

THIRD PARTY COMPANY & SCHOOL RENEWAL APPLICATION

Your company's or schools authorization to administer commercial skills test expires on _____.

If your company or school would like to renew their authorization to administer commercial skills tests, please complete this application and return it and your \$556.00 renewal fee to your Third Party Coordinator. You must submit the application and fee no later than your expiration date listed above. If your fee is not received by the expiration date, your company or school will be removed from the Third Party Certification Program.

If you wish to receive drive records for your company's 3rd party certifier(s), please include a list of their names and driver's license numbers. Our Central Services and Records Division, Records Section will send you those driving records. Up to 15 records are provided once a year at no charge. The last page of this form is the **only** form that may be submitted to DMV Records section for certifiers drive history.

Please complete the following:

Company or School Number: _____

Company or School: _____

Physical Address: _____

Mailing Address: _____

Business Phone Number: _____ Business Fax Number _____

Email address: _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is the approved test site still in use? If no, please complete and submit a change form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have the road test routes changed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the company or school continue to own or lease the required number of vehicles, described in NAC 483? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the company or school own or lease buses that carry 16 or more people? If yes, what class? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do certifiers maintain a valid Nevada CDL in the same classification as they are certifying? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you agree to meet all conditions set forth in the terms for the Third Party Company Agreement as noted on the back of this renewal application? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does your company or school continue to hold a bond in the proper amount based on NAC 483? Amount: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

I understand the authorization to administer commercial skills tests, pursuant to the provision of NRS 483.912 and NAC 483, is dependent upon my agreement to the following:

1) INSPECTIONS/AUDITS

- a) The Federal Motor Carrier Safety Administration, its representatives, and the Nevada Department of Motor Vehicles (DMV) may conduct random examinations, inspection and audits without prior notice.
- b) The Nevada DMV will conduct an announced and unannounced, onsite inspection at least once every two years.
- c) The Nevada DMV will conduct covert and overt audits of all third party certifiers at least once every two years.
- d) The Nevada DMV will conduct covert and overt audits of all third party certifiers that also instruct any portion of the skills tests at least once a year.
- e) Allow the State to do any of the following:
 1. Have State employees covertly take the tests administered by the third party certifier as if the State employee were a test applicant.
 2. Have State employees co-score along with the third party certifier during CDL skills tests to compare pass/fail results.
 3. Have the State re-test a sample of drivers who were examined by the third party certifier.
- f) Maintain proper records in one central location for each skills test administered by a Third Party Certifier associated to the Third Party Company or School.
- g) Allow the inspection of each vehicle permitted to perform skills tests. Vehicles must be accessible and in operating condition.

2) STANDARDS

- a) The Third Party Company or School is to use only commercial driver's license (CDL) skills examiners who have successfully completed a formal CDL skills test examiner training course, as prescribed by state training curriculum, and have been certified by the state as a CDL Third Party Certifier qualified to administer CDL skills tests:
 1. The test given will be the same as that administered by the Nevada Department of Motor Vehicles; and
 2. Requires the third party tester to only use the designated road test routes and basic skills test pad exercise dimensions that have been approved by the state.
- b) The skills test training course includes:

*Signatures must be originals. Photocopies are not acceptable.
Changes may not be made to this form once it is signed.*

1. Initial certification – complete a 40-hour course provided by the DMV for administering skills test for a commercial driver's license.
 2. Recertification – within four years, must complete a 40-hour course provided by the DMV.
- c) Use of CSTIMS to transmit skills tests schedules and scores is required.
- d) A Third Party Company or School may only use:
1. Approved locations for testing vehicle inspections; and
 2. Basic skills test pad exercise dimensions that have been approved by the Nevada Department of Motor Vehicles; and
 3. Designated road test routes approved by the Nevada Department of Motor Vehicles.
- e) Must pay the appropriate fees annually.
- f) Must have the minimum number of vehicles as required by NAC 483.
- g) Must have vehicles used for skills testing inspected annually and the results recorded on a Department approved form.
- h) Newly leased or purchased vehicles to be used for skills testing must be inspected within 30 days of purchase or lease and before being approved for skills testing.
- i) Maintain a Third Party Certifier to remain as a Third Party Company or School.
- j) A single registered Third Party Certifier registered with a Third Party Company or School must perform 10 skills tests for 10 different applicants annually.
- k) Maintain the proper bond amount described NAC 483. (Government entities are exempt from bonding requirements)
- l) Must renew within 30 days of expiration or reapply.

3) NOTIFICATIONS

The DMV will be notified within ten days if:

1. The number of vehicles owned or leased by the Company or School falls below the minimum requirement of vehicles in NAC 483;
2. A Third Party Certifier does not maintain a valid driver license in the same class he/she is authorized to certify other drivers;
3. The Third Party Company or School changes address or the basic control skills testing location
4. The bond amount is no longer enough to cover the amount of skills tests performed and must be increased.

4) PROHIBITIONS

- a) Advertising will not violate **NAC 483.772 “School for training drivers: Restrictions on advertising and solicitation of business.”**
- b) Third Party Schools may only certify the students enrolled in their drive school.
- c) Third Party Companies may only certify its own employees
- d) A Third Party Certifier who is also a skills instructor will not skills test individuals that he/she trained.
- e) Third Party Certifiers must not have had a driver’s license, suspended or revoked in any state for the past 7 years.
- f) A Third Party Company or School may only perform vehicle inspections at locations approved by the Department’s CDL Third Party Coordinator.
- g) A Third Party Company or School may only perform backing control skills tests at locations approved by the Department CDL Third Party Coordinator. Backing Control Skills testing pad dimensions must meet the requirements of the 2005 CDL examiners manual version 2014.
- h) A Third Party Company or School may only perform road tests on routes approved by the Department CDL Third Party Coordinator.
- i) A Third Party Company or School may not allow an unauthorized person to administer any part of the skills test.

5) COMMERCIAL SKILL TEST INFORMATION MANAGEMENT SYSTEM (CSTIMS)

- a) All CLP holders must be scheduled into CSTIMS prior to skills testing.
- b) All CLP holders must also carry a base license and must be issued a CLP for 14 days prior to being administered any CDL skills tests.
- c) All CLP holders must be scheduled to skills test four days prior to performing skills testing.
- d) All applicants who pass or fail skills tests administered by a Third Party Certifier must be recorded in CSTIMS by the Third Party Certifier that administered the test.
- e) A person assigned as a Third Party Company or School's responsible party (RP) may schedule appointments but may not record scores into CSTIMS per NAC 483.
- f) Driver Personally Identifiable Information (PII) in CSTIMS may not be disclosed except by the Department.
- g) Third Party Company, School or Certifiers shall collect and submit to CSTIMS only such PII from CDL applicants that are believed to be accurate, complete, timely and relevant as required to accomplish their responsibilities.

- h) Access to CSTIMS and the ability to perform CDL skills tests may be discontinued if at any time the Third Party Company, School or Certifier becomes expired, suspended, revoked or if the Department determines it is the best interest to stop CDL skill testing.
- i) Contact the CDL Third Party Coordinator if having problems using CSTIMS.
- j) All CSTIMS users must annually complete CSTIMS privacy awareness training.
- k) Third Party Responsible Party (RP) or another Third Party Certifier cannot enter scores on behalf of the Third Party Certifier that administered the skills test. If an RP or another Third Party Certifier enters a score in error, the CDL Third Party Coordinator must be contacted immediately. If an RP to another Third Party Certifier continues to record scores for tests they did not administer both the RP or the other Certifier and the certifier that administer the skills may be suspended for up to 30 days.

6) PROMPT AND REMEDIAL ACTION

The Nevada DMV reserves the right to take immediate, prompt and appropriate remedial actions against any Third Party company, school, owner, instructor or employee in the event the Third Party company or school fails to comply with the state or federal standards for the Commercial Driver License testing program, or with any other terms of this agreement.

Failure to administer vehicle inspection tests at approved locations, use of unapproved backing controls skills test locations or use of unapproved road test routes will lead to the suspension, or revocation of the Third Party Company, School or Certifier.

I certify all statements on this application are true and correct, and that I am an authorized representative of the company or school named on this application. I hereby agree to comply with the provisions listed above.

Company Name: _____

Name: _____ Title: _____

Signature: _____ Date: _____

DEPARTMENT USE ONLY													
Date Received: _____	DMV Employee: _____												
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; padding: 5px;">Yes</td> <td style="width: 10%; padding: 5px;">No</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Approved Date: _____</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Fee Paid: \$ _____</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Additional site review needed; date office notified: _____</td> </tr> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Approved Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	Fee Paid: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Additional site review needed; date office notified: _____	
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CDL /Coordinator Signature: _____ Date: _____													

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Commercial Driver's License
810 East Greg Street, Sparks NV 89431
4110 Donovan Way, N Las Vegas NV 89030

3rd PARTY CERTIFIER RECORDS REQUEST

All records requests must be completed on this form. No other submissions will be accepted.

Business Name: _____

Business Address: _____

Table with 3 columns: Driver's License #, First Name, Last Name. Multiple empty rows for data entry.

Responsible Party Signature: _____

Responsible Party Printed Name: _____ Date: _____