Renewing a CDL Training Provider (Employer or School) Authorization

Step 1 – Log into your account. Select **Business Licenses** in the top navigation bar, or **Manage Business Account** in the dashboard. Select the business under which you need to renew your license.

**Manage Your Professional and Business Licenses Online**

**Professional Licenses**
- Apply For Professional License

**Have an existing professional license?**
To renew or manage you must link to your license.
- Link Existing Professional License

**Business Licenses**
- Manage Business Account
- Create Business Account
- Apply For Business License
- Add Training Course

**Have an existing business license?**
To renew or manage you must link to your license.
- Link Existing Business License

**SALAMANDER FREIGHT… CDL Training Provide…**

lizsalamander@email@email.net

UBI
123-456-789
Step 2 – Select **Renew**.

**Business Licenses**

**SALAMANDER FREIGHT LLC**  
-CDL Training Provider-Employer

- **UBI:** 123-456-789
- **UBI Business ID:** 001
- **UBI Location ID:** 0001
- **Email:** liz.salamander@email.net
- **Business email:** liz.salamander@email.net
- **Business Phone:** 555-555-5555
- **Primary Contact Name:** LIZ SALAMANDER

**Update business information**

<table>
<thead>
<tr>
<th>License</th>
<th>License Type</th>
<th>Expiration Date</th>
<th>License Status</th>
<th>Sub-status</th>
<th>Renewal/Reinstatement Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM123456</td>
<td>CDL Training Provider-Employer</td>
<td>January 17, 2021</td>
<td>Expired</td>
<td>None</td>
<td>None</td>
<td>Renew</td>
</tr>
</tbody>
</table>
Step 3 – Gather your Files.

Renew a License

What you’ll need
Make sure you meet all the requirements listed on our CDL Training Provider-Employer Website.

Gather your files
• Documentation used for tracking attendance (if Needed)
• Documentation used for tracking actual hours (if Needed)

If payment required, these are the options available:
• Credit or debit card
• Bank account
• Billing code
  ○ If a business or someone else is paying for you, they’ll give you a billing code to use as payment.

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

1. Documentation used for tracking attendance (**required for schools**)
2. Documentation used for tracking actual hours (**required for schools**)
3. Student Enrollment Packet and Syllabus (**Schools only**)

(n/1/26)
Step 4 – Verify **Company Contact Information**

License Renewal: CDL Training Provider-Employer

- **Business Information**
- **License Information**
- **Endorsement**
- **Review and Submit**

**Business Structure**
- Corporation

**Account Name**
- SALAMANDER FREIGHT, LLC

**Business Email**
- lizsalamander@email.net

**Business Phone**
- 555.555.5555

**Extension**
- 

**Business Website**
- 

**Your Mailing Address**
Step 5 – Verify Mailing Address and Physical 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 6 – Answer the **Profession Specific Questions**.

License Renewal: CDL Training Provider-Employer

**Profession Specific Questions**

- Has anything changed from your previous application?
  - Yes  
  - No

- Has your UBI or EIN/TIN changed?
  - Yes  
  - No

- Has your method used for tracking attendance changed?
  - Yes  
  - No

- Has your method used for tracking actual hours changed?
  - Yes  
  - No

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*The questions listed here will change depending on how you answer. If nothing has changed since your initial application (for example, the types of training provided, the methods used for tracking attendance, or any other aspect of your original application) has changed, you may select No and click Continue. Selecting Yes and continuing will lead to additional questions.*
Step 7 – Under **Actions**, select the **Down Arrow**, then select **Renew or Remove** for each **Endorsement Type**. Then select **Continue**.

![Endorsement Details Table]

Step 8 - If needed, Upload the **Required Attachments**, then Select **Continue**. If you indicated no changes were necessary, this screen will not display.

![Attachments Section]

*Documentation used for tracking attendance*
Step 9 – **Review** the Renewal Application, Sign your **legal name**, and then select **Continue**.

**Review and Submit**

**Questions Review**
Has anything changed from your previous application?
No

**Submissions Review**

**I certify that**
- [x] I will provide complete training as required per WAC 380-100-030 for employers effective January 24, 2019.
- [ ] Each student/applicant will demonstrate proficiency prior to skills testing.
- [ ] I will electronically submit actual training hours provided to the Department as required.

**Declaration**
I declare, under penalty of perjury under the law of Washington, that all of the information I’ve provided in this application and any associated documents is true, complete, and correct.

**Signature**
Please type your legal name as shown below:

Liz Salamander

Liz Salamander