



## THIRD PARTY CERTIFICATION GENERAL INFORMATION

### Company or School Information Requirements

To qualify as a third party company or school, you must own or lease operational commercial motor vehicles of the following combinations:

1. Third party company or school certifying class A CLP holders
  - Three trucks or truck tractors
  - Three trailers
2. Third party company or school certifying class B or C CLP holders
  - Three class B or C vehicles
3. Third party company or school certifying both class A & B CLP holders
  - Three trucks or truck tractors
  - Three trailers
  - One class B or C vehicle

The vehicles should be currently registered, and the registration should show your company's or school's name as the registered owner or lessee.

Vehicles must be inspected annually by a registered garage or licensed body shop, an inspector, or mechanic meeting the qualifications of 49 C.F.R. § 396.19.

If your company is not shown on Department of Motor Vehicles registration documents, we need a copy of your current lease documents. If the number of vehicles leased or owned by your company falls below the minimum number required, your third party certification will be suspended.

To qualify as a third party company or school, you are required to maintain a bond based on the number drivers tested each calendar year.

- \$35,000 bond if skills testing 0-100 applicants
- \$70,000 bond if skills testing 101-200 applicants
- \$100,000 bond if skills testing 201-300 applicants
- \$175,000 bond if skills testing 301 or more applicants

Exception: A third party company or school that is a government entity is not required to maintain a bond.

You must have access to the internet for submitting:

- Skills test schedules;
- Road test routes
- Skills test scores

Skills tests appointments must be submitted no later than 4 days prior to each test.

To qualify as a third party company or school, your company or school needs to have a driver testing and training program that includes a skills test for each driver certified. You need to have adequate area and access to roads that will allow you to conduct the following in your training and testing:

1. Pre-trip inspection
2. Placing the vehicle or combination in operation
3. Use of the vehicle's controls and emergency equipment
4. Operating the vehicle or combination in traffic on public roadways including passing other vehicles
5. Turning the vehicle or combination
6. Braking and slowing the vehicle or combination by means other than braking
7. Backing and parking the vehicle or combination
8. Use designated road test routes approved by the Department

Your company's or schools testing records need to be maintained at the company or school site and be available for review by the Federal Motor Carrier Safety Administration, its representatives and Field Services Division CDL staff.

When your company qualifies, you will be given a certification number. The annual fee for maintaining Third Party Certification is \$555.00. This fee will be collected when your application is approved.

Each employee or instructor must successfully complete a formal CDL test examiner training course and examination prior to being allowed to administer CDL skills tests.

At least once every two years, employees of the Department of Motor Vehicles (DMV) will conduct an announced and unannounced onsite inspection of a Third Party company or school.

### **Certifier Requirements**

Employees or instructors who apply for authorization to certify the driving ability of others need to meet the following qualifications:

1. Must hold a Nevada commercial driver's license of the same class and endorsements of which he/she is certifying the ability of others.
2. Must successfully complete a 40-hour training course provided by the DMV.
3. Must have no convictions for the following:

- a. Driving under the influence within the past 7 years; or
  - b. Gross misdemeanor or felony relating to the management of money or a business; or
  - c. Felony conviction within the last 10 years; or
  - d. Fraudulent activity; or
  - e. Embezzlement; or
  - f. Possess more than one driver's license issued in a name other than his/her own or by more than one state, or both.
4. Must be physically qualified to drive a motor vehicle or not subject to disqualification.
  5. Must be at least 25 years old
  6. Must have one year of experience in the operation of the type of vehicle the test will be conducted in.
  7. Must not administer/certify any part of the skills test to any employee or student to whom the certifier has provided instruction for any portion of the skills test.
  8. Must successfully complete a formal CDL skills test examiner training course and be certified by the state as a CDL examiner qualified to administer CDL skills test.
  9. Must use the designated road test routes and basic skills test pad exercise dimensions that have been approved by the state.
  10. Must be able to perform 10 skills tests each calendar year.
  11. May not perform a skills test in a vehicle that is unsafe to operate.

All company representatives who apply for a certification number need to file separate applications with the Field Services Division.

At least once every two years, employees of the Department of Motor Vehicles (DMV) will conduct an overt and covert inspection of a Third Party certifier to include without limitation:

1. Have State employees covertly take the tests administered by the third party as if the State employee were a test applicant;
2. Have State employees co-score along with the third party examiner during CDL skills tests to compare pass/fail results; or
3. Re-test a sample of drivers who were examined by the third party certifier to compare pass/fail results.