



IN HOUSE CDL INSTRUCTION

Megan Savage

Requirements

- Create profile under training provider registry
 - [Training Provider Registry \(dot.gov\)](https://www.trainingproviderregistry.gov)

CDL Training Providers: Register and Submit Records

Follow the steps below to ensure your provider appears in the Training Provider Registry, and can electronically submit driver training certification records as required by the ELDT regulations.

Need help with registration?

Watch the [Registration Tutorial video](#) or download the [Training Provider Registration Guide](#).

1



Create a login.gov account

Training providers will use a login.gov username (email address) and password to access the Training Provider Registry. Providers may create a new account or use an existing login.gov account. [Learn more about login.gov](#).

2



Register Training Provider

Select **one person** to register your company or organization with FMCSA. Once approved, this user may invite other individuals to register and work in the Registry on behalf of the training provider.

3



Register Training Locations

Once FMCSA approves the company's registration request, providers can log in to register training locations. Providers with multiple locations will need to register each location.

4



Submit Training Certification

Registered providers must log in to their Training Provider Portal and submit the training certification record by midnight of the second business day after the driver completes training. [Download the instructions](#)

FMSCA Instructor Requirements

§ 380.605 Definitions.

The definitions in [parts 383 and 384 of this subchapter](#) apply to this subpart, except as stated below. As used in this subpart:

Behind-the-wheel (BTW) instructor means an individual who provides BTW training involving the actual operation of a CMV by an entry-level driver on a range or a public road and meets one of these qualifications:

- (1) Holds a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided and has at least 2 years of experience driving a CMV requiring a CDL of the same or higher class and/or the same endorsement and meets all applicable State qualification requirements for CMV instructors; or
- (2) Holds a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided and has at least 2 years of experience as a BTW CMV instructor and meets all applicable State qualification requirements for CMV instructors.

Exception applicable to paragraphs (1) and (2) of this definition: A BTW instructor who provides training solely on a range which is not a public road is not required to hold a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided, as long as the instructor previously held a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided, and complies with the other requirements set forth in paragraphs (1) or (2) of this definition.

- (3) If an instructor's CDL has been cancelled, suspended, or revoked due to any of the disqualifying offenses identified in [§ 383.51 of this subchapter](#), the instructor is prohibited from engaging in BTW instruction for 2 years following the date his or her CDL is reinstated.

MA Instructor Requirements

- MA states 65 hour training course – but difficult to find
 - Applicants shall have satisfactorily completed and submit a certificate of completion of a 65-hour Driving Instructor Training Course (DITC), given by an approved driving school whose DITC curriculum is approved and on file with the RMV (see Driving Instructor Training Course).
- Verbal – to follow FMSCA guidelines if not training outside of municipality.
- Gretchen Daley, Commercial Operations Program Coordinator, MA Registry of Motor Vehicles
- March 23, 2023 at 11am on zoom
 - Megan.savage@town.barnstable.ma.us

Theory Requirements

Theory Instruction Standard Curriculum

There are no required minimum instruction hours for theory training, but the instructor must cover all the topics in the curriculum.

Training providers must use assessments (in written or electronic format) to determine if trainees are proficient in all units of the theory curriculum. Students must earn a minimum overall score of 80 percent on the theory assessment(s).

A1.1 Basic Operation

- 1.1.1 Orientation
- 1.1.2 Control Systems/Dashboard
- 1.1.3 Pre- and Post-Trip Inspections
- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions
- 1.1.6 Backing and Docking
- 1.1.7 Coupling and Uncoupling

A1.2 Safe Operating Procedures

- 1.2.1 Visual Search
- 1.2.2 Communication
- 1.2.3 Distracted Driving
- 1.2.4 Speed Management
- 1.2.5 Space Management

- 1.2.6 Night Operation

- 1.2.7 Extreme Driving Conditions

A1.3 Advanced Operating Practices

- 1.3.1 Hazard Perception

- 1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies

- 1.3.3 Railroad-Highway Grade Crossings

A1.4 Vehicle Systems and Reporting Malfunctions

- 1.4.1 Identification and Diagnosis of Malfunctions

- 1.4.2 Roadside Inspections

- 1.4.3 Maintenance

A1.5 Non-Driving Activities

- 1.5.1 Handling and Documenting Cargo

- 1.5.2 Environmental Compliance Issues

- 1.5.3 Hours of Service Requirements

- 1.5.4 Fatigue and Wellness Awareness

- 1.5.5 Post-Crash Procedures

- 1.5.6 External Communications

- 1.5.7 Whistleblower/Coercion

- 1.5.8 Trip Planning

- 1.5.9 Drugs/Alcohol

- 1.5.10 Medical Requirements

Theory Requirements

- https://www.eldt.com/?gclid=EAlaIQobChMIxp_HltvS-AIV4MLCBB1hHgO2EAAYBCAAEgJmwvD_BwE
 - \$25
- <https://tpr.fmcsa.dot.gov/Search>
- Create in house ppt

Class A BTW

Behind the Wheel Range Class A CDL

	A2.1 Vehicle Inspection Pre-Trip/ <u>Enroute</u> /Post-Trip
	A2.2 Straight Line Backing
	A2.3 Alley Dock Backing (45/90 Degree)
	A2.4 Off-Set Backing
	A2.5 Parallel Parking Blind Side
	A2.6 Parallel Parking Sight Side
	A2.7 Coupling and Uncoupling
	A2.1 Vehicle Inspection Pre-Trip/ <u>Enroute</u> /Post-Trip

Behind-the-Wheel (BTW) Public Road (A)

	A3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
	A3.2 Shifting/Transmission
	A3.3 Communications/Signaling
	A3.4 Visual Search
	A3.5 Speed and Space Management
	A3.6 Safe Driver Behavior
	A3.7 Hours of Service (HOS) Requirements
	A3.8 Hazard Perception
	A3.9 Railroad (RR)-Highway Grade Crossing
	A3.10 Night Operation
	A3.11 Extreme Driving Conditions
	A3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies

Note: Skills described in units A3.8 through A3.12 of this section must be discussed during public road training, but not necessarily performed. Trainees are not required to demonstrate proficiency in the skills described in units A3.8 through 3.12; however, trainees are required to demonstrate their ability to recognize potential dangers, be familiar with how to operate a CMV safely at night and in extreme conditions, and know the causes of skidding and jackknifing and the techniques for avoiding and recovering from them.

Class B BTW

Behind the Wheel Range Class B CDL

	B2.1 Vehicle Inspection Pre-Trip/ <u>Enroute</u> /Post-Trip
	B2.2 Straight Line Backing
	B2.3 Alley Dock Backing (45/90 Degree)
	B2.4 Off-Set Backing
	B2.5 Parallel Parking Blind Side
	B2.6 Parallel Parking Sight Side

Behind-the-Wheel (BTW) Public Road (B)

	B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
	B3.2 Shifting/Transmission
	B3.3 Communications/Signaling
	B3.4 Visual Search
	B3.5 Speed and Space Management
	B3.6 Safe Driver Behavior
	B3.7 Hours of Service (HOS) Requirements
	B3.8 Hazard Perception
	B3.9 Railroad (RR)-Highway Grade Crossing
	B3.10 Night Operation
	B3.11 Extreme Driving Conditions
	B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies

Note: The instructor must engage in active two-way communication with the trainees during all active BTW public road training sessions. Skills described in units B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. **Trainees are not required to demonstrate proficiency in the skills described in units B3.8 through 3.12.**

Student Log

Town of Barnstable Department of Public Works Training Log

Class Type: (Circle one) CDL A CDL B

Student Name	Date/Time	Date/Time	Date/Time	Date/Time	Date/Time
Instructor Initials					

Documentation is the key

- Ensure copies of permit in hand before on the road training!
 - Drug testing requirements met for your town.
- Keep records of all training (detailed logs)
 - Online theory providers enter their class information.
- Enter into portal within 24 hours of completion
 - Student can not make apt without all info entered into portal
 - May be audited at any time

Enter Information and hit submit

Enter Driver Information

The Training Provider Registry will link the training certification information you enter below with a driver record. Enter the driver's information below exactly as it appears on their driver's license, commercial learner's permit (CLP), or commercial driver's license (CDL).

Permit/License Information

Number

1234

State

Massachusetts

Date of Birth

Month

January (01)

Day

01

Year

1979

First Name

Megan

Last Name

Savage

Location and Training Information

Select the registered training location where the driver completed training and enter the driver's training information. If you do not see the correct information below, go to [Manage Locations](#) and ensure you have properly registered your training location.

Training Location

Town of Barnstable Department of Public Works

Class/Endorsement

Class A CDL

Training Type

Theory (Class B to A Upgrade)

Theory Assessment Score ⓘ

100

Training Completed on

03/01/2023

Providers have the option to assign a local identifier to each record. This internal ID will be visible in your Training Provider Portal, but will not be included in responses to State queries.

Internal ID (optional)

Enter Information and hit submit

Enter Driver Information

The Training Provider Registry will link the training certification information you enter below with a driver record. Enter the driver's information below exactly as it appears on their driver's license, commercial learner's permit (CLP), or commercial driver's license (CDL).

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Training Location

Town of Barnstable Department of Public Works

Class/Endorsement

Class A CDL

Training Type

Behind-the-Wheel (Public Road)

Clock Hours

12

Training Completed on

03/01/2023

Providers have the option to assign a local identifier to each record. This internal ID will be visible in your Training Provider Portal, but will not be included in responses to State queries.

Internal ID (optional)

Schedule Test

- If multiple at once – schedule detail through CDL scheduling
 - Cdl.msp@state.ma.us
 - 857-368-8446
- If only one – can schedule through online registry options

Questions

- Megan Savage
- 508-789-5150
- Attend March 23 zoom with Gretchen Daley
 - Email me any questions wanted answered before hand and will submit a list to ensure she addresses them all.