TRAINING PROVIDER REGISTRY

U.S. Department of Transportation
Federal Motor Carrier Safety Administration

How to Submit Driver Training Certification Records

Training providers are required to submit information to the Training Provider Registry certifying a driver-trainee's completion of entry-level driver training by midnight of the second business day after the driver completes the training (49 CFR 380.717). Follow the steps below to submit driver training certification information to the Registry.
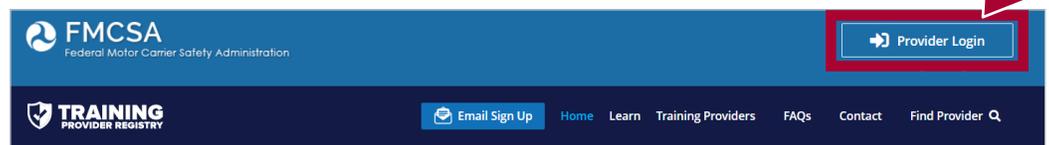
HAVE YOU COMPLETED YOUR REGISTRATION?

Training providers must register their company or organization and training location(s) prior to submitting driver training records, since each training record is tied to a specific training location. Once the company registration is approved, the provider must log in to the Training Provider Portal to register their training location(s).
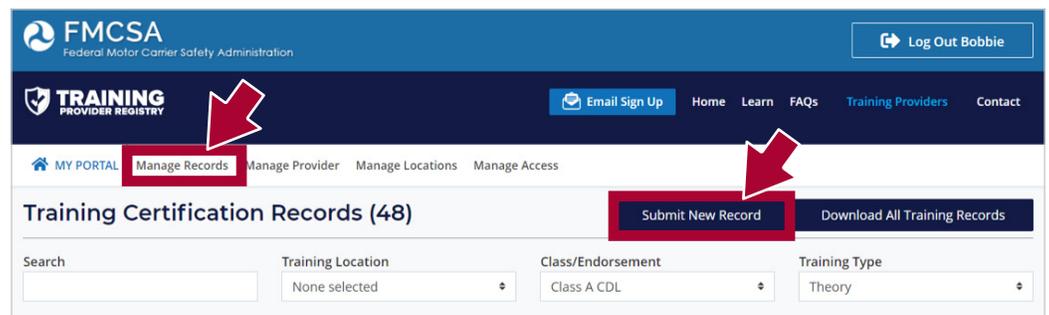
Submit Driver Training Certification Records

1 From the Training Provider Registry website, click **Provider Login** to access your Training Provider Portal.

FMCSA
Federal Motor Carrier Safety Administration

→] Provider Login

TRAINING PROVIDER REGISTRY

📧 Email Sign Up   Home   Learn   Training Providers   FAQs   Contact   Find Provider 🔍

2 Once logged in to your Portal, select **Manage Records** from menu.

Click **Submit New Record**.

FMCSA
Federal Motor Carrier Safety Administration

[→ Log Out Bobbie

TRAINING PROVIDER REGISTRY

📧 Email Sign Up   Home   Learn   FAQs   Training Providers   Contact

🏠 MY PORTAL   Manage Records   Manage Provider   Manage Locations   Manage Access

Training Certification Records (48)   Submit New Record   Download All Training Records

Search _____   Training Location [None selected ⇕]   Class/Endorsement [Class A CDL ⇕]   Training Type [Theory ⇕]

3 Enter the information about the driver and the training completed. All fields are required. Enter the driver's information exactly as it appears on their driver's license, commercial learner's permit (CLP), or commercial driver's license (CDL).

Click **Submit Training Record** button. A pop-up will appear requiring you to confirm the accuracy of the information.

Submit Driver Training Certification Record

Use the form below to submit the information certifying that a driver has completed entry-level driver training.

Note: Providers only submit records of **successfully completed** training; if a driver fails to complete the course or does not score at least 80% on the theory assessment, their record is not entereted in the Training Provider Registry.

Enter Driver Information

The Training Provider Registry will link the training certification information you enter below with a driver record. Enter the driver's information below exactly as it appears on their driver's license, commercial learner's permit (CLP), or commercial driver's license (CDL).

Permit/License Information

Number	State	Date of Birth Month	Day	Year
1234567	Massachusetts	January (01)	1	1980

First Name	Last Name
Example	Driver 1

Location and Training Information

Select the registered training location where the driver completed training and enter the driver's training information. If you do not see the correct information below, go to Manage Locations and ensure you have properly registered your training location.

Training Location	Class/Endorsement
CDL Training School	Class A CDL

Training Type	Theory Assessment Score	Training Completed on
Theory	80	02/26/2022

Providers have the option to assign a local identifier to each record. This internal ID will be visible in your Training Provider Portal, but will not be included in responses to State queries.

Internal ID (optional)

Submit Training Record   CANCEL

NOTE:
Traveling training providers that offer classes in different locations must enter the physical address of the class when submitting the record.

You will only be able to enter driver training certification information for the Class/Endorsement and Training Types offered at the selected training location. If needed, you can register a new location or edit your location information by clicking **Manage Locations**.

4 Click the checkbox and then click **Submit** on the pop-up to submit the record.

Certify and Submit

SUBMITTING TRAINING RECORDS FOR:

Example Driver 1, 1/1/1980
License Information: US-MA-1234567
Training: CDL Training School, Class A CDL, Theory, 80% , 2/26/2022

☐ I certify that the information that I am reporting to the Training Provider Registry is accurate and complete. I understand that reporting false, inaccurate, or misleading information to the Training Provider Registry may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

Submit   CANCEL

Edit Driver Training Certification Records

Through the Training Provider Portal, providers can also edit driver training records that were entered incorrectly.

1 Log In to Your Portal Account and click **Manage Records**.

| 🏠 MY PORTAL | Manage Records | Manage Provider | Manage Locations | Manage Access |

Training Certification Records (53)

Submit New Record Download All Training Records

| Name/License | Training Location | Class/Endorsement | Training Type |
| | None selected | None selected | None selected |

Example Driver 1
Example Driver 2
Example Driver 3
Example Driver 4
Example Driver 5
Example Driver 6
Example Driver 7

✕ Close

License: US-MA-1234567
Example Driver 1, 1/1/1980

Submit New Record

1B

Class A CDL

| Theory | CDL Training School | Completed: 2/26/2022 Entered: 2/26/2022 3:21 PM, by: CDL Training School | 80% | ✏ 🗑 |

1A

View 10 driver

1 to 10 of 53 drivers ‹ ›

1A **Select the driver record you need to edit from the list.**
Click on driver name to display the detailed record for that driver.

NOTE: You can search for a driver by:
- Entering a Name or CDL/CLP number in the Name/License field.
- Use the Location, Class/Endorsement, and Training Type dropdowns to further filter results.

1B **Edit/Delete driver information.**

✏ Click the **Edit** icon (pencil) to edit the driver information or training information.

*If editing, once you have made the necessary changes, click **Update Training Record** to save your changes.*

🗑 Click the **Delete** icon (trash can) to remove the training certification record from the Registry.

*If deleting, you will be prompted to enter a reason for the deletion.*

View Submitted Driver Training Certification Records

Through the Training Provider Portal, providers can also access a list of all driver training certification records their organization has submitted to the Registry.

1 Once logged into the Portal, select **Manage Records** from the MY PORTAL menu. This will display a list of all driver training certification records that your training provider has submitted to the Registry.

Click **Download All Training Records** to download all records entered by your training provider in an Excel spreadsheet.
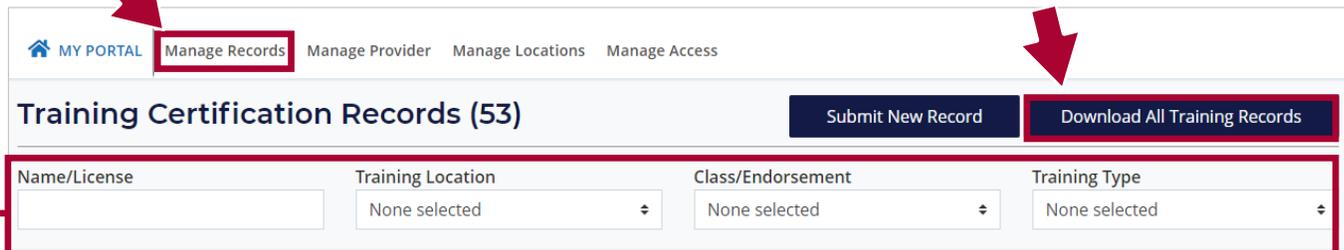
🏠 **MY PORTAL**   Manage Records   Manage Provider   Manage Locations   Manage Access

Training Certification Records (53)   Submit New Record   Download All Training Records

Name/License	Training Location	Class/Endorsement	Training Type
	None selected	None selected	None selected

NOTE: You can search for a driver by:
- Entering **a** Name or CDL/CLP number in the Name/License field.
- Use the Location, Class/Endorsement, and Training Type dropdowns to further filter results.

Questions?

Visit the Training Provider Registry website (https://tpr.fmcsa.dot.gov/) to:
- Access additional resources
- Browse or search the frequently asked questions
- Sign up for email updates
- Contact the TPR Team for assistance