CDL School Registry-Readiness Checklist

A 15-minute self-check of the records and listings an investigator usually looks at first. Check what's in place. Circle anything that's missing, expired or out of date.

1. Your Training Provider Registry listing

- [ ] The listing is active, and every location, training type and contact detail is current.
- [ ] Each student's training certification goes into the Training Provider Registry by midnight of the second business day after they finish.
- [ ] The school is licensed or authorized in every state where it trains in person.

2. The five records federal rules require (keep at least 3 years)

- [ ] Each behind-the-wheel student's signed self-certification
- [ ] A copy of each student's CLP or CDL
- [ ] Instructor qualifications, with copies of their CDLs and endorsements
- [ ] Lesson plans for theory, range and public-road training
- [ ] Each student's training assessments

3. Curriculum and instructors

- [ ] Lesson plans match what's actually taught on the range and on the road.
- [ ] Every instructor file is complete, and every license is current.
- [ ] Range and vehicle information is on file.

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4. Texas items (schools licensed by the Texas Workforce Commission)

Some employer-run training may be exempt from TWC licensing. Check with TWC.

- [ ] TWC certificate of approval is current (it renews every year), or a TWC exemption letter is on file. Check TWC's current renewal timeline.
- [ ] Required notices are posted, such as the student complaint notice. Check TWC's current posting requirements.
- [ ] Catalog and enrollment agreement match what TWC approved. Check TWC's current rules before making changes.
- [ ] The CDL curriculum includes human-trafficking recognition and prevention training.
- [ ] Student records are kept at least 5 years, and transcripts permanently.
- [ ] No more than 4 students in a training vehicle, and no more than 3 vehicles per instructor on the range.
- [ ] Annual reports to TWC are filed on time. Check TWC's current reporting deadlines.
- [ ] If the school is on the workforce-funding list (ETPL): check TWC's current Student Data Report requirements.

What to do with what you circled

1. Start with anything expired: instructor licenses, the TWC certificate, insurance.
2. Then anything missing from the five federal records.
3. Then lesson plans that don't match what's taught.

Want a second set of eyes? Crestline offers a free registry-readiness check. We look at your Training Provider Registry listing and the records an investigator usually asks for first, and you get a one-page summary of what's in good shape and what to tighten up.
crestlineos.com/free-check.html · (385) 249-9690

Sources: 49 CFR 380.703, 380.717, 380.725; Texas Workforce Commission, Career Schools & Colleges; 40 TAC ch. 807 (§807.282, §807.323); Tex. Educ. Code §132.006.

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