



Georgia Department of Driver Services
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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Third Party Testers and Examiners

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: February 4, 2015

RE: CDL Third Party Examiner Training pursuant to new Federal Rules

Effective July 8, 2015, all certified CDL Examiners must complete a standard training course and pass an exam. These changes come as a result of the April 24, 2013 amendments to 49 C.F.R. 384.228(h) issued by the Federal Motor Carrier Safety Administration (FMCSA). The Georgia Department of Driver Services (DDS) is implementing the American Association of Motor Vehicle Administrators (AAMVA) Certified Commercial Examiner Training to be compliant with this requirement.

The purpose of the AAMVA CDL Third Party Examiner Course is to provide CDL examiners with a fundamental understanding of the objectives of the CDL testing program, and provide all of the knowledge, skills, and attitudes necessary to serve as a CDL examiner and assist states in meeting federal CDL compliance standards. The training course will cover the following units of instruction: (1) Introduction to CDL Licensing System, (2) Overview of the CDL Tests, (3) CDL Knowledge Test, (4) Vehicle Inspection Test, (5) Basic Control Skills Testing, (6) Road Test, and (7) Additional CDL Testing and Issuance Requirements.

DDS is implementing this training immediately. All Third Party Examiners must follow the guidelines below in order maintain their DDS Certification and to receive an AAMVA Certified Commercial Examiner Certification.

Process

To be in compliance, all Third Party Examiners must:

- (1) Conduct a self-guided review of the **AAMVA Certified Commercial Examiner Student Workbook**
- (2) Submit an [AAMVA CDL Third Party Examiner Certification Payment Form](#) along with a \$15.00 check or money order made payable to DDS; and
- (3) Visit a DDS Customer Service Center (CSC) on Wednesdays through Fridays from 8 a.m. to 3 p.m. to take the computer based exam.

The exam consists of 50 multiple choice questions. A minimum score of 80% is required. If the exam is not passed on the first attempt, the Examiner must return to the DDS CSC to take Version B of the exam. In the event that the exam is not passed on the second attempt, the Examiner will be required to take a three (3) day in-person training class and exam administered by the Regulatory Compliance CDL Unit. **The DDS, Georgia Department of Education, Technical College System of Georgia, and large companies expect all Third Party Examiners to complete this process no later than March 27, 2015.**

Testing Procedures

- (1) When visiting a DDS CSC with a Ticket Kiosk, the Third Party Examiner should:
 - a. Upon arrival, select “**New To Georgia**” on the Kiosk

- b. Select “**Obtain Georgia Driver’s License**”
 - c. Remove the ticket
 - d. When called to the counter, inform the DDS Team Member that they are there to take the AAMVA CDL TPT Exam
 - e. After taking the exam, ask for the CSC Manager
 - f. CSC Manager will provide TPT Examiner with a completed Score Sheet
 - g. Take the Score Sheet to the Tester/ Employer for placement in the Examiner Monitoring File
- (2) When visiting a DDS CSC *without a Ticket Kiosk*, the Third Party Examiner should:
- a. Inform the DDS Team Member that they are there to take the AAMVA CDL TPT Exam
 - b. After taking the exam, ask for the CSC Manager
 - c. CSC Manager will provide TPT Examiner with a completed Score Sheet
 - d. Take the Score Sheet to the Tester/ Employer for placement in the Examiner Monitoring File

Certification Terms

The AAMVA Third Party Examiner certification will be **valid for 4 years**. The renewal fee is currently \$5.00. Although the dates on the DDS Third Party Examiner Certification remain valid, it is important to understand that the dates will not align with the dates of the AAMVA CDL Third Party Examiner Certification. DDS will mail the Certificates to the Tester, once they are received from AAMVA. Please be advised that each Examiner must still administer ten (10) road skills tests annually to maintain the DDS certification.

Deadline

All CDL Third Party Examiners must (1) conduct a self-guided review of the Student Workbook; (2) submit a Certification Payment Form along with \$15.00 fee to DDS; (3) successfully pass the AAMVA CDL Third Party Examiner Exam at any DDS CSC **no later than Friday, March 27, 2015**.

Our goal is to not only comply with Federal Rules and Regulations but also to streamline our operations and to improve overall efficiencies. We appreciate all that you do to improve highway safety in the State of Georgia. The Regulatory Compliance Division’s staff is able to assist you and answer any questions you may have regarding this transition. The CDL Unit may be reached by phone at 678-413-8426 or by e-mail at reginfo@dds.ga.gov.