

# CDL Third Party Skills Testing Examiner and Designated Responsible Person Application Checklist For Participants

## The CDL Third Party Examiner or Designated Responsible Person applicant:

1. Must be 21 years of age.
2. Must hold a commercial driver license with the appropriate classification and endorsements required for the operation of the CMV that will be used during testing. (This is not required for a “designated responsible person” application)
3. Must be domiciled in Texas. (This is not required for current and active duty military or spouses)
4. Cannot have been employed by the Department within the previous 365 days. (This is not required of retirees)
5. A complete certified abstract driver record must be submitted with the application and must not contain any of the following:
  - a. Convictions for an offense of Driving While Intoxicated within the last 5 years
  - b. Refusing or failing a blood/breath test within the last 5 years
  - c. Driver license cancellations, suspensions, or revocations of driving privileges connected to a moving violation
6. The Department shall conduct an additional evaluation or request additional documentation to determine eligibility if the driver record contains any of the following:
  - a. A pattern of a high number of entries of crashes and moving violation convictions, at least two per year, in the applicant’s traffic record over any three-year period and extending up into the past two years, but who was not suspended during the three-year period.
  - b. Consider recency of last accident as well as total number
  - c. Consider cases in which applicant was charged or in which other driver was not charged
  - d. Consider conditions and circumstances including occupation – amount of exposure to crashes and moving violation convictions.
7. A state and federal criminal background check must be completed (see reverse of application for instructions). Criminal Record must not contain any of the following:
  - a. Felony conviction within the last 10 years
  - b. Convictions involving fraudulent activities
  - c. Deferred adjudication for felony within the last 5 years after court supervision ceased or case was dismissed
8. The Department shall conduct an additional evaluation or request additional documentation to determine eligibility if the criminal history contains any of the following:
  - a. An arrest and/or indictment without a conviction for a felony offense. If recent the applicant will generally be disqualified unless there are strong extenuating circumstances such as a mistake having been made, withdrawal of charges by arresting agency, etc.
  - b. An arrest without conviction for driving while intoxicated. If recent the applicant will generally be disqualified unless there are strong extenuating circumstances such as a mistake having been made, withdrawal of charges by arresting agency, etc.
  - c. An arrest or conviction for a Class A or B misdemeanor.
    - i. Consider recency
    - ii. Consider nature of offense
    - iii. Consider conditions
9. The Department shall send correspondence confirming/denying eligibility to begin the CDL Examiner’s training course, as appropriate.
10. The training course may be administered by another certified examiner within the same organization, or may be taken when offered by the Department.
11. Upon completion and passing the training course certification, contact a DPS consolidated CDL skills testing location to schedule five (5) observations and five (5) check-rides for final certification.
12. Upon successful completion of check-rides, the Department shall issue the examiner certification and provide it to the CDL Third Party provider.