

# Occupational Licensing Industry News

## OLIN 2019-05

### New ETP CSTIMS Requirement

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**Issue Date: March 14, 2019**

#### New Policy

Employer Testing Program (ETP) participants **must** schedule and update all commercial skills test results using the Commercial Skills Testing Information Management System (CSTIMS) no later than June 14, 2019. The Department of Motor Vehicles (DMV) will **not** accept a Certificate of Driving Skill (DL 170 ETP) dated after June 14, 2019, from any ETP participant who has not transitioned to CSTIMS.

CSTIMS, pronounced (C-STEMS), is an Internet-based system for managing the skills test portion of the Commercial Driver's License (CDL) program. CSTIMS provides electronic record keeping of CDL test schedules, results, audits, and training.

#### Implementation

DMV will transition all ETP participants into CSTIMS to comply with state and federal law. To assist you in the transition, DMV will email each ETP participant a(n):

- **CSTIMS Training Video Link**  
The video shows examiners and administrators how to schedule skills tests and enter skills test results.
- **ETP CSTIMS User Guide**  
The CSTIMS ETP User Guide supplements the training video. All skills test results (both pass and fail) **must** be updated in CSTIMS and each skills test score sheet (DL 65 ETP) **must** be electronically scanned and uploaded into CSTIMS.
- **CSTIMS Privacy Awareness Training Link**  
All CSTIMS users **must** complete a 30-minute Privacy Awareness Training video provided by the American Association of Motor Vehicle Administrators prior to user activation. Once the user has successfully completed the training, they **must** print their CSTIMS Privacy Awareness Training Certificate and email a copy of the Certificate of Completion to [LODOLETP@dmv.ca.gov](mailto:LODOLETP@dmv.ca.gov). A copy of the Certificate of Completion **must** be kept by the employer and made available to DMV inspectors upon request. The Privacy Awareness Training will be an annual requirement.

#### Background

In accordance with *Code of Federal Regulations* (CFR), Title 49 §383.113, all applicants for a CDL must possess and demonstrate the vehicle inspection, basic control skills, and road test for the vehicle class that the driver operates or expects to operate.

CFR, Title 49 §383.75(b) specifies a third-party tester must notify the state driver licensing agency through secured electronic means when an applicant passes skills tests administered by a third-party tester. ETP allows authorized employers of commercial drivers to conduct the drive test portion of the state's CDL requirements for Commercial Class A and Class B licenses.

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### **References**

*Code of Federal Regulations*, Title 49 §§383.75(b) and 383.113

*California Code of Regulations*, Title 13 §§25.19 and 25.20

*Driver License Manual*, Chapter 9

### **Contact**

Refer questions or concerns to the Employer Testing Program Unit at (916) 229-3154.

### **Distribution**

Notification that this memo is available at [dmv.ca.gov](http://dmv.ca.gov) was made via California DMV's Automated Email Alert System in March 2019 to the following:

- Employer Testing Program