

CSTIMS USER AGREEMENT

NAC 483

Federal requirements mandate that Third Party testers report CDL skills test results to the state through secure electronic means. The purpose of CSTIMS is to enforce Department of Motor Vehicles defined rules to manage commercial driver's license (CDL) skills testing and alerts various parties when circumstances are encountered that may require investigation to determine if fraud has occurred.

Third Party Certifiers & Third Party Company or School responsible parties who are granted access to CSTIMS agree to the following:

A. CSTIMS access

CSTIMS access is assigned to Department approved Third Party Certifiers and Third Party Company or Schools responsible parties. The Department will email access once approved. This access is strictly for the individual assigned and must be kept private and not shared with anyone. Sharing this access can result in the revocation of CSTIMS access.

B. Applicant Personally Identifiable Information (PII)

- (1) Third Party Certifiers & Third Party Company or School Responsible Parties granted access to CSTIMS will not share applicant or examiner PII maintained in CSTIMS to include without limitation:
 - a. Name
 - b. Postal, business or residence address
 - c. Email address
 - d. Date of Birth
 - e. Telephone number
 - f. Driver's license number
 - g. Examiner ID
- (2) Applicants PII must be safe guarded against individuals not permitted to view it. This includes paper documents with PII, licenses, permits, examiner certifications, CSTIMS data etc. CDL applicant PII data must always be kept secured and access limited to authorized personnel. Screen images from CSTIMS are not permitted.
- (3) Documents that no longer need to be retained must be properly disposed of so PII is not able to be identified.
- (4) CSTIMS must be logged out when not in use for an extended period of time or if other users must use the computer.
- (5) Exchange of CDL applicant information should only be between the certifier or responsible party and the applicant.
- (6) Do not browse CSTIMS for personal information that is not necessary to do your job for with you are authorized. Example: Don't locate or browse information about a relative or friend.

- (7) CDL applicant data is prohibited from being emailed or stored on a computer's hard drive or on any electronic media such as a CD, DVD, or USB drive unless:
- a. There is a legitimate business reason to do so; and
 - b. It is properly secured (e.g., encrypted)

C. Data entry

- (1) The Third Party Certifier is only allowed to enter in skills test scores in accordance with NAC. A responsible party must never enter in CDL skills test scores unless they are also the person who administered the test.
- (2) Skills tests must be entered into CSTIMS immediately preceding testing. Data entered must be accurate. Data error entries must be corrected within 1 day of entry. After 1 day the CDL Third Party Coordinator must be contacted to correct data entry errors. Corrections to scores must include contacting the CDL Third Party Coordinator.

D. Providing CSTIMS data

- (1) In accordance with the Driver's Privacy Protection Act (DPPA), CDL applicants implicitly provide their consent to collect and use their PII to complete the driver's license issuance process. CDL applicants that need more information about the PII collected and recorded into CSTIMS must speak with the CDL Third Party Coordinator.
- (2) If a CDL applicant wishes to dispute or have the information in CSTIMS corrected they will need to contact the CDL Third Party Coordinator.

E. Confidentiality

Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract. To the extent the party observes, receives or possesses "personal information" from the files and records of the Department of Motor Vehicles, the party shall keep this information confidential and shall not disclose any "personal information" from the files and records of the Department of Motor Vehicles for a use not permitted by NRS 481.063. There are criminal and civil penalties attached to the unlawful use and/or disclosure of this information. "Personal information" is the information that reveals the identity of a person, including, without limitation, a photograph, social security number, individual taxpayer identification number, driver's license number, identification card number, name, address, telephone number or information regarding a medical condition.

I certify I have read and agree to the statements in this agreement. Any misuse of PII is a violation of terms and conditions any may result in suspension, revocation of Third Party privileges. I have viewed the AAMVA CSTIMS Privacy Awareness Training and received a certificate.

Signature: _____ Date: _____

Name (Please print): _____

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