



Commercial Driver's License
890 Trademark Drive Reno, NV 89521
4110 Donovan Way, N Las Vegas NV 89030

THIRD PARTY COMPANY & SCHOOL RENEWAL APPLICATION
NRS 483.912 and NAC 483

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 \$555.00 renewal fee to the Nevada DMV's CDL 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 Nevada DMV's CDL Third Party Certification Program.

If you wish to receive drive records for your company/school certifiers, please include a list of their names and driver's license numbers. Nevada DMV's Central Services and Records Division will send the driving records. Up to 15 driving records per year are provided at no charge for eligible providers/certifiers. Additional driving records are available for a fee.

Please complete the following:

Company or School Number: \_\_\_\_\_

Company or School: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

- 1. Is the approved test site still in use? If no, please complete and submit a change form. Yes No
2. Have the approved road test routes changed? Yes No
3. Does the company or school continue to own or lease the required number of vehicles, described in NAC 483? Yes No
4. Does the company or school own or lease buses that carry 16 or more people? If yes, what class? Yes No
5. Do certifiers maintain a valid Nevada Commercial Driver's License (CDL) in the same classification as they are certifying? Yes No
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? Yes No
7. Does your company or school continue to hold a bond in the proper amount based on NAC 483? Yes No

Amount: \_\_\_\_\_

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 or the Nevada 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 instruct any portion of the skills tests.
- e) Allow the Nevada DMV to do any of the following:
  1. Have Nevada DMV employees covertly take the tests administered by the third party certifier as if the Nevada DMV employee were a test applicant.
  2. Have Nevada DMV employee's co-score along with the Third Party certifier during CDL skills tests to compare pass/fail results.
  3. Have the Nevada DMV 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 CDL skills certifiers who have successfully completed a formal CDL skills test examiner training course, as prescribed by Nevada DMV training curriculum, and have been certified by the Nevada DMV 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 DMV; 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 Nevada DMV.

The skills test training course includes:

1. Initial certification – complete a 40-hour course provided by the Nevada 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 Nevada DMV.
- b) Use of Commercial Skill Test Information Management System (CSTIMS) to transmit skills tests schedules and scores is mandatory.
  - c) 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 DMV; and
  3. Designated road test routes approved by the Nevada DMV.
- d) Must pay the appropriate fees annually.
  - e) Must have the minimum number of vehicles as required by NAC 483.
  - f) Must have vehicles used for skills testing inspected annually and the results recorded on a Nevada DMV approved form.
  - g) 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.
  - h) Maintain a Third Party Certifier to remain as a Third Party Company or School.
  - i) A single registered Third Party Certifier registered with a Third Party Company or School must perform 10 complete skills tests for 10 different applicants annually.
  - j) Maintain the proper bond amount described NAC 483. (Government entities are exempt from bonding requirements)
  - k) Must renew within 30 days of expiration or reapply.

### 3) NOTIFICATIONS

- a) The Nevada DMV must 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 within the same department.
- d) A Third Party Certifier who is also a skills instructor will not skills test individuals that they 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 Nevada DMV CDL Third Party office.

- g) A Third Party Company of School may only perform backing control skills tests at locations approved by the Nevada DMV CDL Third Party office. Backing Control Skills testing pad dimensions must meet the requirements of the current CDL Examiners Manual.
- h) A Third Party Company of School may only perform road tests on routes approved by the Nevada DMV's CDL Third Party office.
- 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 Commercial Learner's Permit (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. If this is the first renewal, the 14 day wait time is waived.
- 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 within 24 hours of completion of the test in CSTIMS by the Third Party Certifier that administered the test.
- e) A person assigned as a Third Party Company or Schools Responsible Party (RP) may schedule appointments but may not record scores into CSTIMS per NAC 483.
- f) Any Nevada driver's Personally Identifiable Information (PII) in CSTIMS may not be disclosed except by the Nevada DMV.
- 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 Nevada DMV determines it is the best interest to stop CDL skill testing.
- i) Contact the Nevada DMV Third Party office if having problems using CSTIMS.
- j) All CSTIMS users must annually complete CSTIMS privacy awareness training and provide the original certificate of completion to the DMV Third Party office within 24 hours of completion.
- k) Third 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, a Nevada DMV Third Party office 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.
- l) A Third Party Certifier must verify if the driver has a valid CLP when an upgrade (change the class, add an endorsement or remove a restriction) requires a skills test.

## **6) MAINTENANCE OF RECORDS**

### **a) THIRD PARTY COMPANY**

A third-party company shall maintain a record of each employee of the company who is certified by a third-party certifier of the third-party company. The record must be available for inspection by a representative of the Nevada DMV during normal business hours and must include:

1. A description of the training of the employee.
2. The identity of the person who performed the training.
3. A description of each test administered to the employee.

### **b) THIRD PARTY SCHOOL**

A third-party school shall maintain a record of each student to whom a third-party certifier employed by the school administers any part of a skills test. The record must be available for inspection by a representative of the Nevada DMV during normal business hours and include:

1. The full legal name and address of the student.
2. A record of each skills test administered to the student.
3. The number of any learner's permit or driver's license issued to the student.
4. The full legal name and registration number of each third-party certifier who administered any part of a skills test to the student.
5. A description of each type of test given to the student and the amount of time devoted to each type of test.
6. The date on which each type of test was given.
7. The total number of hours of instruction given to the student.
8. Sufficient information to demonstrate to the satisfaction of the Department that the third-party certifier who administered a skills test to the student did not also provide instruction to the student.

### **c) THIRD PARTY COMPANY OR SCHOOL**

A third-party company or third-party school shall maintain a separate annual inspection record for each vehicle that it uses to administer skills tests to employees or students, as applicable.

## **7) 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 Nevada DMV's CDL 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 (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**DMV USE ONLY**

Date Received: \_\_\_\_\_ DMV Employee: \_\_\_\_\_

Yes      No      Employee ID \_\_\_\_\_

           Approved Date: \_\_\_\_\_

           Fee Paid:    \$ \_\_\_\_\_

           Additional site review needed; date office notified: \_\_\_\_\_

CDL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### 3<sup>rd</sup> PARTY CERTIFIER RECORDS REQUEST

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

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Driver's License #	First Name	Last Name

Responsible Party Signature: \_\_\_\_\_

Responsible Party Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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