CDLIS Reporting Group Application Form

AAMVA is seeking members to serve on the CDLIS Reporting Group. We are specifically seeking jurisdictional members who have experience relative to CDLIS Reports. Members do not have a term limit.

**PURPOSE**

The purpose of the CDLIS Reporting Group is to optimize the reports development and enhancement process using agile approach. Meetings focus on progress, identifying priorities and next steps, discussion and resolution of issues, and identification of action items. The purpose is to address state support items, review and make decisions on new reports and existing reports enhancements, and identify future items for the Group to work on. The goal is to help SDLAs improve their day-to-day operations and CDL programs by providing new and improved existing CDLIS reports.

After reviewing the required qualifications below, please complete this form if you are qualified and interested in serving on this Working Group.

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Title or Rank |  | |
| Agency or Organization |  | |
| Name of Organizational Unit Within Agency |  | |
| Street Address |  | |
| City, Jurisdiction, Postal Code |  | |
| Work Phone | | Email Address |

**APPLICANT QUALIFICATIONS (check all that apply):**

**I am familiar with the contents and application of the:**

CDLIS Reports User Guide.

CDLIS State Procedures Manual.

CDLIS System Specifications.

**I have experience specific to:**

CDLIS Reports (please list the CDLIS Reports that you are familiar with)

Entering and maintaining CDL driver history.

CDL violations and sanctions.

I am an IT subject matter expert.

**APPLICANT RESUME**

**Please provide a brief resume below or attach a separate file (limit to 500 words)**

Click here to enter text.

**APPLICANT EXPECTATIONS**

Applicants chosen to be a member of the CDLIS Reporting Group are required to make a good faith effort to attend and actively participate in all meeting(s) and conference calls and complete their assigned work. Active participation includes, but is not limited to: regularly attending monthly meetings, providing feedback and casting votes when requested, and openly engaging in group discussions (offering knowledge, opinions, experience and challenges). Members will also be given research assignments to complete. It is expected that members who volunteer for this group will complete the work in the amount of time agreed upon.

**AGREEMENT AND SIGNATURE**

As applicant, I affirm that I meet the qualifications and am willing to serve if selected.

|  |  |  |
| --- | --- | --- |
| Applicant Name (printed) |  | |
| Applicant Signature |  | Date: |

As supervisor, I authorize this applicant to serve if selected and I understand and support the applicant traveling to working group meetings and select AAMVA conferences. And as much as possible, to other conferences and meetings as needed to represent the working group.

|  |  |  |
| --- | --- | --- |
| Supervisor Name (printed) |  | |
| Supervisor Signature |  | Date: |

As chief administrator, I authorize this applicant to serve if selected and I understand and support the applicant traveling to working group meetings and select AAMVA conferences. And as much as possible, to other conferences and meetings as needed to represent the working group.

|  |  |  |
| --- | --- | --- |
| Administrator Name (printed) |  | |
| Administrator Signature |  | Date: |

**OUR POLICY**

All applicants must obtain the permission of their supervisor and chief administrator prior to submitting the application. **INCOMPLETE APPLICATIONS or APPLICATIONS NOT INCLUDING A SIGNATURE OR ACCOMPANYING AUTHORIZATION WILL NOT BE ACCEPTED.** *Due to COVID-19 restrictions, if you cannot obtain a physical signature, we will accept an accompanying letter or email attachment from your supervisor and/or chief administrator. Please include these alternate documents as part of your submission.* Thank you!

**APPLICATION SUBMISSION**

**Please return the application to Member Services at** [**committees@aamva.org**](mailto:committees@aamva.org)**.**

**If you have any questions about the working group, please contact Rajesh Dharmarajan (**[**rdharmarajan@aamva.org**](mailto:rdharmarajan@aamva.org)**).**