


Renewing a CDL Training Instructor Authorization

Step 1 – Log into your account. Select **Professional Licenses**.




Manage Your Professional and Business Licenses Online

Professional Licenses 

[Apply For Professional License](#)

Have an existing professional license?

[Manage Existing Professional License](#)

Business Licenses 

[Manage Business Account](#)

[Create Business Account](#)

[Apply For Business License](#)

[Add Training Course](#)

Have an existing business license?

[Link Existing Business License](#)

Step 1 – Select **Renew**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help Log out [→]


Professional Licenses

Marilyn Monroe
[Update legal name](#)

Email: instructor@email.com
Alternate email: None
Mobile Phone: 360.902.3674
Other Phone: None
[Update contact information](#)

Mailing address:
623 Black Lake Blvd SW
Olympia, WA 98502-5051
[Change address](#)

Apply for new license

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20110660	CDL Training Instructor	August 10, 2020	Active	Complete	 Renew

Step 3 – Gather your Files.

If you indicate anything has **changed** since your initial application, you will need:

1. Proof of current out-of-state CDL, if applicable
2. Proof of previous out-of-state CDL, if applicable

Step 4 – Answer the **Eligibility** questions, then select **Proceed**.

Step 5 – Verify **Full Legal Name & Personal Identification Information.**

Your Full Legal Name



* First Name

Middle Name

* Last Name

Suffix

Your Personal Identification Information



* Birthdate

* Driver's License Number

* State of Drivers License Issuance

* Driver License Issuance Date

* Driver License Expiration Date

Step 6 – Verify **Contact Information**

Your Contact Information



* Phone

360.902.3674

Check if you have a foreign phone number

Other Phone

* Email

test@dol.wa.gov

Other Email

Step 7 – Verify Mailing Address, then Select Continue.

Your Mailing Address

* Country

* Address Line 1

Address Line 2

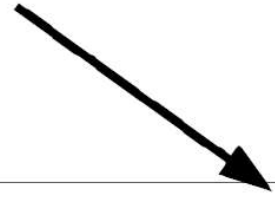
* City

* State

* ZIP

* County

Validate Address



Save And Submit Later **Continue**

Step 8 – Answer **Military Questions**, then Select **Continue**.

Personal Information License Information Endorsement Attachments Review and Submit

Military Questions

* I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.
 Yes No

* I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.
 Yes No

Back Save And Submit Later **Continue**

Step 9 – Under **Actions**, select the **Down Arrow**, then select **Renew or Remove** for each **Endorsement Type**. Then select **Continue**.

Status	Actions
Renew	▼
Renew	▼
Active	▼
Active	Renew Remove
In-Review	▼

Save And Submit Later **Continue**

Step 10 - If needed, Upload the **Required Attachments**, then Select **Continue**.

Step 11 – **Review** the Renewal Application, Sign your **legal name**, and then select **Continue**.