



# MISSOURI CDL TRAINING PROVIDER AUTHORIZATION OPERATION REQUIREMENTS & PROCEDURES

## ROLE CLARITY

---

The Missouri Office of Postsecondary Policy is the administrative and compliance office for the Missouri Coordinating Board for Higher Education at the Missouri Department of Higher Education & Workforce Development (MDHEWD). The role of the office is to act as a regulatory authority to review private organizations conducting postsecondary education and training in Missouri, ensuring that each is conducting such operations lawfully in compliance with state statutes and board regulations.

## PRESENCE IN MISSOURI

---

Missouri requires organizations to demonstrate a presence in the state to be authorized to operate. The Office of Postsecondary Policy must verify the operations of organizations to determine their presence and eligibility for certification (a type of business license) or exemption.<sup>[1]</sup> Only organizations with a physical presence in Missouri may seek exemption.<sup>[2]</sup>

Presence may be demonstrated by conducting recruitment, enrollment, instruction, advertisement or marketing within the borders of Missouri, and by the purchase or lease of property or utilities in Missouri for the purpose of recruiting, enrolling, instructing, or advertising and marketing.

An out-of-state organization contracting or partnering with a Missouri domestic business for the purpose of the above may also constitute presence in this state.<sup>[3]</sup>

The operation of a private postsecondary education and training agency, institution, or school, through which members of the Missouri public are recruited, enrolled, or instructed, without a license to do so is a violation of Missouri law.<sup>[4]</sup> Any person(s) operating such a business without approval, certification, exemption, or other license in Missouri may be charged with a Class A misdemeanor.<sup>[5]</sup>

## CERTIFICATION

---

The certification process is an in-depth examination of the organization. Certification is not a form of accreditation, it is a type of business license to recruit, enroll, and instruct Missouri students. The purpose of the certification process is to ensure the protection of Missouri students.

## EXEMPTION

---

Exemption status is not a license to operate and may not qualify organizations for state or federal funding, support resources, or legal protections.

Exemption is not an accreditation, approval, authorization, certification, endorsement, or licensure and recipients of exemption status cannot advertise or reference it as any of these things in publications or online.<sup>[6]</sup>

*(continues next page)*

[1] Title 6 CSR 10-5.010(1)(Z), Title 6 CSR 10-5.010(9)(E); [2] Title 6 CSR 10-5.010(3)(B); [3] Section 173.602, RSMo, Subsections 173.600(1), 173.600(7), 173.600(9); [4] Section 173.602, RSMo, Title 6 CSR 10-5.010(2)(E); [5] Section 173.618, RSMo;

## CDL PROGRAM REQUIREMENTS

Organizations offering entry-level Class A and B Commercial Driver's License (CDL) programs in Missouri must comply with the U.S. Department of Transportation's Federal Motor Carrier Safety Administration (DOT-FMCSA) requirements.<sup>[7]</sup> The federal agency has published a checklist for all requirements online.<sup>[8]</sup>

After receiving certification or exemption and once in operation, organizations must register the business, primary instructor, and student records with the DOT-FMCSA's Training Provider Registry.<sup>[9]</sup>


Organizations must provide students with the Missouri Commercial Driver License Manual,<sup>[10]</sup> produced by the Missouri Department of Revenue's Driver License Bureau (DOR-DLB).

They must also assist students in accessing a driver examination location operated by the Missouri State Highway Patrol's Driver & Vehicle Safety Division (MSHP-DVSD),<sup>[11]</sup> if not contracted with a licensed third-party examiner.

## STEPS TO AUTHORIZATION

Organizations may refer to the below action steps to contact MDHEWD to begin the process of becoming certified or exempt to conduct CDL programs in Missouri.

Please follow these steps:

- 1) Access EDvera by visiting <https://mo.edvera.com/dashboard>, click on the  icon
- 2) Enter your first and last name
- 3) Enter your email address, but skip the browser inquiry
- 4) Enter the name of the institution or training provider you represent
- 5) In the "How can we help you?" box indicate that you are seeking information about providing a CDL program in Missouri, then click send

## FOR MORE INFORMATION

For questions related to the MDHEWD's certification or exemption process please contact: [PropCompliance@dhewd.mo.gov](mailto:PropCompliance@dhewd.mo.gov).

For questions related to the DOT-FMCSA's training requirements, please contact: [MCMOOFF@dot.gov](mailto:MCMOOFF@dot.gov)

For questions related to the DOR-DLB's training manual or third-party testers, please contact: [DOR.DLB.CDLProgram@dor.mo.gov](mailto:DOR.DLB.CDLProgram@dor.mo.gov)

For questions related to MSHP-DVSD's testing sites or skills testing, please call (573) 751-2341 or contact: [Dennis.Richardson@mshp.dps.mo.gov](mailto:Dennis.Richardson@mshp.dps.mo.gov); [Bradley.Peters@mshp.dps.mo.gov](mailto:Bradley.Peters@mshp.dps.mo.gov)



[6] Title 6 CSR 10-5.010(1)(Q); [7] <https://tpr.fmcsa.dot.gov/content/Resources/ELDT-Curriculum-Summary.pdf>; [8] <https://tpr.fmcsa.dot.gov/content/Resources/ELDT-Implementation-for-Training-Providers-508.pdf>; [9] <https://tpr.fmcsa.dot.gov/Provider>; [10] <https://dor.mo.gov/faq/driver-license/entry-level-driver-training.html>; [11] <https://apps.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/DVSD/DE/index.html>;