



CDL Training Providers: How to Register

Beginning February 7, 2022, entities that intend to provide entry-level driver training for commercial drivers must be registered and listed on FMCSA's Training Provider Registry (TPR). Entry-level driver training includes training for individuals applying for a Class A or Class B CDL for the first time, upgrading a Class B to a Class A CDL, or applying for a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

Once a training provider has confirmed that it meets all applicable [eligibility](#) requirements, the provider can [register on the Training Provider Registry](#). This document explains the registration process to help providers make informed decisions about how to list their organization on the Registry.



Registration Process

1



Create a Login.gov Account

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

2



Register as a Training Provider

Select **one person** to register the training provider 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.

Step 1. Create Account



To access the Training Provider Registry, training providers will enter their login.gov **username** and **password**.

- When the training provider starts the registration process, they will be redirected to a login.gov sign-in screen.
- Training providers who already have a login.gov account may sign in with their existing username and password. Note that the email address registered with login.gov will receive notification emails about the user's Training Provider Registry account. Training providers may create a separate login.gov account if they have a specific email address at which they want to receive notification emails.
- Login.gov uses two factors to authenticate that users are who they say they are. To do this, users will need to provide a way for login.gov to send them a one-time security code. This can be done over SMS (text message) or a recorded phone message, or using an authorization application. Users should only use backup codes to authenticate if the **user has no other options, as the codes can only be used a limited number of times**. Visit login.gov to learn more about [authentication options](#).
- After signing in or completing the login.gov registration, the login.gov webpage will automatically return the user to the Training Provider Registry website to begin training provider registration.

Having trouble with login.gov? Visit <https://login.gov/help> for assistance.

Step 2. Register Training Provider



One representative from each training provider will complete the online form to register the provider with FMCSA.

When registering the training provider, the representative must include the following information:

- ✓ Name and contact information of the individual registering the provider
- ✓ Provider name and contact information

After submitting all information and accepting the Training Provider Registry Terms and Conditions, the representative will be directed to their Training Provider Portal, where they can track the status of their registration request. FMCSA may ask the training provider for additional information before granting approval.




The training provider will receive an email once FMCSA has completed the review.


Step 3. Register Training Locations



Once FMCSA has approved the training provider registration, the provider signs in to their Training Provider Portal to register the location or locations where they conduct training. Click **Register Location**.

You can now use this Training Provider Portal to:

 REGISTER LOCATIONS Register a training location to be listed publicly on this website later this year. Register Location →	 INVITE USERS Invite users from your organization to use the Training Provider Registry on your behalf. Invite Users →	 UPDATE PROFILE Update your personal contact information or your organization's information, if needed. Edit Profile →
---	--	--



Registering training locations is necessary for two reasons:

- 1** To collect the information that will be publicly displayed on the Registry.
- 2** To enable training providers to enter the information that certifies a driver's completion of entry-level driver training, as required.



When adding a location, training providers must submit the following information:

- ☒ Type of location (see following page for more details)
- ☒ Name of the location and contact information
- ☒ Whether enrollment is open to the public or by private enrollment
- ☒ Type(s) of training provided, average number of training hours, and average training cost
- ☒ Names of agencies that provide any oversight or accreditation of the training provider
- ☒ Which contact information they would like publicly displayed on the Registry

Which type of location should training providers select?

The type of location users select will impact how the Registry records the provider's location information. Use the table below to help determine which location type to select.

If you...	Then select...	Location Address Information
Conduct training at a location you own and operate OR Have an arrangement to conduct training at a location you do not own or operate, on a regular basis (e.g., monthly, quarterly, by semester, etc.)	In-Person Training – Regular	You must provide a physical address and mailing address during location registration. (You may use the same address for both.)
Travel within a State or States to conduct training at a location you do not own or operate AND Schedule trainings as training requests are received	In-Person Training – Traveling Provider You will select the State or States where you conduct training.*	You must provide a mailing address during location registration. You must provide the physical address where the training was conducted when you submit driver training certification information after the training is complete.
Offer theory training remotely over an internet connection	Online Training	You must provide a mailing address during location registration. No physical address is required.

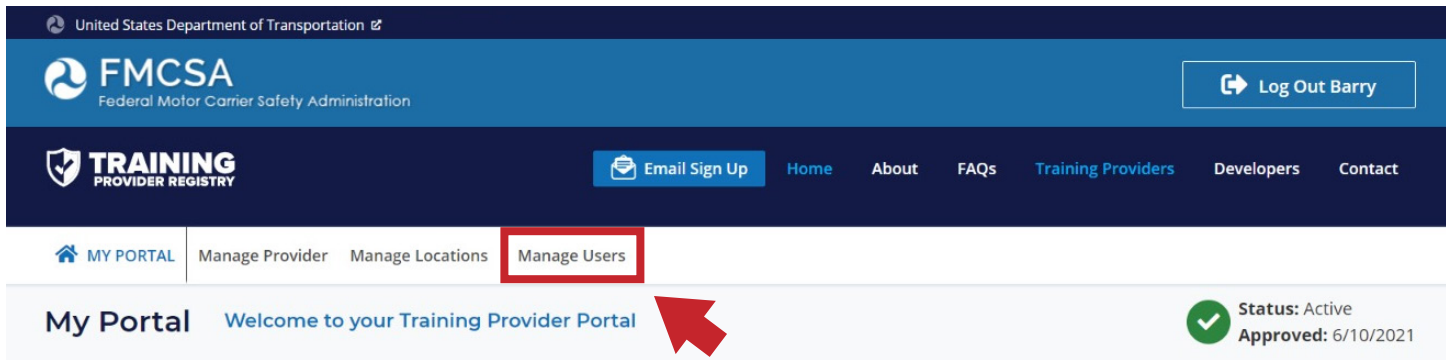
**Note: When training providers register in multiple States, they must self-certify that they meet all applicable [Federal](#) and State ELDT requirements. The training provider is certifying that any training they conduct at these locations meets requirements, regardless of whether the training provider owns the facility/equipment used for training.*

Self-certification

When registering a training location, the user will be required to self-certify that the location meets all applicable eligibility requirements. This includes the Federal ELDT requirements, as well as the applicable requirements, if any, of the State where the training will be conducted.

All location registrations are reviewed by FMCSA. If approved:

- The location will appear on the Training Provider Registry website when the public list goes live.
- The training provider will be able to submit driver training certification information for that location beginning on February 7, 2022.



Optional Features

1. Invite Users

After FMCSA has approved a training provider's registration, the provider may invite other individuals to register and work in the Registry on behalf of that training provider.

To invite additional users:

- Log in to the Training Provider Portal.
- Click the **Manage Users** tab.
- Select **Invite Users**. Enter the user's email address and select the appropriate role.
- This will send an email to the user inviting them to create their own Training Provider Registry user account.
 - When the user clicks this link, they will be taken to login.gov to create a new account or enter an existing username and password.
 - Users that already have a login.gov username and password can use their existing account.
- Training providers with the proper user role may add or remove users at any time.

Training Provider Registry User Roles and Responsibilities

There are three possible user roles that training providers can assign to individuals who access the Training Provider Registry on behalf of the organization:

ASSISTANT

This user can submit information certifying a driver's completion of training for all of the provider's locations.

LOCATION MANAGER

This user has all permissions of the Assistant. Additionally, they can list training locations, manage location information, and invite additional users and manage permissions for those users.

ADMINISTRATOR

This user has all permissions of the Location Manager, and can also manage the training provider account information.

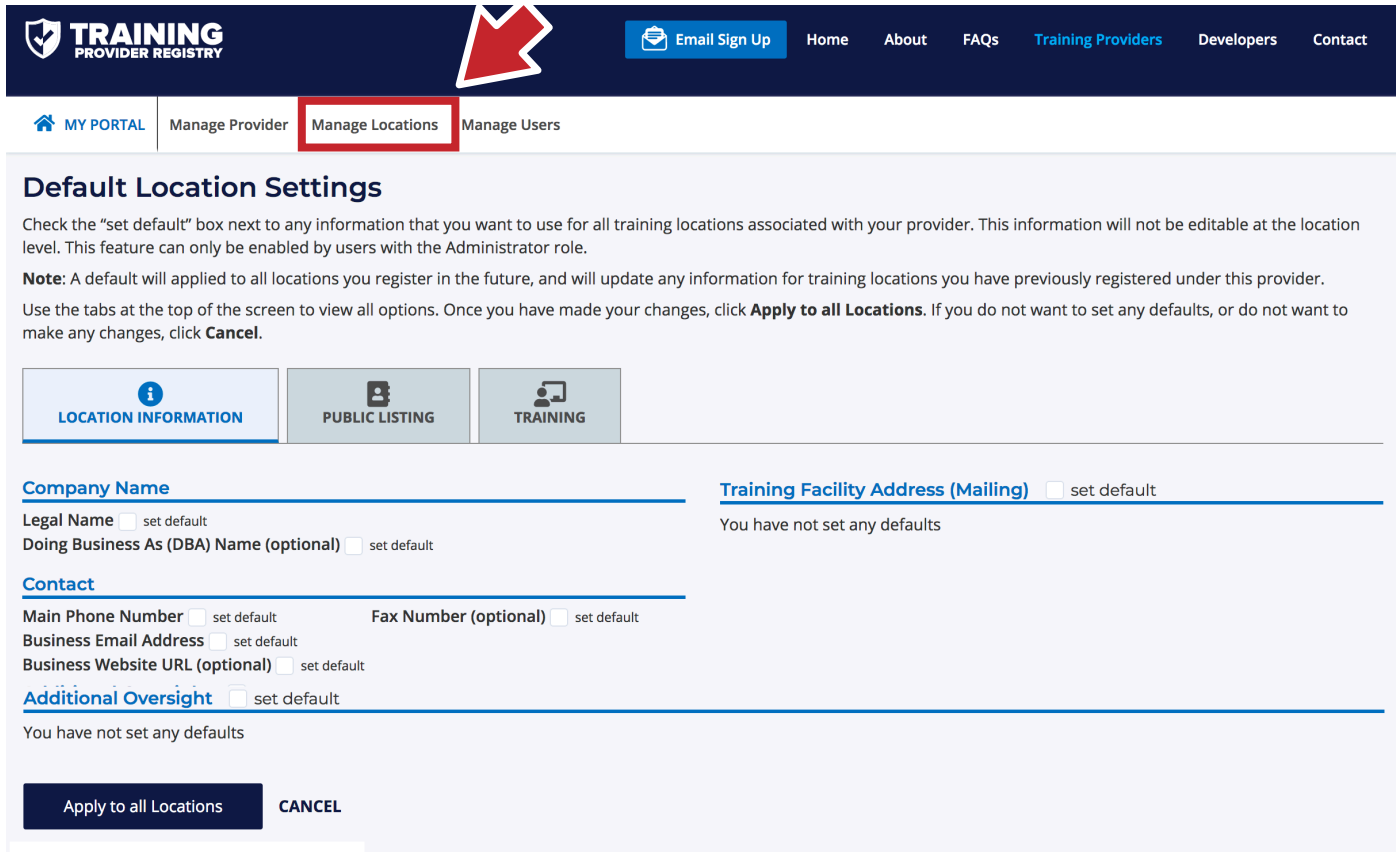


All users may edit their personal profile information.

The training provider representative who registered the provider with FMCSA is automatically assigned the role of Administrator. Administrators may invite additional Administrators, Location Managers, or Assistants, while the Location Manager may invite only additional Location Managers or Assistants.

2. Set Location Defaults

For training providers that have numerous locations, setting default information that applies to all locations can be a time-saver. Training provider Administrators can set default information for the mailing address, the type of training offered, accreditations, etc., and then apply this information to all registered locations and any future locations that the provider registers.



TRAINING PROVIDER REGISTRY

[Email Sign Up](#) [Home](#) [About](#) [FAQs](#) [Training Providers](#) [Developers](#) [Contact](#)

[MY PORTAL](#) [Manage Provider](#) **[Manage Locations](#)** [Manage Users](#)

Default Location Settings

Check the “set default” box next to any information that you want to use for all training locations associated with your provider. This information will not be editable at the location level. This feature can only be enabled by users with the Administrator role.

Note: A default will applied to all locations you register in the future, and will update any information for training locations you have previously registered under this provider.

Use the tabs at the top of the screen to view all options. Once you have made your changes, click **Apply to all Locations**. If you do not want to set any defaults, or do not want to make any changes, click **Cancel**.

LOCATION INFORMATION PUBLIC LISTING TRAINING

Company Name

Legal Name ☐ set default
 Doing Business As (DBA) Name (optional) ☐ set default

Training Facility Address (Mailing) ☐ set default
 You have not set any defaults

Contact

Main Phone Number ☐ set default Fax Number (optional) ☐ set default
 Business Email Address ☐ set default
 Business Website URL (optional) ☐ set default

Additional Oversight ☐ set default
 You have not set any defaults

Apply to all Locations **CANCEL**

To edit default location settings:

1. Log in to the Training Provider Portal.
2. Select **Manage Locations**.
3. Select **Edit Default Location Settings**.
4. Click the “set default” checkbox next to each piece of information that you want to set as the default for all locations. Note that there are three tabs: Location Information, Public Listing, and Training.
5. Update the information.
6. Click **Apply to all Locations**.

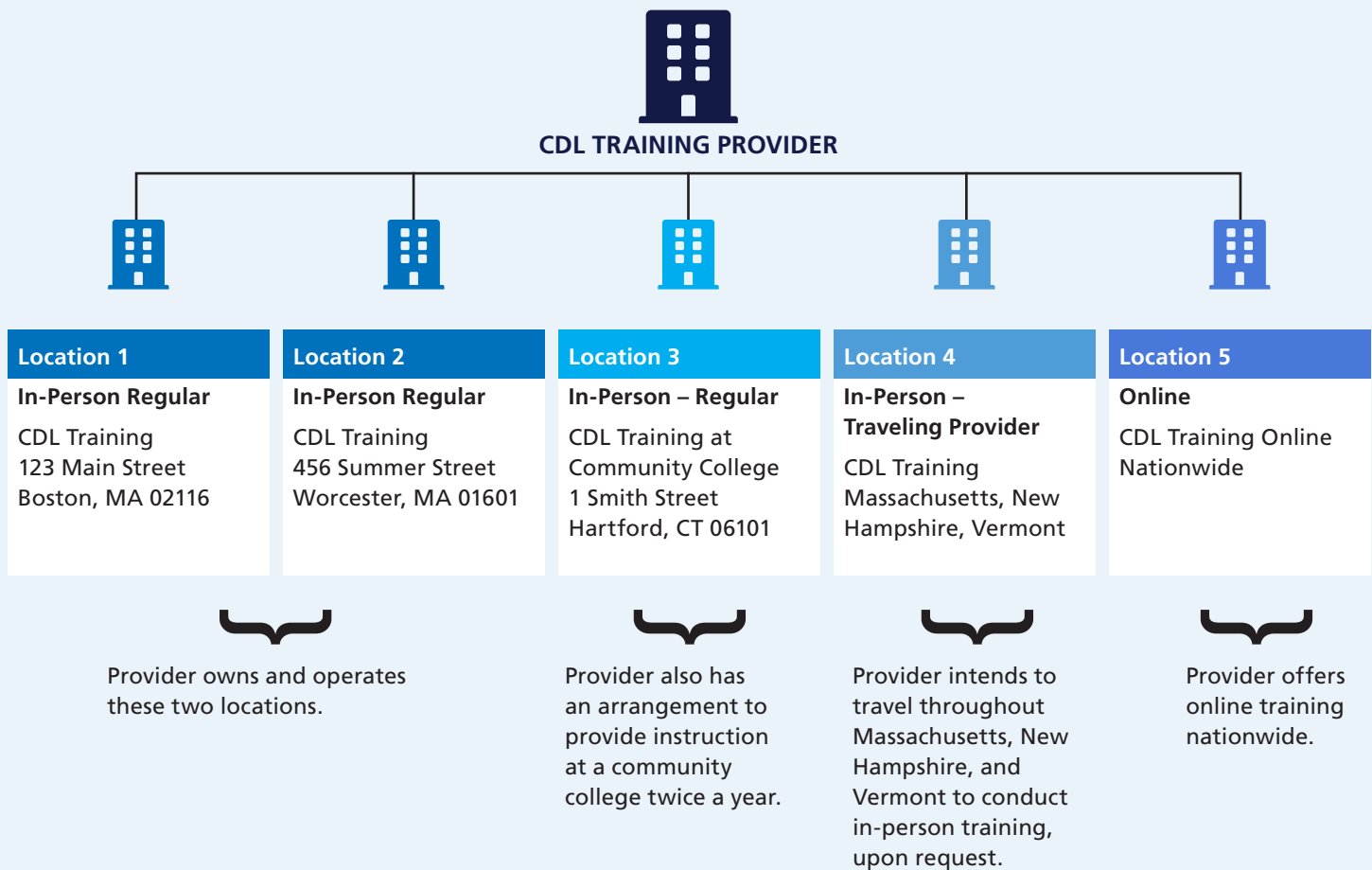
FOR EXAMPLE

A provider may want to set a default so that all locations have the same legal name, email address, and website URL, but then allow each location to have its own phone number.

If information changes in the future, the provider will be able to update the information once and then apply it to all locations.

How to Register: Providers with More than One Type of Location

Training providers operate in many different ways. Here's an example of how a training provider with multiple types of locations could register in the Training Provider Registry. Each of the locations below would need to be registered separately.



For more information, visit the [Training Provider Registry website](https://tpr.fmcsa.dot.gov) and sign up for email updates.

Need help? Contact the Training Provider Registry Team at <https://tpr.fmcsa.dot.gov/#contact>.