

# Commercial Learner Permit (CLP) Issuance

Driver License - CDL



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# **Revision History**

Effective Date of SOP: 3/14/2025	SOP Number: SOP B.01
Functional Area Name: Driver License	Division Name: CDL
Last Review Date: 3/7/2025	Last Reviewer: Amanda Casebier, CDL
	Supervisor
Next Review Date: 3/7/2026	Next Reviewer: CDL Supervisor
Executive Approval Date: 3/14/2025	Approved By: Alyson Sorenson, CDL
	Manager

#### **Overview**

These Standard Operating Procedures (SOP) provide instructions on how to issue a Commercial Learner Permit (CLP), which is a prerequisite for Commercial Driver License (CDL) issuance.

## **Purpose**

This SOP includes step-by-step instructions on CLP issuance in D360, in addition to eligibility requirements and credential restrictions associated with holding a CLP.

# **Policy Statement**

These procedures apply only to customers applying for a CLP.

# Compliance

OAC 670:15-29-5(f) – Commercial learner permit
47 O.S. § 6-101(f) (OSCN 2025) – Class Requirements for Driver Licenses (CLP)
49 CFR Part 383 – Commercial driver's license standards; Requirements and penalties

# **Systems**

D360 – System of record used for issuing credentials. CSTIMS – System used for entering CDL test results and creating CLP file.

#### **Roles**

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.



## **Procedures**

Any person 18 years of age or older may apply for a Class A, B, or C Commercial Learner Permit (CLP) for the purpose of behind-the-wheel training in a commercial motor vehicle, while accompanied by a licensed driver who is 21 years of age or older and who holds a valid commercial driver license, including any and all required endorsements, for the class and type of commercial motor vehicle being driven..

Holding a CLP for 14 days is a **prerequisite** for attempting the CDL skills (drive) test and obtaining an unrestricted CDL. To be issued a CLP, the applicant must first complete and pass all the necessary written tests for the type of license they are applying for, in addition to a vision test.

CLP applicants must also have passed all tests required for an unrestricted Class D license and therefore must already hold a valid Oklahoma Class D license. If they hold an out-of-state Class D license, the license must first be transferred to an Oklahoma license before a CLP can be issued. The CLP is valid for one (1) year from the date of issuance and cannot be renewed.

When processing the issuance of a CLP, the transaction must also be processed in CSTIMS. If the customer does not already have a file in CSTIMS, a file must be created to record their CDL skills test results and CLP information.

#### **Endorsements and Restrictions**

- For applicants under 21 years of age: "K" restriction must be applied
- Service Oklahoma may only place the following endorsements on a CLP: "P", "S", or "N".
  - A "No Passengers" restriction (restriction code "P") shall be placed on any commercial learner permit issued with a "P" or "S" endorsement. The permit holder shall not operate a commercial motor vehicle which carries any passengers [49 C.F.R. §383.25].
  - O An "Empty/Purge Tank" restriction (restriction code "X") shall be placed on any commercial learner permit issued with an "N" endorsement. The tank vehicle shall be empty and shall be purged if the tank vehicle contained hazardous materials, and the permit holder shall not operate a commercial motor vehicle with a tank vehicle which is not empty or which has not been purged if the tank vehicle contained hazardous materials. A current and valid purge certificate shall be carried in the vehicle at all times when operated by a driver with a CLP [49 C.F.R. §383.25].



# **Required Documents**

For additional information on document requirements and acceptable documents, refer to OAC 670:15-1-3 and 49 CFR 383.71.

Depending on if the applicant is domiciled in the US, or in a foreign jurisdiction (and whether or not they have H2A or J1 status), they will need to provide a corresponding set of required documents:

Category	Required Documents						
Domiciled in the US (US citizen	Current Class D license						
or permanent resident)	<ul> <li>Primary ID (e.g., state-certified birth certificate, valid U.S. passport, valid I-551 card)</li> </ul>						
	Social security number (physical card not required)						
	<ul> <li>Proof of Oklahoma residency (two if address needs to be updated or if upgrading to REAL ID)</li> </ul>						
	<ul> <li>Valid medical examiner's certificate (DOT medical card) if it needs to be updated/added, for Non- Excepted Interstate (NI) ONLY</li> </ul>						
Custom harvester	Current Class D license						
Domiciled in a FOREIGN	Social security number (physical card not required)						
jurisdiction (besides Canada or Mexico) <b>AND</b> has H2A or J1 status	<ul> <li>Valid, unexpired foreign passport accompanied by approved I-94 form documenting applicant's most recent admittance into the US</li> </ul>						
	<ul> <li>I-94 must include address of the farm they are employed on; if the farm listed is not in Oklahoma, the applicant must present a signed and dated letter from the farm in Oklahoma with the correct Oklahoma address</li> </ul>						
	<ul> <li>Applicant may also present their visa; most commonly, applicants bring their foreign passport and I-797—at the bottom of the I-797, it will say I-94</li> </ul>						
	<ul> <li>NOTE: The maximum length of a custom harvester CDL/CLP is 210 days (or whatever SAVE shows, if there is a shorter approval date)</li> </ul>						
Non-domiciled	Current Class D license						
Domiciled in a FOREIGN     iurisdiction (basides Canada)	Social security number (physical card not required)						
jurisdiction (besides Canada or Mexico) WITHOUT H2A or J1 status  Exception made for	<ul> <li>Either a valid, unexpired employment authorization document OR valid, unexpired foreign passport accompanied by approved I-94 form</li> </ul>						
applicants with DACA status; Mexican citizens with DACA status qualify for non-	<ul> <li>Valid medical examiner's certificate (DOT medical card) if it needs to be updated/added, for Non- Excepted Interstate (NI) ONLY</li> </ul>						
domiciled	<ul> <li>Expiration based on documents provided or SAVE response (whichever date is the soonest)</li> </ul>						



#### Credential Issuance in D360

Before the applicant can be issued a CLP, they must first complete all the required written tests for the class of license and endorsements they are applying for. For more detailed, step-by-step instructions on how to complete specific tabs during issuance in D360, refer to "A.01 - Original Issuance (Class D and State ID)" SOP.

#### **Steps**

- 1. Ask the customer which class of CLP (A, B, or C) and endorsements they are applying for
- 2. Collect the required documents from the customer and verify that they are all valid.
- 3. Open D360 and use "Quick Search" to find the customer's file.
- **4.** After opening the customer's file, the "Identity Panel" will appear. Click on the "CDL" tab—if the customer is eligible for a CLP, the "CLP ORIGINAL" button should appear.



**NOTE:** If the "CLP" button does not appear, the customer is not eligible for a CLP. If the customer has an out-of-state Class D license, the license will need to be transferred first before the CLP can be issued. Refer to "Class D Transfers SOP" for further instructions.

**5.** Provide the customer with a DL-18 form, self-certification form, and CFR 391 Medical Requirements form. Instruct them on how to fill out the documents. Note that if they self-certify as Non-Excepted Interstate (NI), they will also need a valid medical examiner's certificate (DOT medical card).



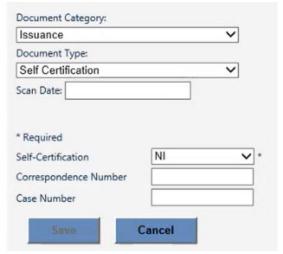
#### **NOTES FOR DL-18:**

- Ensure the DL18 is filled out 100% complete, excluding the driver's education and immigration sections if they do not apply. If the mailing address is the same as the residential, then that can be empty as well.
- Write the applicant's phone number in the upper right-hand corner of the DL18.
- Review questions #1-8 for qualification
- For question #9: If the applicant is exempt, be sure they write who the applicant is working for beside the "how are you exempt?" if they are exempt, (e.g., City of Broken Arrow, Union Public Schools, etc.)
- For Question #10: Answer should always be "Yes" UNLESS there is a "Yes" to question #5 or #6 or if there is anything flagged as a yes on the 391 that should not be.
  - Please read ALL questions—if the answer to Question #10 is "No", then
    the CLP issuance must be put on hold and additional paperwork will be
    filled out to take to a treating physician, followed by a DOT exam.
- Check the hearing aid box appropriately and write your badge number beside
  it. If the applicant did not display any issues, mark the physical condition as
  "Good" and hearing "Good" and fill out the DL # on the DL assigned.
- **6.** Once the forms are filled out, the customer will need to pass a vision test. See "Vision Test Procedures SOP" for further instructions.
- **7.** After passing the vision test, administer the written tests required for the license type and endorsements the customer is applying for. For detailed instructions on administering written tests, refer to "Written Test Procedures SOP".
- 8. After the tests are completed, record the test results on the DL-18 form and enter the scores into CSTIMS. Make sure to print a copy of the knowledge record in CSTIMS (refer to <u>Appendix B</u> for further information), which will be scanned with the DL-18, DL-10, and CFR 391 forms upon issuance.
- Once the tests have been completed and fully processed, the CLP can be issued.
   Return to D360 and click on the "CLP ORIGINAL" button to begin the transaction.





- 10. Complete the "Photo" tab in Web Enrollment.
- 11. In the "Scan" tab, scan all the documents provided by the customer, including the self-certification form and medical certificate (if the applicant self-certified as Non-Excepted Interstate).



- **12.** Continue scanning the documents and filling the mandatory fields until all required documents are entered into the customer's file. Once all documents are scanned, proceed to the "Application" tab.
- **13.** Fill in the required fields at the top of the "Application" tab. Make sure that the "Commercial Class" selected is correct.

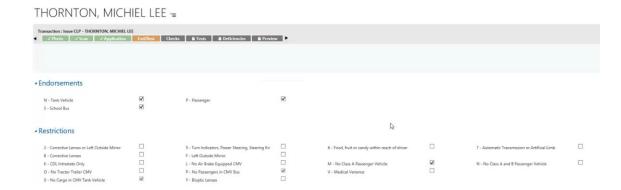


14. Enter the results from the vision test in the "Vision Screening" section.





**15.** After entering the vision exam results, proceed to the "End/Rest" tab. Apply all endorsements and restrictions that apply to the customer. Check and **DOUBLE-CHECK** that all endorsements and restrictions were added correctly.



For further information on endorsements and restrictions that CLP holders are eligible for, refer to the <u>"Endorsements and Restrictions"</u> section in this SOP. For additional information on CDL endorsements and restrictions in general, refer to <u>"Applying CDL Endorsements and Restrictions SOP"</u>.

- **16.** After applying and reviewing the endorsements and restrictions, proceed to the "Checks" tab. Review the checks, then proceed to "Tests".
- **17.** The "Tests" tab will display all the tests that are required for the CDL and any endorsements added. Enter all the results from each test that the applicant just completed.
- **18.** Proceed to the "Deficiencies" tab and resolve any outstanding deficiencies.
- **19.** After the deficiencies are resolved, the remaining step for processing a CLP issuance are identical to any other transaction. Complete the rest of the transaction (printing out the DL10 and processing payment in PayPort) as per usual. For further instructions, refer to "Original Issuance (Class D and State ID) SOP".

**NOTE:** The CFR 391 Medical Requirements form, the CSTIMS knowledge records showing written test results, and DL-18 must be scanned along with the DL10.

20. After issuing the CLP, inform the customer that they must hold the permit for at least 14 full days (not counting the day of issuance) before they become eligible to take the CDL drive test. They must have also completed ELDT by the date of their scheduled drive test to qualify for the test, unless they have previously held the endorsement(s) and class of



license that they are applying for, in which case the examiner will need to contact the CDL team to have the ELDT requirement waived.

21. Return the documents provided by the customer, including the DL-18—they will need to bring this form to their skills (drive) test and hand it to the skills test examiner to fill out their portion.

## Recording Test Results in CSTIMS

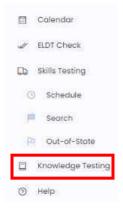
When issuing a CLP to the customer, the examiner is responsible for creating/updating their corresponding file in CSTIMS and entering the results of any CDL knowledge tests. The examiner will also need to create a CDL Skills Testing scheduler file and enter information about the CLP being issued.

#### **Steps**

1. Open CSTIMS and log in.

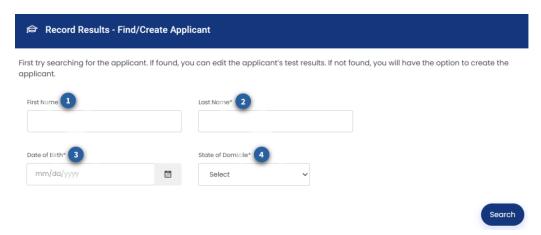


**2.** After logging in, head to the menu on the left side of the screen. Click on "Knowledge Testing", then the "Record" tab.

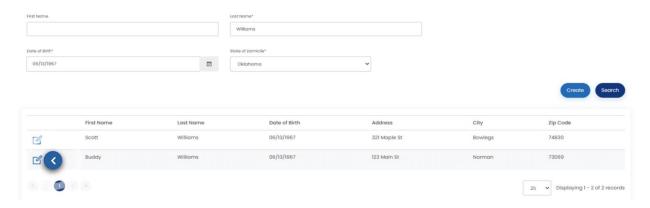




On the "Record Results" page, enter the customer's first and last name and date of birth. Oklahoma should be selected for the state of domicile.



**4.** After entering all the information, click the "Search" button on the bottom right. If the customer's record doesn't populate and you believe the customer already exists, please review the data entered. However, if an applicant is not found, then a "Create" button will become available next to search.



5. If the customer already exists in the database, their name will appear in the search results. Find their name and click the "Edit Icon" button to the left of their name. Click the "Edit" icon to update the applicant's information.



If the customer does not already exist in the CSTIMS, click the "Create" button to start a new file.





**6.** On the "Update Applicant" tab, update the customer's personal information (or add new personal information if the customer does not already have a file).



**7.** Open the knowledge testing records tab. The results of all CDL knowledge tests, regardless of if they were passes or failures, will need to be recorded into CSTIMS. Enter the test dates and scores for each test that the customer attempted.



Once all test results have been entered, click the Save button on the bottom of the page.

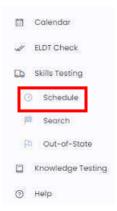


# Building a CDL Skills Testing Scheduler File in CSTIMS

Once the CLP has been issued, the examiner is responsible for then building a CDL Skills Testing scheduler file in CSTIMS. It is imperative that this step not be skipped, as everything from skills test scheduling, third party testing, and ELDT hinges upon this file being built.

#### **Steps**

1. Open CSTIMS. On the left side menu, click "Schedule" under "Skills Testing".



- **2.** Search for the customer using their name and date of birth, or create a new customer file if a pre-existing file is not found.
- **3.** On the customer's file, scroll down to the "CDL Learner's Permit Information" section and enter the information for the CLP that was just issued. This includes the issue and expiration date of the CLP, the vehicle class, endorsements and restrictions.



**4.** Lastly, update / create the Mailing and Residential Addresses. Once complete, click "Update and Schedule", then "Save".





## References

1. CDL First-Time Applicants | Service Oklahoma

# **Appendix**

# Appendix A: OAC 670:15-29-5(f) – Commercial learner permit

Any person eighteen (18) years of age or older may apply for a Class A, B, or C commercial learner permit (CLP), as provided in 47 O.S. §6-101(F), solely for the purpose of behind-the-wheel training in a commercial motor vehicle while accompanied by a licensed driver who is twenty-one (21) years of age or older and who holds a valid commercial driver license, including any and all required endorsements, for the class and type of commercial motor vehicle being driven. The CLP is valid for one (1) year from the date of issuance. However, any previously passed skills tests are only valid for the duration of that permit period. Skills tests cannot be carried over to another CLP period. The issuance of a CLP is a pre-condition to the issuance of a CDL. The issuance of a CLP is also a pre-condition to the upgrade of a CDL if the upgrade requires a skills test. The CLP holder is not eligible to take the CDL skills in the time period established by Title 49 of the Code of Federal Regulations after initial issuance of the CLP.

- (1) Service Oklahoma may only place the following endorsements on a CLP: "P", "S", or "N".
- (2) A "No Passengers" restriction (restriction code "P") shall be placed on any commercial learner permit issued with a "P" or "S" endorsement. The permit holder shall not operate a commercial motor vehicle which carries any passengers [49 C.F.R. §383.25].
- (3) An "Empty/Purge Tank" restriction (restriction code "X") shall be placed on any commercial learner permit issued with an "N" endorsement. The tank vehicle shall be empty and shall be purged if the tank vehicle contained hazardous materials, and the permit holder shall not operate a commercial motor vehicle with a tank vehicle which is not empty or which has not been purged if the tank vehicle contained hazardous materials. A current and valid purge certificate shall be carried in the vehicle at all times when operated by a driver with a CLP [49 C.F.R. §383.25].

[Source: Added at 41 Ok Reg, Number 23, effective 8-25-24]



# Appendix B: DL-18 Form

Service Oklahoma

\*\*\* SERVICE ORIGINAL SCRVICES DIVISION

#### OKLAHOMA DRIVER LICENSE APPLICATION

Date: County of Residence # Original Renewal Duplicate Revie								Review	/							
DL # Assign	signed ID Shown: IN:							INS #		Exp						
Application	For: CLAS	<b>SS</b> : A	B_	c	DI	D END	ORSEMENTS:	N	_н	XP	т_	M	.s			
Last Name						First			М	iddle						
Mailing Address City OK 2										OK Zip	)					
Residence Address City OK										OK Zip	Zip					
Date of	of Birth Social Security Number Race							Sex	Hei	ght In.	Eyes Weight					
Present Lic	ense Surre	ndered	? YES	NO	State		DL #:				E	Exp:				
License Cla	ass:		CDL?	YES	NO	Endorsem	nents:			Restrictio	strictions:					
Driver Educ	cation?	Yes	No	School							DE Card #					
						TO BE COM	MPLETED BY A	APPLICAN	IT							
1. Where i	s your plac	e of bir	th (country	y)?												
	a resident						country?	If v	oe liet all ets	ates and/or o	ountries from	the previous	10 years			
J. Ale you	Currently 0	Tlave	you ever i	Deen licens	eu III anot	ner state or	Courtily?		es, list all sta	ates and/or c	ountries from	tile previous	10 years			
							OKED, CANCE e?				ountry?					
							r alcohol or drug									
							s, Epilepsy, blad									
							on's, or loss of r s, please explai			e any other t	type of medic	al condition w	hich may			
7. Are you	deaf or ha	rd of he	earing?		Do you we	ear a hearing	g aid?									
8. Do you	wear correc	ctive le	ns or have	any type o	of progress	sive eye dise	ease or injury (s	uch as gla	aucoma, dial	oetic retinopa	athy, macular	degeneration	i, etc)?			
NOTICE:	It is a felo	ny to k	nowingly	make any f	alse stater	ment on this	application and	that any	violation is p	unishable by	both fine an	d/or imprisonr	ment.			
NOTICE:							re relocating in to register is pun					ent of Correction	ons within			
NOTICE:	I understa	and tha	t my socia	I security n	umber wil	l be kept on	file in accordar	nce with th	e Federal W	elfare Reform	m Act.					
NOTICE:	Signing th	nis appl	lication reg	gisters you	with the s	elective serv	rice.									
	ONLY	APPLI	ICANTS A	PPLYING	FOR A CL	ASS A, B o	r C COMMERC	CIAL LICE	NSE NEED	TO CERTIFY	Y THE FOLL	OWING:				
9. Are y	ou exempt	from th	ne requirer	ments of 49	CFR 391	? If yes,	how are you ex	empt?				Yes	No			
10. Do yo	ou meet the	physic	cal require	ments of 49	9 CFR 391	1?						Yes	No			
11. Do yo any o	<ol> <li>Do you have any pending disqualifications, suspensions, revocations or cancellations in this state or any other jurisdiction? 49 CFR 383.51</li> </ol>									Yes	No					
										Yes	No					
13. Do yo	13. Do you meet the requirements for the drive test waiver?										Yes	No				
14. Is driv	ve test vehi	cle rep	resentativ	e of the Cla	ass you wi	Il drive?						Yes	No			
							Signa	ture of Ap	plicant							
TO BE COM	PLETED B	Y DES	IGNATED	EXAMINE	R											
	icated. All in	nforma	tion has be	en verified			d courses and h indersigned Des									
I CERTIFY T	I CERTIFY THE APPLICANT : □ P □ F THE WRITTEN PORTION OF THE EXAM □ P □ F THE DRIVE PORTION OF THE EXAM															
Designated E	Examiner S	ignatur	e:					C	ertification #							
Date:				School	ol:					Certification						
THIS DOCUI	MENT IS N	OT A L	ICENSE	TO DRIVE			(School Seal)				(0	Designated Examin SOK 300DLS 02	,			

VISION SECTION TO BE COMPLETED BY SERVICE OKLAHOMA EXAMINER



Visual Acuity:	Left	Right	Both DL-					DL-20 Issued: By:							
Without Lens	20/	20/		20/		_	DL-20 F	Retur	ned:		Ву	:			
With Lens	20/	20/	20/			_	Visual /	Visual Acuity: Left				Right			
Field of Vision:		Color Visio	on:				Without Lens 20/			_ 20/_	20/				
Pass	Fail	Pass	- F	ail 🗆	With Lens				20/ 20/_			20/			_
Physical Condition	n: Good		Othe	er	_	DIM1 Issued:					By:				
Hearing: Good	Other	_ Deaf	c	D.L. Ass	igned #:			Heari	ing Aid W	orn: Yes	No _	Ву	:		
GVWR:											n: (circle o			atic / St	
RESTRICTIONS: _											cle one)		Hvdrau	ılic / Aiı	brake
TEST RESULTS		#1	П	est #2	,	Test	#3	П	Test	#4	Test				‡6
DATE:			╫					┰					$\dashv$		
Knowledge Tests:	Set	%	Set		%	Set	%	止	Set	%	Set	Set		%	%
Basic															
General Knowledge								┪							
Combination															
Air Brake															
Doubles / Triples			<u> </u>	$\perp$				ᆚ					_ _		
Passenger			<u> </u>	_			<u> </u>	4					4		
School Bus	_		<u> </u>	_			<u> </u>	4			<b>↓</b>		4		
Tank	_		⊩	+			<del>                                     </del>	4			-	-		$\rightarrow$	
Hazardous Material	_		⊩	+			+	╬			-	-	┈	$\rightarrow$	
Motorcycle	<u> </u>		<u>                                     </u>												
DATE:				_		Τ.		╟						Ι	
Skills Tests	Score	Ву		S	core	<u> </u>	Ву	<u> </u>	Score	1	Ву	Sco	re	<u> </u>	Ву
Road Test Pre-Trip Insp.						+		╟─							
Motorcycle / BCS						+		╟─							
Passenger End.						+		┢							
School Bus						+-		┢							
CLASS D ROAD TEST	r									'	"				
Starting				1			Right of Way	/					2	6	
Backing				1		$\sqcup$	Legal Stop							6	
Parallel Park				1	3	$\sqcup$	Lights and Signs						1		
Hill Park				1	3	+ +	Signals						4	6	8
Transmission (Auto/Std)				1	-	+-	Lane Usage								
Brake							1. Left Tu						4	6	8
Park Brake     Other				2	6	+	2. Right 1 3. Other	Turns					2	6	8
Control of Speed				2	6	10	Observation							+ -	1
GAP Selection				2	6	+ -	1. Intersection						4	6	10
Driver Alertness				2	6		2. Other						4	6	10
							Final Park						1		
											D	ate:			
	Approved		niner									adge#_			