Renewing a CDL Training Instructor Authorization

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

<table>
<thead>
<tr>
<th>Your Full Legal Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>Marilyn</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Monroe</td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Personal Identification Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Birthdate</strong></td>
<td>Jul 1, 1955</td>
</tr>
<tr>
<td><strong>Driver’s License Number</strong></td>
<td>MONROMJ955XX</td>
</tr>
<tr>
<td><strong>State of Drivers License Issuance</strong></td>
<td>WA</td>
</tr>
<tr>
<td><strong>Driver License Issuance Date</strong></td>
<td>Feb 1, 2016</td>
</tr>
<tr>
<td><strong>Driver License Expiration Date</strong></td>
<td>Jul 1, 2022</td>
</tr>
</tbody>
</table>
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
  United States

* Address Line 1
  623 Black Lake Blvd SW

Address Line 2

* City
  Olympia

* State
  WA

* ZIP
  98502-5051

* County
  Thurston

[Validate Address]

[Save And Submit Later] [Continue]
Step 8 – Answer **Military Questions**, then Select **Continue**.

**Military Questions**

1. 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
2. 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

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