
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

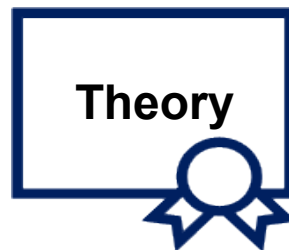


**TRAINING
PROVIDER
REGISTRY**



**TRAINING
PROVIDERS**

CDL 1234567



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 <i>or</i> Public Road
School bus (S) endorsement	S skills test	Yes	Yes – Range <i>or</i> Public Road
Hazardous materials (H) endorsement	H knowledge test	Yes	No



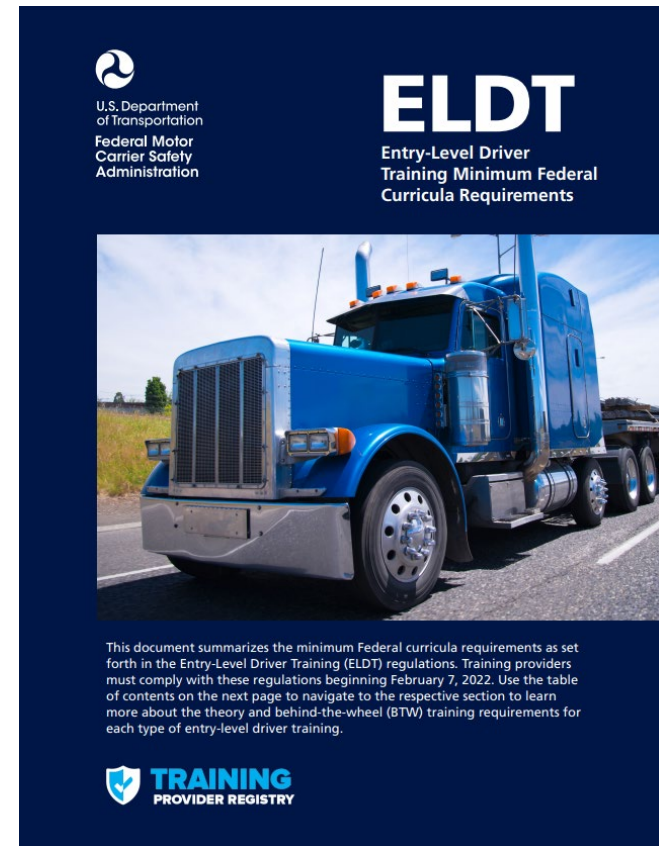
Both portions of BTW must be completed with and entered by the **same provider**



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

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. (<i>Exception:</i> This is not required if providing theory instruction exclusively.)	Meet all applicable State qualification requirements for CMV instructors.
Meet one of these: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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.

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.

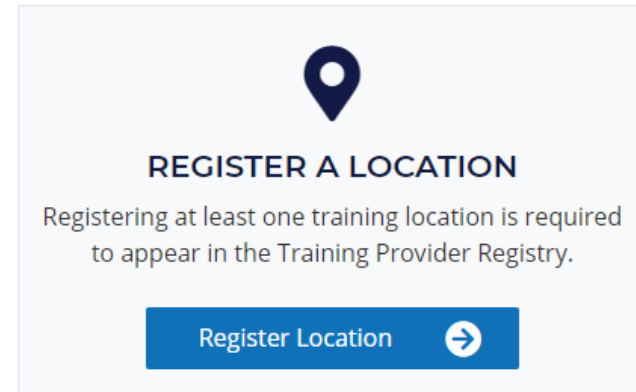
Why do I need to register my training *location(s)*?

- 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

Does this location offer theory or behind-the-wheel (BTW) training? (select all that apply)

☐

Theory

☐

Behind-the-Wheel (Range)

☐

Behind-the-Wheel (Public Road)

2. Training Information: Theory STEP 1 OF 2

Select the responses below that describe the training program or programs offered at the location you are registering. All fields are required.

Which curricula are covered by this location's **theory** training program? (select all that apply)

☒

Class A CDL

☐

Class B CDL

☐

Passenger Endorsement

☐

School Bus Endorsement

☐

Hazardous Materials Endorsement

Which Class A CDL **theory** curricula does this location cover?

☐

Class A CDL

☐

Class B to Class A CDL Upgrade

2. Training Information: Behind-the-Wheel STEP 2 OF 2

Select the responses below that describe the training program or programs offered at the location you are registering. All fields are required.

Which curricula are covered by this location's **behind-the-wheel (BTW)** training program? (select all that apply)

☒

Class A CDL

☒

Class B CDL

☒

Passenger Endorsement

☒

School Bus Endorsement

Does the **BTW** training at this location take place on a range or a public road? (select all that apply)

Class A CDL

☐

Range

☐

Public Road

Class B CDL

☐

Range

☐

Public Road

Passenger Endorsement

☐

Range

☐

Public Road

School Bus Endorsement

☐

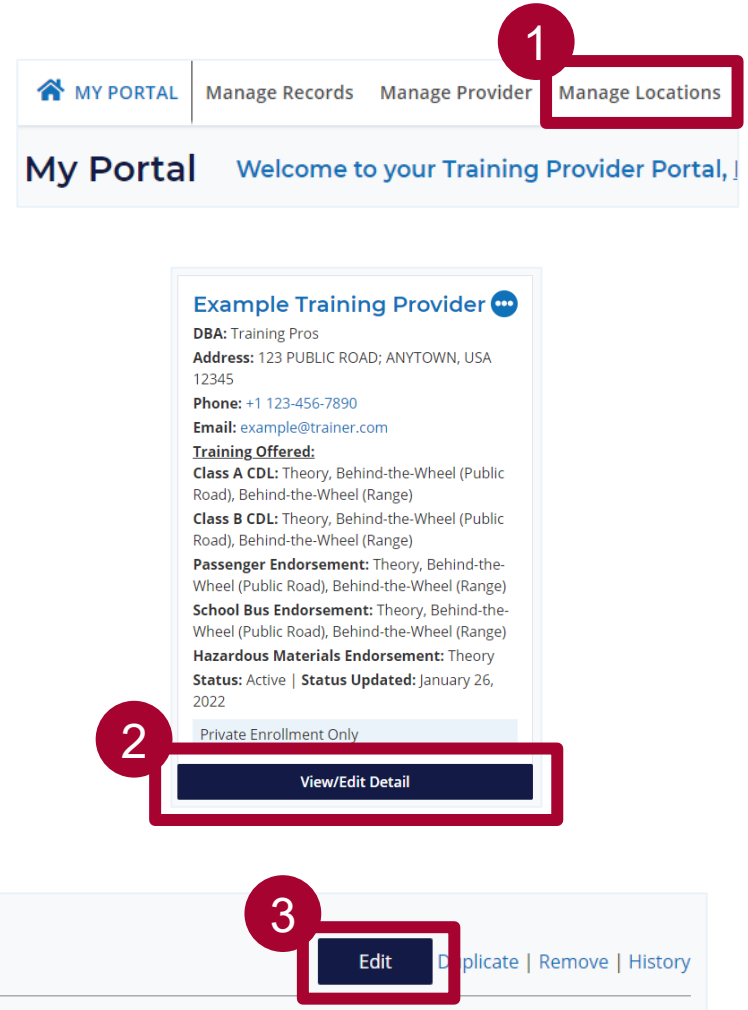
Range

☐

Public Road

Updating Locations

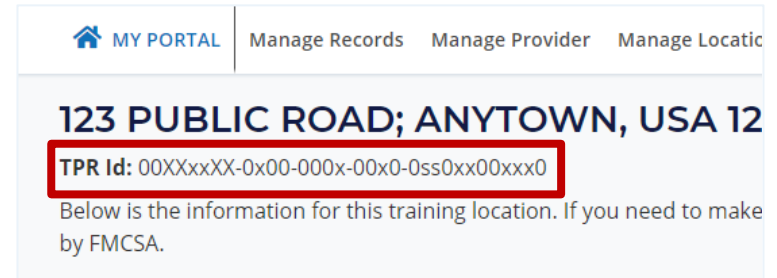
1. Log in to your Training Provider Portal and click **Manage Locations**.
2. Find the location you need to edit, and click **View/Edit Detail**.
3. Click **Edit** to enable editing.
4. Once you have made the necessary changes, click **Save** at the bottom of the page to submit.



The screenshot displays the 'MY PORTAL' interface. At the top, a navigation bar includes 'MY PORTAL', 'Manage Records', 'Manage Provider', and 'Manage Locations'. The 'Manage Locations' tab is highlighted with a red box and a red circle containing the number 1. Below the navigation bar, a 'My Portal' header is followed by a welcome message. A card for 'Example Training Provider' is shown, containing details such as DBA, Address, Phone, Email, and Training Offered. A red box and a red circle containing the number 2 highlight the 'View/Edit Detail' button at the bottom of the card. At the bottom of the page, a navigation bar includes 'LOCATION INFORMATION', 'PUBLIC LISTING', and 'TRAINING'. A red box and a red circle containing the number 3 highlight the 'Edit' button in the bottom right corner of the page.

What is my TPR identification number?

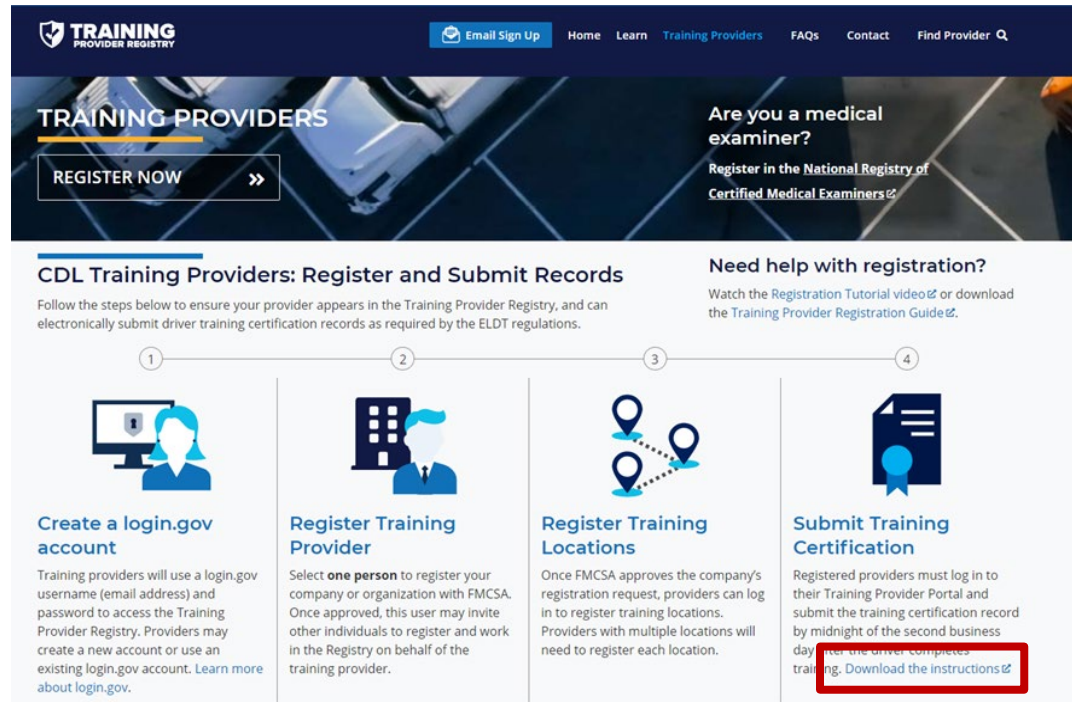
- Each *location* you register will be assigned a TPR identification number.
- To find your location's TPR identification number:
 1. Log in to your Training Provider Portal.
 2. Click **Manage Locations**.
 3. Find the location in your list and click **View/Edit Detail**.
 4. The TPR identification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



The screenshot shows the 'MY PORTAL' interface with tabs for 'Manage Records', 'Manage Provider', and 'Manage Locations'. The selected location is '123 PUBLIC ROAD; ANYTOWN, USA 12'. Below the location name, the 'TPR Id' is displayed as '00XXxxXX-0x00-000x-00x0-0ss0xx00xxx0', which is highlighted with a red box. A note below states: 'Below is the information for this training location. If you need to make by FMCSA.'

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>






The screenshot displays the Training Provider Registry website. The header includes the logo, navigation links (Home, Learn, Training Providers, FAQs, Contact, Find Provider), and an Email Sign Up button. The main banner features the text "TRAINING PROVIDERS" with a "REGISTER NOW" button and a link for medical examiners. Below the banner, a section titled "CDL Training Providers: Register and Submit Records" provides a four-step process:

- Create a login.gov account**: Training providers will use a login.gov username (email address) and password to access the Training Provider Registry. Providers may create a new account or use an existing login.gov account. [Learn more about login.gov.](#)
- Register Training Provider**: Select **one person** to register your company or organization with FMCSA. Once approved, this user may invite other individuals to register and work in the Registry on behalf of the training provider.
- Register Training Locations**: Once FMCSA approves the company's registration request, providers can log in to register training locations. Providers with multiple locations will need to register each location.
- Submit Training Certification**: Registered providers must log in to their Training Provider Portal and submit the training certification record by midnight of the second business day after the driver completes training. [Download the instructions](#)

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.

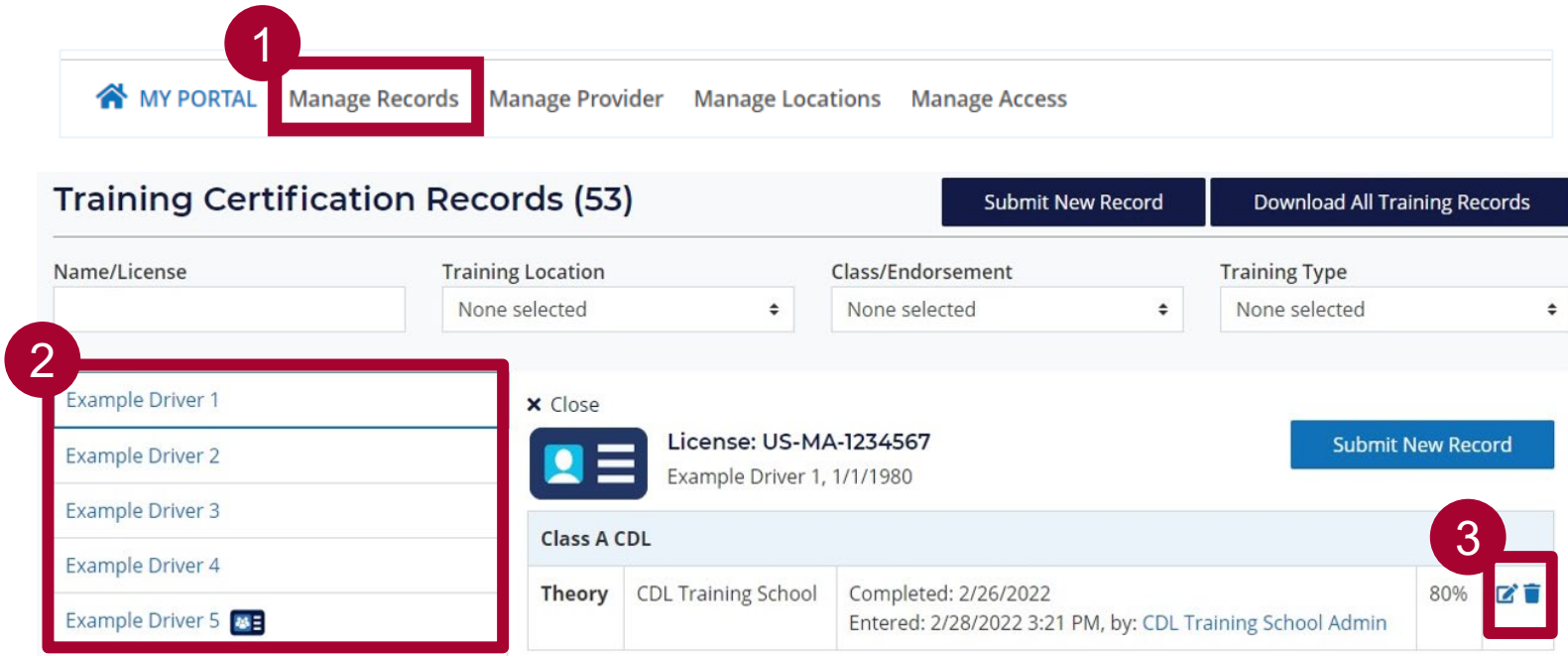
Location and Training Information

Select the registered training location where the driver completed training and enter the driver's training information. Go to [Manage Locations](#) and ensure you have properly registered your training location.

Training Location	Class/Endorsement
<input type="text"/>	Class A CDL
Training Type	Theory Assessment Score
Theory	<input type="text"/>
	Training Completed on
	mm/dd/yyyy

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.



The screenshot shows the Training Provider Portal interface. At the top, there is a navigation bar with a home icon and the text "MY PORTAL". Below this, there are several tabs: "Manage Records", "Manage Provider", "Manage Locations", and "Manage Access". The "Manage Records" tab is highlighted with a red box and a red circle with the number 1.

Below the navigation bar, there is a section titled "Training Certification Records (53)". To the right of this title are two buttons: "Submit New Record" and "Download All Training Records".

Below the title, there are four dropdown menus: "Name/License", "Training Location", "Class/Endorsement", and "Training Type". Each dropdown menu has a "None selected" option.

Below the dropdown menus, there is a list of driver records. The first record is "Example Driver 1". This list is highlighted with a red box and a red circle with the number 2.

To the right of the list, there is a "Close" button and a "License: US-MA-1234567" section. Below this, there is a "Class A CDL" section. This section is highlighted with a red box and a red circle with the number 3.

Below the "Class A CDL" section, there is a table with the following data:

Theory	CDL Training School	Completed: 2/26/2022	Entered: 2/28/2022 3:21 PM, by: CDL Training School Admin	80%

At the bottom right of the table, there is a red box with a red circle with the number 3, containing a pencil icon and a trash can icon.

Training Certification Records (57)

[Submit New Record](#)
[Download All Training Records](#)

Name/License

Training Location
None selected ▾

Class/Endorsement
None selected ▾

Training Type
None selected ▾

Driver

Tester Driver, US-AL-1234567, 1/1/1999

✕ Close


[Submit New Record](#)

License: US-AL-1234567
 Driver Example, 1/1/1999
 Tester Driver, 1/1/1999
 Test Driver, 2/1/1999
 Test Driver, 1/1/1999

Training	Location	Date/By	Score/Hours	
Class A CDL				
Theory	Example Provider Location	Completed: 5/12/2022 Entered: 5/13/2022 4:47 PM, by: Provider Admin	90%	
Theory	Example Provider Location	Completed: 5/12/2022 Entered: 5/12/2022 4:54 PM, by: Provider Admin	90%	
Public Road	Example Provider Location	Completed: 5/13/2022 Entered: 5/13/2022 4:47 PM, by: Provider Admin	100 clock hours	
Public Road	Example Provider Location	Completed: 5/12/2022 Entered: 5/12/2022 4:55 PM, by: Provider Admin	100 clock hours	
Range	Example Provider	Completed: 5/12/2022	100 clock	


Driver Record Check

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



Email Sign Up

Home Learn Training Providers FAQs Contact Find Provider



Success

The training certification record matching the information you provided is below.

Training Records for: Example Driver, US-MA-1234567, 1/1/1980

Training	Location	Date	Score/Hours
Class A CDL			
Theory	Example Training Provider	Completed: 2/28/2022 Entered: 3/1/2022 3:21 PM	80%

Incorrect information?

If you believe there are errors in your training certification record, contact your training provider and confirm they have correctly entered your information in the Training Provider Registry.

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



The screenshot shows the FMCSA Training Provider Registry website. At the top, there's a navigation bar with links for Home, Learn, Training Providers, FAQs, Contact, and Find Provider. A red arrow points to the 'Provider Login' button in the top right corner. Below the navigation bar, the main heading is 'TRAINING PROVIDERS' with a 'REGISTER NOW' button. To the right, there's a section for medical examiners. Below this, there's a section titled 'CDL Training Providers: Register and Submit Records' with a four-step process: 1. Create a login.gov account, 2. Register Training Provider, 3. Register Training Locations, and 4. Submit Training Certification. Each step has a brief description and an icon. At the bottom, there's a section titled 'Providing ELDT? Registration is Required.' with a link to 'Why do training providers need to register?'. On the right side of this section, there's a box titled 'Resources for Training Providers' with links to various documents like the Training Provider TPR Factsheet, Countdown to ELDT Checklist, ELDT Curricula Summary, and Entry-Level Driver Training Overview.

FMCSA
Federal Motor Carrier Safety Administration

TRAINING PROVIDER REGISTRY

Provider Login

REGISTER NOW

Are you a medical examiner?
Register in the National Registry of Certified Medical Examiners

CDL Training Providers: Register and Submit Records
Follow the steps below to ensure your provider appears in the Training Provider Registry, and can electronically submit driver training certification records as required by the ELDT regulations.

- Create a login.gov account**
Training providers will use a login.gov username (email address) and password to access the Training Provider Registry. Providers may create a new account or use an existing login.gov account. Learn more about login.gov.
- Register Training Provider**
Select **one person** to register your company or organization with FMCSA. Once approved, this user may invite other individuals to register and work in the Registry on behalf of the training provider.
- Register Training Locations**
Once FMCSA approves the company's registration request, providers can log in to register training locations. Providers with multiple locations will need to register each location.
- Submit Training Certification**
Registered providers must log in to their Training Provider Portal and submit the training certification record by midnight of the second business day after the driver completes training. Download the instructions.

Providing ELDT? Registration is Required.

Why do training providers need to register?
Providers must register with FMCSA and self-certify they meet applicable Federal and State training requirements. Registering your company and location(s) is necessary to appear in the Training Provider Registry and to submit driver training certification information as required by the ELDT regulations. States must verify that certification information has been submitted to the Registry before allowing the driver to take the required CDL skills or knowledge test.

Only training providers register in the Training Provider Registry.
Read below for more information on the ELDT requirements training providers must meet to be eligible to register with FMCSA.

Resources for Training Providers

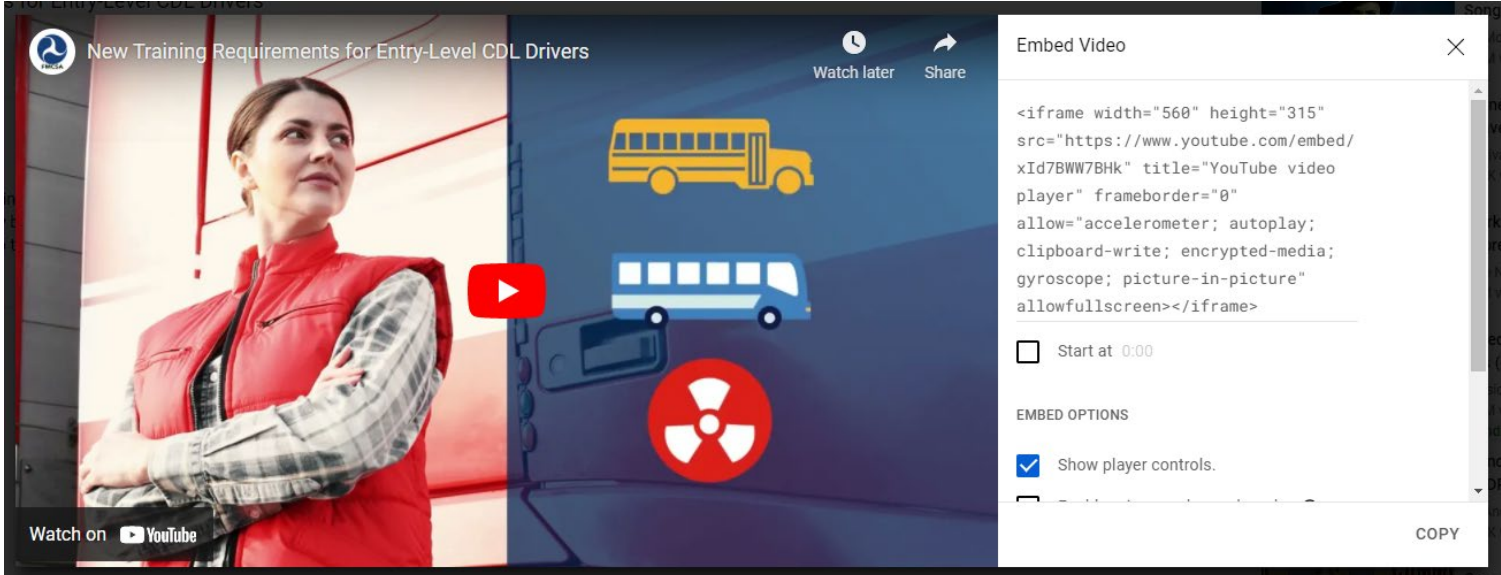
- Training Provider TPR Factsheet (PDF)
- Countdown to ELDT Checklist for Training Providers (PDF)
- ELDT Curricula Summary (PDF)
- Entry-Level Driver Training Overview (PPT)

Are you ready to register?

When registering, training providers must self-certify that they meet the

ELDT Video for Drivers

- Share: <https://youtu.be/xId7BWW7BHK>
- Or embed (code available on YouTube page)



The image shows a YouTube video player interface. The video title is "New Training Requirements for Entry-Level CDL Drivers". The video thumbnail features a woman in a red vest and a graphic of a yellow school bus, a blue bus, and a red radiation symbol. The video player has a red play button in the center. To the right of the video player is an "Embed Video" overlay window. The overlay window contains the following HTML code:

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/
xId7BWW7BHK" title="YouTube video
player" frameborder="0"
allow="accelerometer; autoplay;
clipboard-write; encrypted-media;
gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

Below the code, there is a checkbox labeled "Start at 0:00" which is currently unchecked. Under the "EMBED OPTIONS" section, there is a checkbox labeled "Show player controls." which is currently checked. At the bottom right of the overlay window is a "COPY" button.



Thank You!

More Questions? Contact Us.



Visit

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



Contact

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