Welcome!

- We will get started in a few moments.
- Please enter your questions for our panelists in the Q&A box.

TRAINING
PROVIDER REGISTRY

Q&A Webinar for Training Providers

June 2022

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

Agenda

1 TRAINING PROVIDER REQUIREMENTS

2 USING THE TRAINING PROVIDER REGISTRY

3 QUESTIONS & ANSWERS

4 RESOURCES AND CONTACT INFORMATION

- **PRESENTER**
  Joshua Jones - CDL Division, FMCSA

Training Provider Requirements

How the Training Provider Registry Works

TRAINING PROVIDER REGISTRY

CDL 1234567

TRAINING PROVIDERS

Theory

BTW-Road

BTW-Range

Provider A

Provider B

What training must an entry-level driver complete to be eligible to take a CDL skills or knowledge test?

License/ Endorsement	ELDT Verification Occurs Before:	Is Theory Training Required?	Is Behind-the-Wheel (BTW) Training Required?
Class A CDL (new or upgrade)	CDL skills test	Yes	Yes – Range and Public Road
Class B CDL	CDL skills test	Yes	Yes – Range and Public Road
Passenger (P) endorsement	P skills test	Yes	Yes – Range *or* Public Road
School bus (S) endorsement	S skills test	Yes	Yes – Range *or* Public Road
Hazardous materials (H) endorsement	H knowledge test	Yes	No

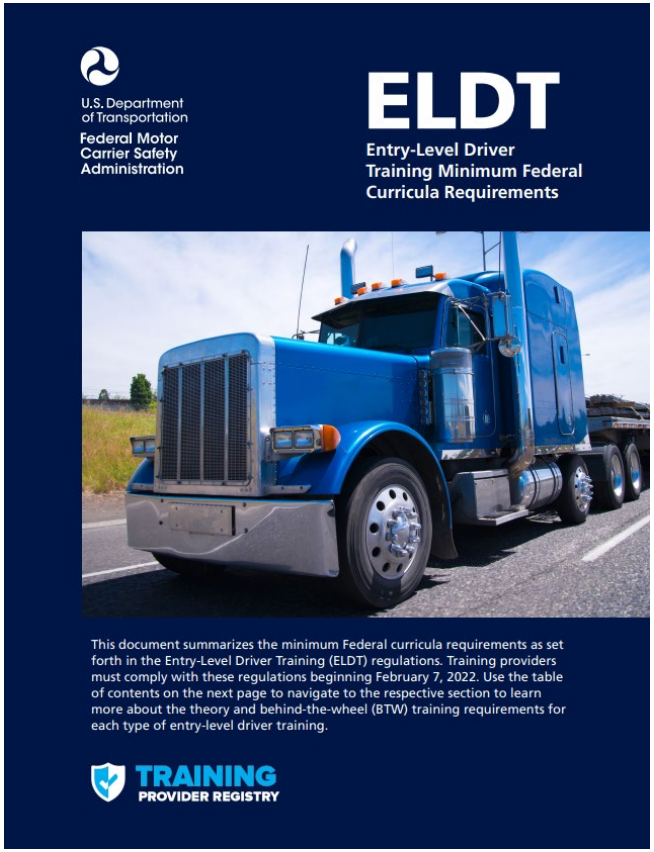
Both portions of BTW must be completed with and entered by the **same provider**

Theory and BTW must be completed **within one year** of each other

Find this in the FAQs: https://tpr.fmcsa.dot.gov/FAQ

Will FMCSA provide any training materials for any of the various ELDT curricula in the regulations?

- No. FMCSA does not provide written or electronic training materials for any of the curricula set forth in the regulations, nor will the Agency endorse specific materials or vendors.



What qualifications do the ELDT regulations require of training instructors?

THEORY Instructors Must:	BTW Instructors Must:
Hold a CDL of the same (or higher) class, and with all endorsements necessary, to operate the CMV for which training is to be provided.	Hold a CDL of the same (or higher) class, and with all endorsements necessary, to operate the CMV for which training is to be provided.
Meet all applicable State qualification requirements for CMV instructors. (*Exception:* This is not required if providing theory instruction exclusively.)	Meet all applicable State qualification requirements for CMV instructors.
Meet **one** of these: • Have a minimum of two years' experience operating a CMV requiring a CDL of the same (or higher) class, or the same endorsement; or • Have previously held a CDL of the same (or higher) class; or • Have a minimum of two years' experience as a BTW CMV instructor.	Meet **one** of these: • Have a minimum of two years' experience operating a CMV requiring a CDL of the same (or higher) class, or the same endorsement; or • Have a minimum of two years' experience as a BTW CMV instructor.

Find this in the FAQs: https://tpr.fmcsa.dot.gov/FAQ

Does an individual who intends to obtain a Class C CDL with a Passenger (P) endorsement need to complete entry-level driver training?

- Yes. In this example, the individual must complete the entry-level driver training *for the P endorsement*.
- The Federal regulations do not require training for an individual to obtain a Class C CDL.

Using the Training Provider Registry

Training Provider Self-certification

Reminder: When registering, training providers self-certify that they meet applicable *Federal and State* requirements.

FMCSA may audit and remove training providers from the Training Provider Registry if the training operation does not meet Federal and State requirements.

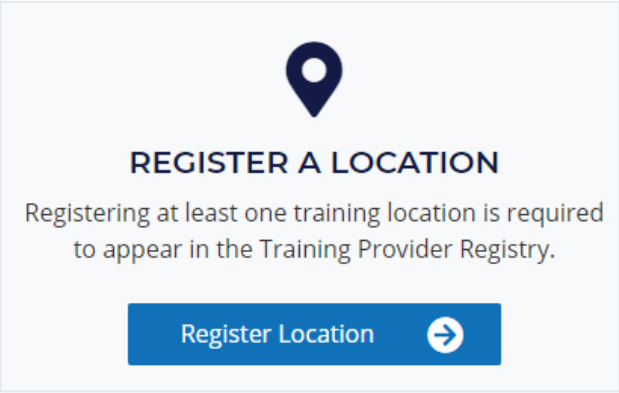
Why do I need to register my training *location(s)*?

- There are two main steps for registering on the Training Provider Registry:
  1. Register company or organization
  2. Register training location(s)

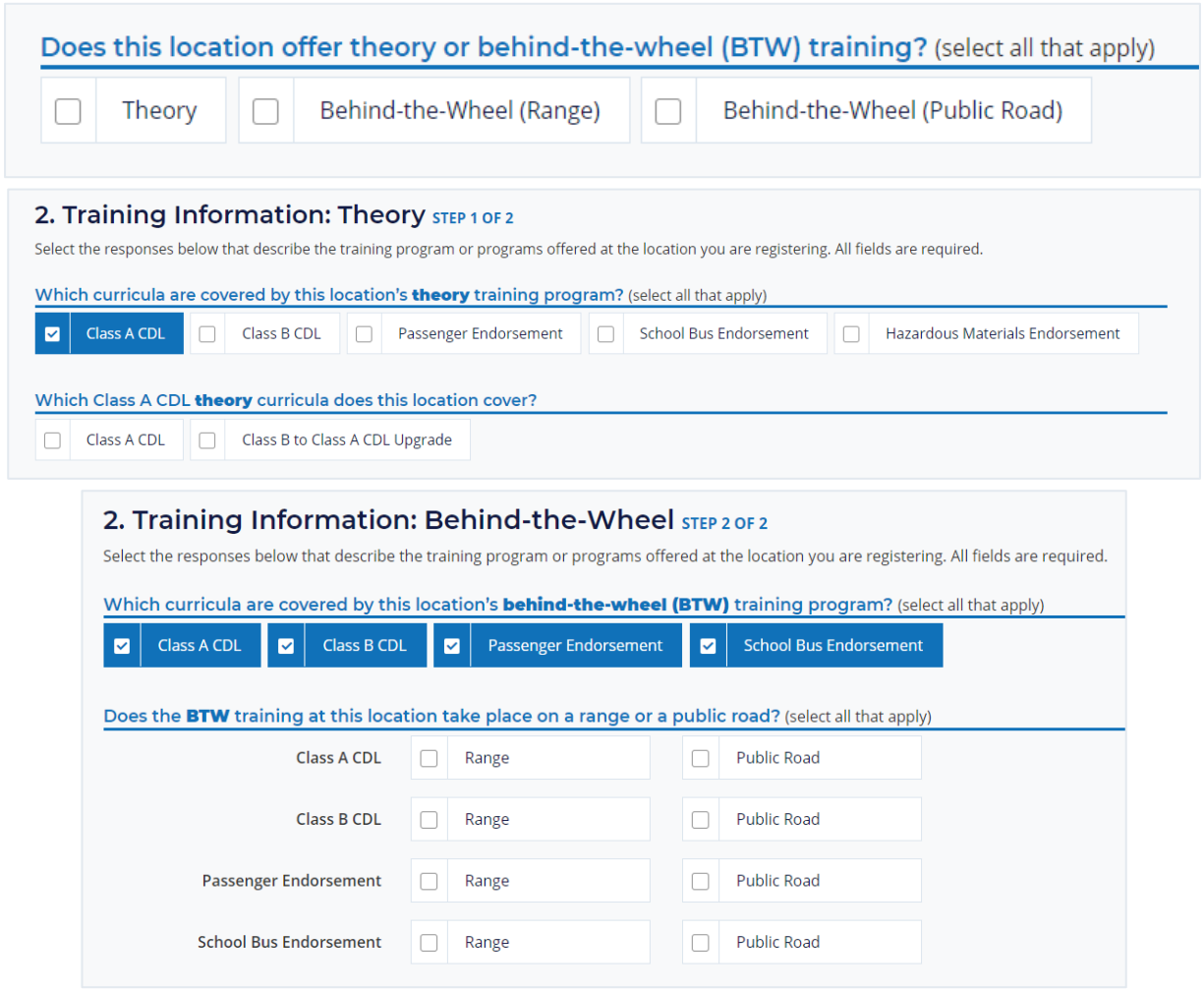
- Registering training locations is necessary to:
  - Be listed on the Training Provider Registry
  - Submit driver training certification information

Registering Locations

- Click **Register Locations** in the Training Provider Portal (login required).
- Follow the prompts to complete provider registration.
  - Download the Registration Guide on the Trainings Providers page: https://tpr.fmcsa.dot.gov/Provider
- Once FMCSA has approved the location, you may submit driver training certification records for training conducted *at that location*.

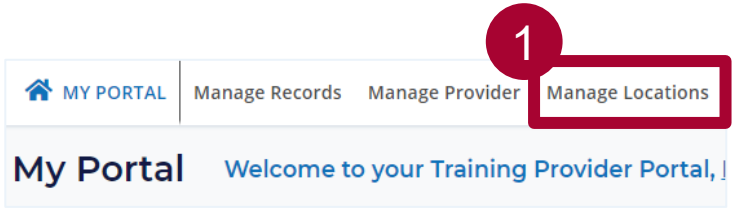


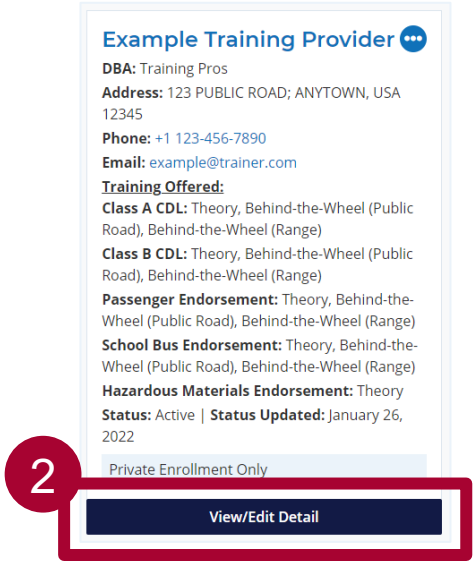
Registering Locations



Updating Locations

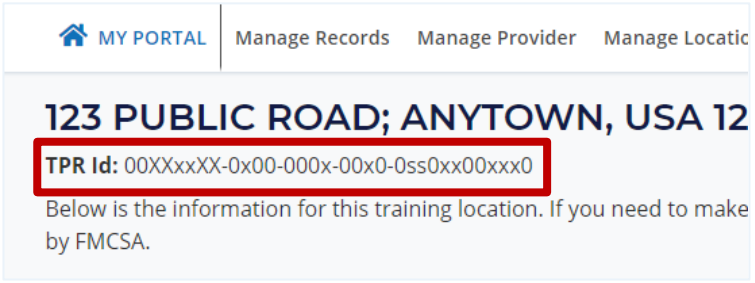
1. Log in to your Training Provider Portal and click **Manage Locations**.
2. Find the location you need to edit, and click **View/Edit Detail**.
3. Click **Edit** to enable editing.
4. Once you have made the necessary changes, click **Save** at the bottom of the page to submit.





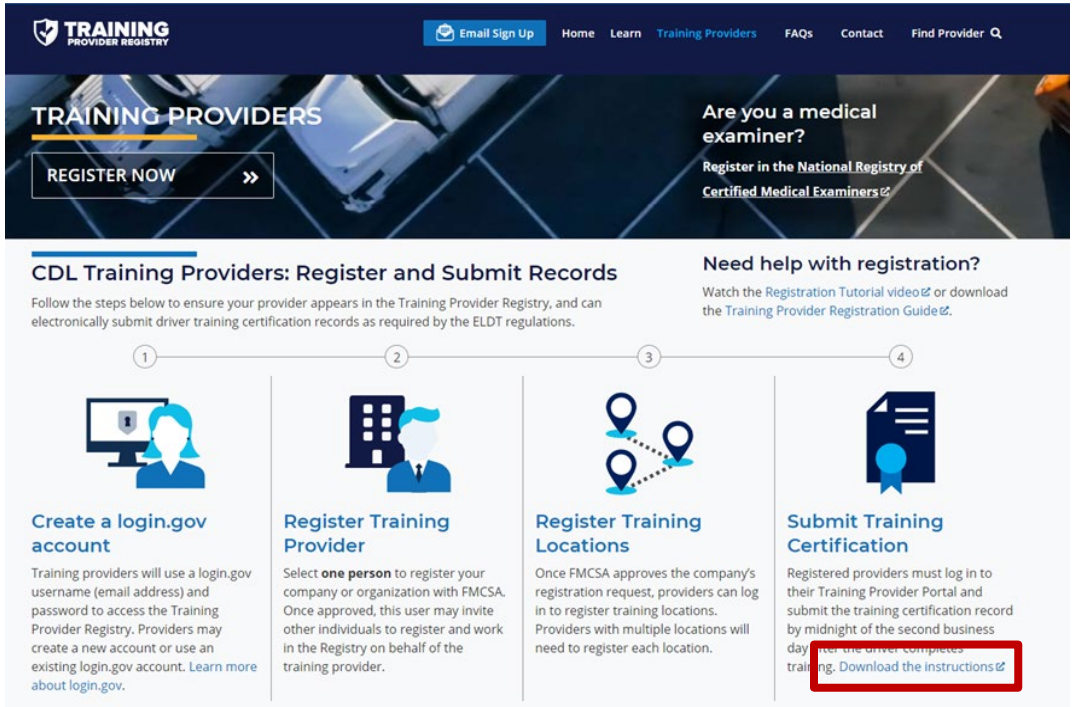
What is my TPR identification number?

- Each *location* you register will be assigned a TPR identification number.
- To find your location's TPR identification number:
  1. Log in to your Training Provider Portal.
  2. Click **Manage Locations**.
  3. Fine the location in your list and click **View/Edit Detail**.
  4. The TPR identification number is listed under the location name at the top of the page.



Submitting Driver Training Certification Records

- Submit information certifying a driver-trainee's completion of ELDT **by midnight of the second business day** after the driver completes the training as required by 49 CFR 380.717.
  - Download instructions for submitting training certification on the Training Providers page: https://tpr.fmcsa.dot.gov



Driver Training Certification Submission Tips

- Submit certification of *each type of training separately*.
- Please submit entries as the driver completes each portion.
  - Example: Submit a driver's theory completion certification to the Registry by midnight of the second business day after the driver completes the theory training (as required in (49 CFR 380.717).

License: US-AL-1234567
Driver Example, 1/1/1999

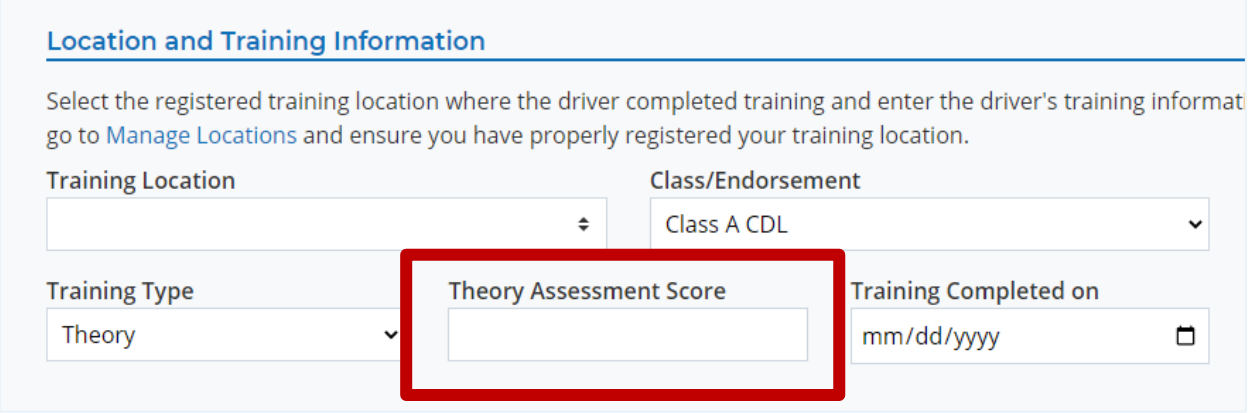
Training	Location	Date/By	Score/Hours	
Class A CDL				
Theory	Example Training Provider	Completed: 5/12/2022 Entered: 5/12/2022 4:54 PM, by: Provider Admin	90%	
Public Road	Example Training Provider	Completed: 5/12/2022 Entered: 5/12/2022 4:55 PM, by: Provider Admin	100 clock hours	
Range	Example Training Provider	Completed: 5/12/2022 Entered: 5/12/2022 4:55 PM, by: Provider Admin	100 clock hours	

Driver Training Certification Submission Tips

Training providers *do not enter* a driver's commercial learner's permit (CLP) test scores, or any scores from tests administered by State Driver Licensing Agencies or third-party examiners.

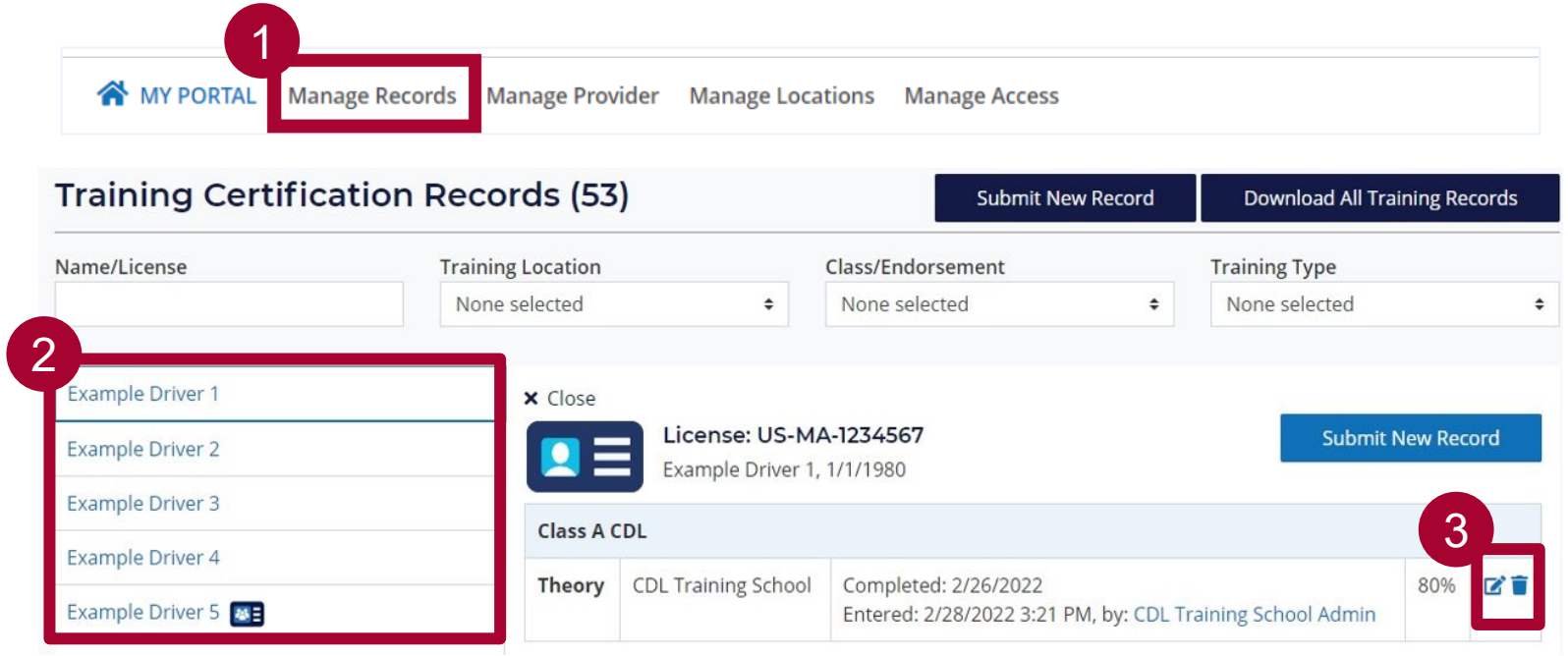
The theory assessment score is the driver's score of the theory assessment administered by the training provider in accordance with 49 CFR 380.715.

- Driver-trainees must score a minimum of 80%. If the driver scores lower than 80%, the training cannot be submitted to the Registry.

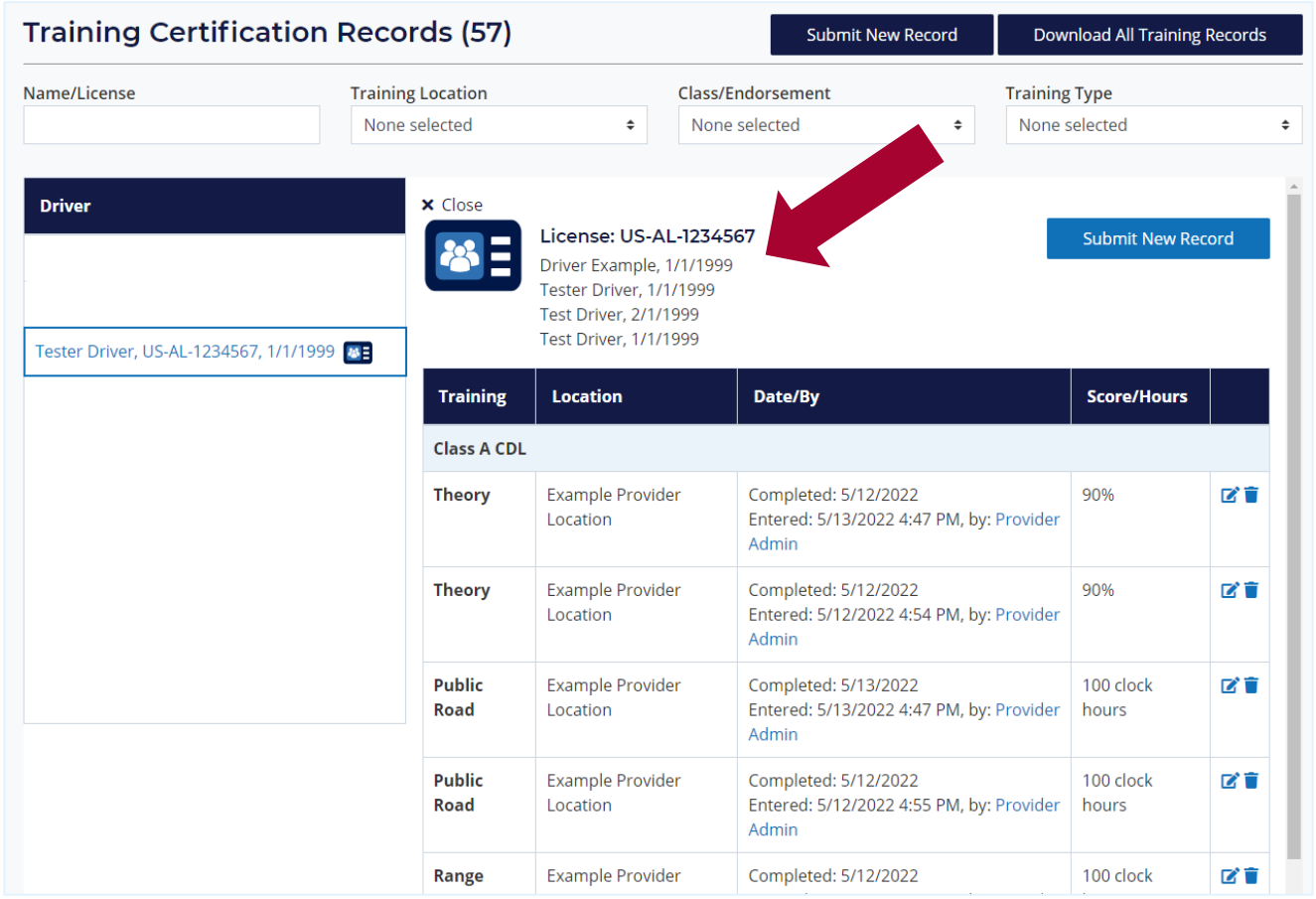


Correct a Driver Training Certification Record

1. Log in to your Training Provider Portal and click **Manage Records**.
2. Select the driver record you need to edit from the list.
3. Select the edit (pencil) or delete (trash can) icon next to the record.
   - Edit: Make the necessary changes and click **Update Training Record** to save your changes.
   - Delete: Enter the reason for the deletion.

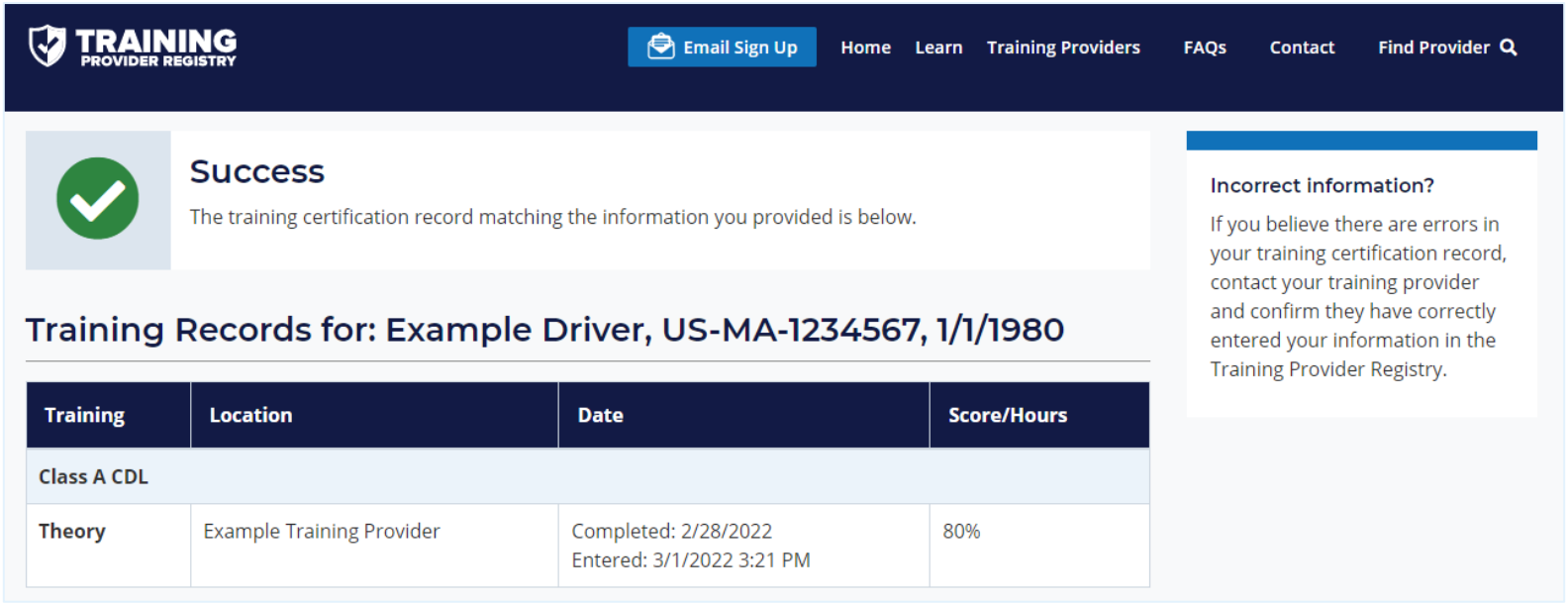


What does this list mean?



Driver Record Check

- Drivers may check their own training records in the Training Provider Registry by visiting https://tpr.fmcsa.dot.gov/Check



Q&A

- Enter your questions in the Q&A box.

Resources for Training Providers

Training Providers page: https://tpr.fmcsa.dot.gov/provider

REGISTRATION

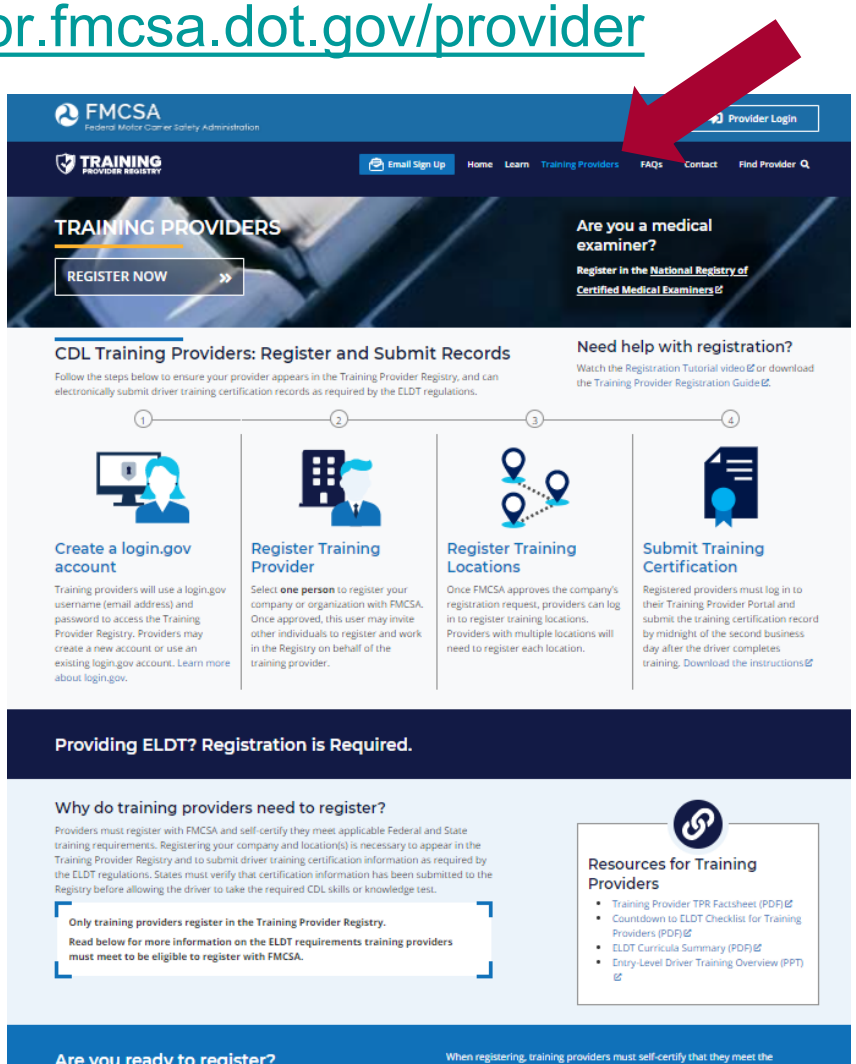
- Registration Tutorial Video
- Interactive Registration Q&A
- Training Provider Registration Guide

CERTIFICATION

- How to Submit Driver Training Certification Records

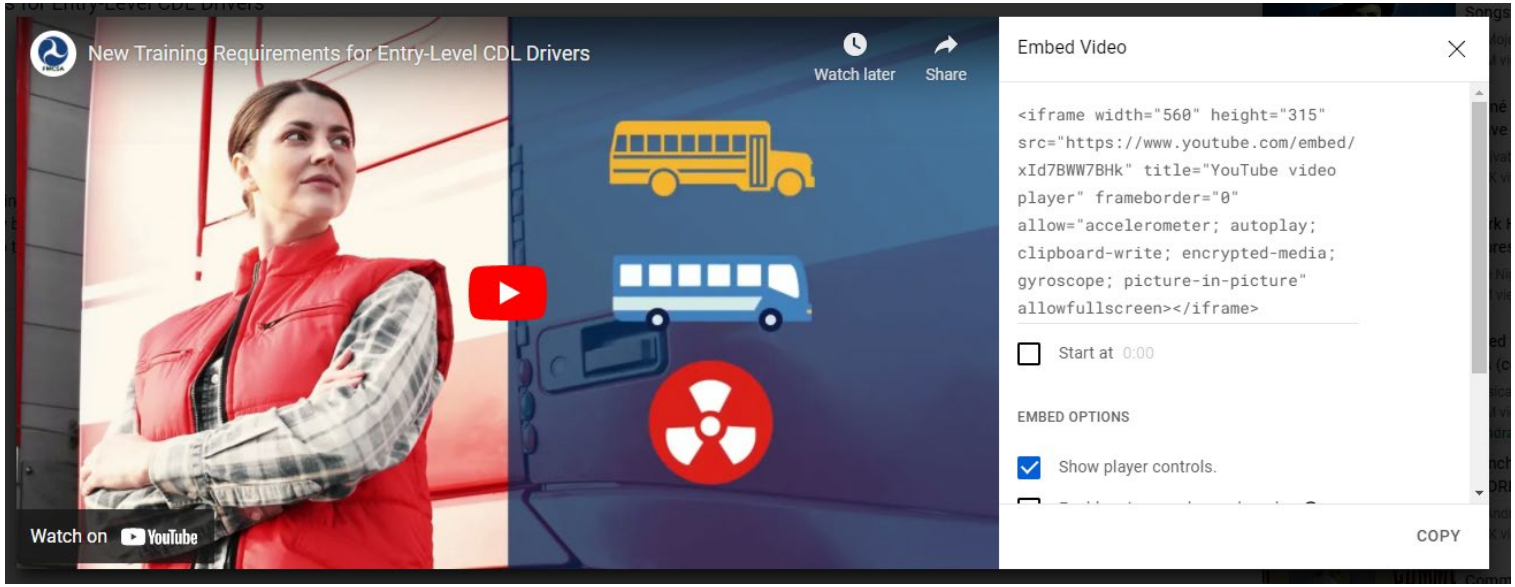
OTHER

- ELDT Curricula Summary



ELDT Video for Drivers

- Share: https://youtu.be/xId7BWW7BHk
- Or embed (code available on YouTube page)



Thank You!

More Questions? Contact Us.

Visit

- Training Provider Registry: https://tpr.fmcsa.dot.gov/

Contact

- TPR Team: https://tpr.fmcsa.dot.gov/#contact