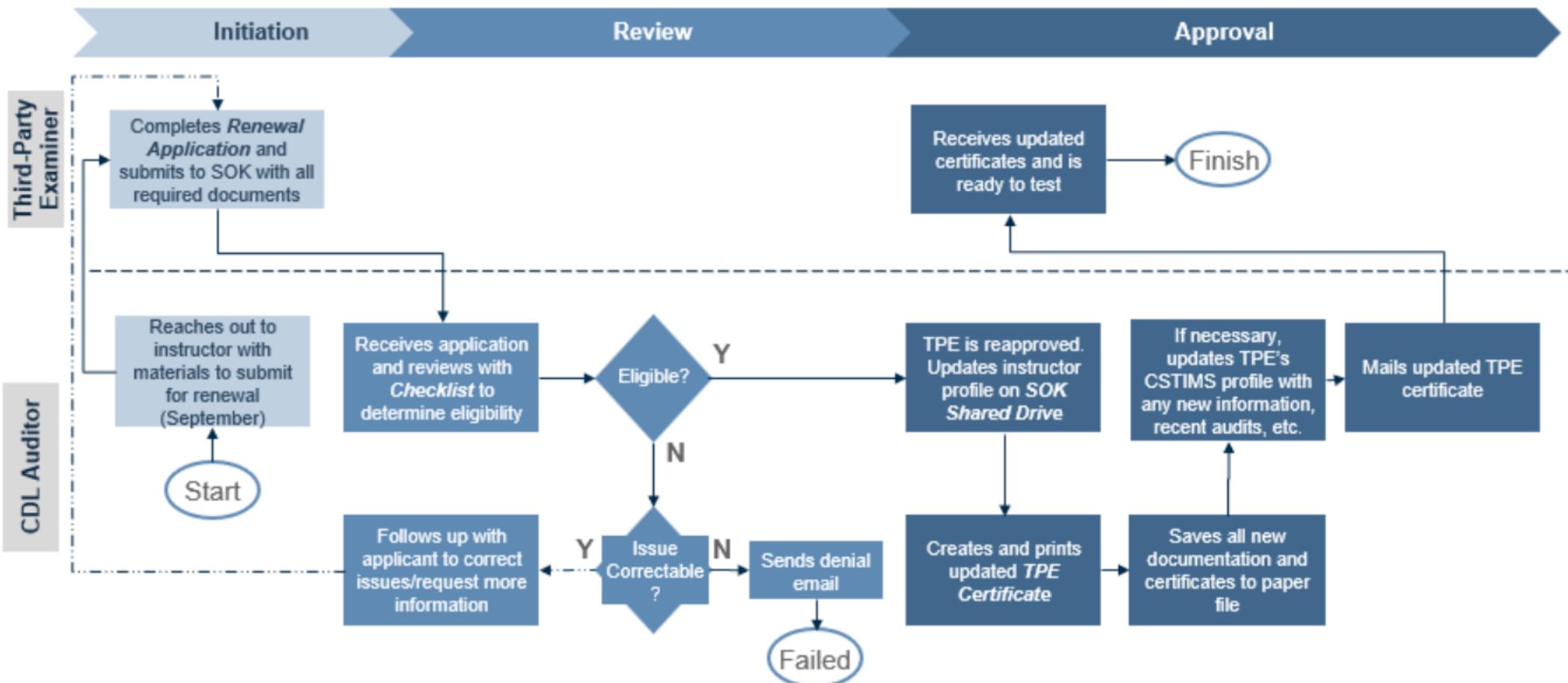
System	Function
SOK Shared Drive	Internal shared drive used by CDL employees to share files. CDL team used the CDL Admin Folder.
Commercial Skills Test Information Management System (CSTIMS)	American Associated of Motor Vehicle Administrators (AAMVA)-sponsored tool to

	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 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 – Third-Party Examiner Renewal



Procedures

Process #1: Third-Party Examiner Renewal

Purpose: To review and renew Third-Party Examiner certifications to operate in the state of Oklahoma

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.

TPEs must renew their certifications annually by resubmitting all application materials to SOK.

TPEs must conduct CDL exams with a minimum of 10 people every year to remain eligible for recertification. If TPE comes short of 10 unique exams for a year, they may take a CCE refresher course in place of this requirement, though this alternative option may not be exercised multiple years in a row.

TPEs must complete Certified Commercial Examiner (CCE) training every four (4) years. Expiration of CCE training is tracked in CSTIMS.

Process Step-by-Step:

1. In September of each year, a CDL Auditor will reach out to TPEs 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
1. The TPE will respond with a completed application and all required documentation, including a valid Oklahoma commercial driver license, a signed acknowledgement form, and a clean background check.
2. **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 testing until their renewal is complete. SOK hopes to get initial renewal forms back by 11/15 of each year for processing.
3. A CDL Auditor will review the renewal 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.

Note: TPEs must conduct a minimum of 10 CDL exams every year to remain eligible for recertification. If TPE comes short of 10 exams for a year, they may



take a CCE refresher course in place of this requirement, though this alternative option may not be exercised multiple years in a row.

- If some aspect of the TPE's application is clearly insufficient, such as a new 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 move forward with approval.

4. Once a CDL Auditor has approved a renewal application, they will update the TPE's profile in the SOK Shared Drive with any new information and upload all submitted documents. See the "F.07 – Third-Party Examiner Training and Certification" SOP for instructions on navigating the SOK Shared Drive for TPEs
5. Next, the CDL Auditor will save and print a new certificate for the TPE ([See Appendix B](#)) as 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.
6. The CDL Auditor will mail an updated TPE certificate to the TPE. Once a TPE has received their certification in the mail, they are ready to test for the coming year.

Appendix

Appendix A: TPE Acknowledgement Form



Acknowledgement Page

Subject: Oklahoma Administrative Rule

I, _____ → hereby acknowledge that I have read and agree to remain in compliance with the administrative rules as they apply to the third-party testing program. I understand failure to comply with Federal Regulations, State Law and Oklahoma Administrative Code could result in termination of my third-party examiner certification.¶

→(Signature and Date)¶

Service Oklahoma ¶
CDL Administration Division ¶
P.O. Box 11415 ¶
Oklahoma City, OK 73136 ¶
ATT: CDL AUDITORS ¶



Appendix B: TPE Certificate Example

<p>10837891</p> <p><i>Service Oklahoma</i></p> <p>Awards this Certificate to <input type="checkbox"/> <i>Adam Sterling Edmonds</i></p> <p>In recognition of satisfactory completion of requirements for certification as a <i>Third Party Examiner</i></p> <p>Certificate Number: 8826 Certificate Type Class: B & C</p> <p>Issued the: 30th Day of December 2024 Expires the: 31st Day of December 2025</p> <p>School: Edmond Public Schools District Number: I-012</p> <p>Location: 601 W. Campbell St. Edmond Ok. 730013</p> <p>S E R V I C E OKLAHOMA</p> <p><i>Alyson Sorenson</i> CDL Manager</p> <p><i>Yolanda D. Morris</i> Authorized Department Representative</p>	
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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