



# Certified Commercial Examiner (CCE)

## Program Overview



**Integrity**

Professionalism

Respect

Driver Examiners

DUE DILIGENCE

Proficiency

Equality

Effectiveness



Prepared by:  
The American Association  
of Motor Vehicle  
Administrators

## **AAMVA INTERNATIONAL DRIVER EXAMINER CERTIFICATION PROGRAM ADMINISTRATIVE SUMMARY**

As a result of the growing responsibilities being placed upon driver licensing personnel, the American Association of Motor Vehicle Administrators (AAMVA) membership determined it was necessary to create programs that encouraged examiners to increase their knowledge and competence. In 1980, AAMVA and the National Highway Traffic Safety Administration (NHTSA) began development of an examiner certification program. The Certified Driver Examiner (CDE) program was approved in 1982.

The Certified Commercial Examiner (CCE) component was created in 1997 to assist jurisdictions with training their commercial driver license (CDL) examiners. Another component of the program, the Certified Motorcycle Examiner (CME), was developed in cooperation with the Motorcycle Safety Foundation (MSF). The Certified Commercial Third Party Tester (CTT) which was established to help upgrade the level of training and to provide an avenue for third-party testers to meet the same level of requirements as jurisdictional examiner personnel.

The testing and licensing of drivers, both those being licensed for the first time and those whose licenses are being renewed or reinstated, requires a high quality of excellence, endurance and a degree of uniformity which will help provide guidance and that the persons holding the licenses are qualified to handle the complex task of driving safely in today's society. Jurisdictional knowledge of core development and training contributes to the safety of individual drivers on our highways.

The Certification Program is based on the premise that for driver licensing examiners to be recognized as professionals there must be an international program to assure the public, the institutions served and the government of the competence and quality of the practitioners in the field.

The specific objectives of the Program are to:

- (1) improve the efficiency and effectiveness of driver examining personnel,
- (2) upgrade the professionalism of driver examiners, and
- (3) establish standards for driver examiner training that will assist individual Jurisdictions in their training programs.

The IDEC Board administers the program for AAMVA. The Board consists of a chairperson, a vice chairperson, one member from each of the four AAMVA region, and a Canadian jurisdictional representative. AAMVA serves as program secretariat and provides staff assistance to the Board.

## **Purposes** of the Program include:

- Assist jurisdictions in meeting the Examiner/3<sup>rd</sup> Party Training requirements defined by FMCSA in 49 CFR 384.228.
- Give recognition to commercial licensing examiners who have demonstrated adherence to the principles and recommended practices of examining.
- Encourage and assist commercial examiners in maintaining and increasing their knowledge and competence through continuing education and professional development opportunities.
- Promote highway safety and protect the public interest by accrediting commercial licensing examiner training programs and certifying examiners who meet the programs standards.
- Increase public understanding and acceptance of commercial licensing professionals as essential personnel in fighting fraud.
- Achieve uniformity in training and commercial licensing examination practices in accredited jurisdictions.

## **Benefits** to a participating jurisdiction include:

- Meets the Examiner/3<sup>rd</sup> Party Training requirements defined by FMCSA in 49 CFR 384.228 and has been pre-approved by FMCSA
- Recognition of a standardized training program that meets internationally established practices and could assist in reducing jurisdictional examiner liability;
- Encouraging examining personnel to increase their knowledge and competence;
- Provides a tool for professional development; requiring examiners to successfully complete and pass additional training qualifications;
- Protecting public interest by providing consistent examiner training;
- Providing support in fraud reduction;
- Endorsing the concept of examiners as highway safety experts;
- Recognition of examining personnel as professionals in their field; and
- Increasing operational efficiency through the use of better trained examiners.

## **Accreditation and Certification of a Program**

- As outlined in the “International Driver Examiner Certification (IDEC) Program” Manual, a jurisdiction may be accredited by the Board to administer training, conduct examinations and recommend applicants for certification designations.
- An examiner may be certified after successfully completing the program requirements and being recommended by the accredited jurisdiction.
- Failure to comply with or satisfy any provisions of the program requirements may result in the withdrawal of a jurisdiction’s accreditation.
- Failure to comply with the established “Code of Ethics” may result in loss of individual examiner certification.
- Reinstatement of a jurisdictions accreditation is subject to satisfactory review and approval of the program by the IDEC Board.
- Reinstatement of an individual certification is placed with the accredited jurisdiction but subject to review by the IDEC Board.

**To apply for accreditation**, the jurisdiction must complete the enclosed forms and provide documentation that supports the commercial examiner training program.

Please include all details about the training program and refresher training. This information is necessary for the IDEC Board to make a decision as to whether a jurisdiction's training program meets the requirements and will be accredited. All decisions are made by the IDEC Board.

Please enclose the following information when applying for accreditation:

- Cover letter
- Contact person for the program
- Course syllabus / agenda (outlining all topics covered and hours of instruction);
- A copy of all training materials
- Description or outline of all refresher training conducted over a four 4-year certification period (includes any training that applies to testing, i.e., update sessions, dealing with the public, sensitivity training, monitoring, etc.).

**Accreditation** of a jurisdiction is based upon an in-place examiner training program that includes but is not limited to:

- Principles and standards for driver licensing
- Driver Licensing Compact and Non-Resident Violator Compact
- Privacy laws, Highway Traffic Act (Canada) or Uniform Vehicle Code (US)
- Examiner duties and conduct
- The licensing process
- Driver licensing systems (PDPS, SSOLV, NDR, etc.)
- Human relations and communications
- Driver license laws in the individual jurisdiction
- Conducting examinations

**Requirements for accreditation:**

- **Must** be a member jurisdiction in good standing with AAMVA
- **Must** successfully complete accreditation requirements
- **Must** meet all requirements of the core check list
- **Must** provide refresher training.

To qualify for **Certification**, an examiner must:

- Meet jurisdictional education requirements
- Hold a valid driver license
- Have no loss of driving privileges within one (1) year prior to application
- Satisfactorily complete forty (40) hours of an approved training program
- Successfully complete a vehicle inspection and road test
- Pass an end of course examination with 80% or better
- Complete the application

To qualify for **Recertification**, an examiner must:

- Have no loss of driving privileges over the next four (4) years
- Successfully complete forty (40) hours of refresher training over the four (4) year certification period
- Conduct at a minimum, ten (10) skills/road tests per year
- Meet jurisdictional requirements

To submit examiners for **Recertification**, the jurisdiction's contact person must:

- Receive from AAMVA a list of active/eligible certified examiners who's certifications are due to expire
- Review and confirm the status of each certified examiner
- Provide AAMVA with changes and updated information for each certified examiner
- Complete and submit the CCKE Examiner Renewal Form for all eligible examiners

# **CERTIFIED COMMERCIAL EXAMINER (CCE) ACCREDITATION APPLICATION**

Enclosed you will find the information necessary for application and accreditation into the IDEC Certified Commercial Examiner (CCE) Training Program.

To apply for accreditation, your jurisdiction must complete the enclosed forms and provide documentation that supports the driver examiner-training program. Please include all details about your training program and refresher training. This information is necessary for the Board to make a decision as to whether a jurisdiction's training program will be accredited. All decisions are made by the International Driver Examiner Certification Executive Board.

# Accreditation Application for Certified Commercial Examiner

Please complete all information: \_\_\_\_ State Examiners \_\_\_\_ 3<sup>rd</sup> Party Testers \_\_\_\_ Both

Person completing application form:

Name:
Title:
Address:
Telephone:
Fax:

CCE Contact Person:

Name:
Title:
Address:
Telephone:
Fax:

Total hours of training for commercial examiners: \_\_\_\_\_ hours

Total hours of refresher training for examiners: \_\_\_\_\_ hours

Please give a brief description of refresher training conducted:

---

---

---

---

Manual/Materials used for training Commercial examiners:

Check the following tests that are covered:

- Knowledge Testing       Basic Control Skills  
 Vehicle Inspection       Road Test

\*\*Please enclose a copy of all materials used in your training program and complete the core curriculum checklist.

**(CCE)**  
**CHECKLIST OF KNOWLEDGE**  
**REQUIREMENTS**



# CHECKLIST OF KNOWLEDGE REQUIREMENTS FOR PROGRAM EVALUATION

The information and materials requested in this document are intended to assist in the evaluation of jurisdictional programs and training curriculums. Please compile the requested information and materials (exhibits, agendas, copies of documents, examples, lists, etc.) as defined in this document and forward to AAMVA for the IDEC Board's review.

The checklist outlines and defines the knowledge requirements that comprise the major body of information needed for the IDEC Board to evaluate the jurisdiction's examiner-training program and curriculum.

This document is made up of four major program areas:

- I. Training Structure
- II. Core Curriculum
- III. Evaluation Process
- IV. Refresher Training

Provide the following information when submitting your materials for accreditation:

## I TRAINING STRUCTURE

This checklist outlines and defines the basic units of instruction containing the minimum knowledge requirements identified by the IDEC Board for commercial licensing examiners desiring to be certified. Please check the appropriate space corresponding to the requirements that are part of the jurisdiction's training program. **Please provide documentation.**

### A. Instructional/Examiner Materials

- \_\_\_\_\_ 1. Identify, by listing, major materials, devices and aids available for instructor use in classroom and on-the-job training.
- \_\_\_\_\_ 2. Identify, by listing, instructional materials used by the examiner trainee in classroom and on-the-job instructional settings.

### B. Training Time

- \_\_\_\_\_ 1. Provide a schedule of time (clock hours) spent for each applicable instructional format (classroom, on-the-job, etc.).
- \_\_\_\_\_ 2. Provide a schedule of time spent for each of the basic units of instruction.

## II CORE CURRICULUM

Please check the appropriate space corresponding to the requirements that are part of the jurisdiction's training program:

### \_\_\_\_\_ A. Overview of the Driver Licensing Process

- \_\_\_\_\_ 1. The importance of driver examiners.
- \_\_\_\_\_ 2. Overall traffic safety picture.
- \_\_\_\_\_ 3. Jurisdictional legislative power.
- \_\_\_\_\_ 4. Purpose of driver licensing.
- \_\_\_\_\_ 5. Driver license compacts.
- \_\_\_\_\_ 6. Human relations and communications.
- \_\_\_\_\_ 7. Examiner responsibilities to prevent fraud.
- \_\_\_\_\_ 8. Driver examiner code of ethics.

### \_\_\_\_\_ B. Introduction to CDL Licensing System

- \_\_\_\_\_ 9. The Commercial Motor Vehicle Safety Act of 1986.
- \_\_\_\_\_ 10. Drivers covered by the CDL program.
- \_\_\_\_\_ 11. CDL vehicle classifications.
- \_\_\_\_\_ 12. CDL endorsements and restrictions.
- \_\_\_\_\_ 13. Restrictions and endorsements on a CLP
- \_\_\_\_\_ 14. Initial validity and renewal periods for a CLP and CDL.

### \_\_\_\_\_ C. Overview of the CDL tests

- \_\_\_\_\_ 15. CDL tests, classification and endorsement tests.
- \_\_\_\_\_ 16. Different examinations.
- \_\_\_\_\_ 9. Representative vehicles.
- \_\_\_\_\_ 17. Validity and Reliability.
- \_\_\_\_\_ 18. Examiner responsibilities
- \_\_\_\_\_ 19. Test maintenance.

### \_\_\_\_\_ D. CDL Knowledge Tests

- \_\_\_\_\_ 20. General Knowledge Test.
- \_\_\_\_\_ 21. Specialized Knowledge Tests.
- \_\_\_\_\_ 22. Selecting the appropriate Tests and Test Forms.
- \_\_\_\_\_ 23. Knowledge Test Administration.

### \_\_\_\_\_ E. Vehicle Inspection Test

- \_\_\_\_\_ 24. Introduction to Vehicle Inspection Test (including Purpose, Safety Rules and Test Overview).
- \_\_\_\_\_ 25. Test scoring procedures.
- \_\_\_\_\_ 26. Scoring standards.
- \_\_\_\_\_ 27. Calculating final score.

\_\_\_\_\_ F. Basic Control Skills Testing

- \_\_\_\_\_ 28. Setting up the Basic Control Skills course.
- \_\_\_\_\_ 29. Description of Safety Rules.
- \_\_\_\_\_ 30. General scoring procedures.
- \_\_\_\_\_ 31. Administering the test.
- \_\_\_\_\_ 32. Calculating the score.

\_\_\_\_\_ G. Road Test

- \_\_\_\_\_ 33. Setting up the road test.
- \_\_\_\_\_ 34. Required maneuvers.
- \_\_\_\_\_ 35. Administering the road test.
- \_\_\_\_\_ 36. Calculating the score.

\_\_\_\_\_ H. Additional CDL Testing and Issuance Requirements

- \_\_\_\_\_ 37. Skills testing requirements for upgrading.
- \_\_\_\_\_ 38. Removing restrictions from a CDL.
- \_\_\_\_\_ 39. Modified road test.
- \_\_\_\_\_ 40. Determining GVWR/GCWR for representative vehicle.
- \_\_\_\_\_ 41. New testing requirements.
- \_\_\_\_\_ 42. GVWR issues and guidance.
- \_\_\_\_\_ 43. Skills test waiver for military personnel.

**III. EVALUATION PROCESS**

\_\_\_\_\_ A. Knowledge/Practical Examinations (Define your program's current method of evaluating examiner trainees. Provide a description, explanation or copy of the following:)

- \_\_\_\_\_ 1. Written Knowledge Tests used to measure trainee's fulfillment of knowledge requirements.
- \_\_\_\_\_ 2. On-the-Job Practical Hands-On Tests used to assess trainee's skill in giving directions, observation techniques, and overall ability to administer and score each component of the skill/road test.

**IV REFRESHER TRAINING (See approved refresher training list)**

\_\_\_\_\_ A. Format

- \_\_\_\_\_ 1. Formal classroom instruction.
- \_\_\_\_\_ 2. In-service training (hands-on experience away from the actual job location, such as annual sessions at a centralized training facility.)
- \_\_\_\_\_ 3. Combination classroom and in-service training.
- \_\_\_\_\_ 4. Other (please provide specific details).

\_\_\_\_\_ B. Training Time/Subject Matter

- \_\_\_\_\_ 1. Provide a schedule of time (clock hours) spent each year (per examiner) for each applicable instructional format (classroom, in-service, etc.).
- \_\_\_\_\_ 2. Provide a breakdown of the subject matter areas and the amount of time devoted to each, on a yearly basis.
- \_\_\_\_\_ 3. Examiners are required to complete an overview of the CCE materials every four years to qualify for recertification.

\_\_\_\_\_ C. Method of Evaluation

- \_\_\_\_\_ 1. Provide a description and/or explanation of the way examiners are evaluated during refresher training sessions.

**APPLICATION FOR PROCESSING  
PROCEDURES FOR  
(CCE)  
EXAMINER CERTIFICATION**

## PROCEDURES FOR EXAMINER CERTIFICATION

Each Examiner will need to complete the following five steps:

- (1) Training - Each applicant must satisfactorily completed an approved examiner-training program.
- (2) Service - Each applicant must have completed a minimum of one year of satisfactory, full-time, on-the-job, performance as a commercial examiner.
  - a. This requirement limits application strictly to commercial examiners who are authorized to conduct skills/road tests for the licensing of drivers.
- (3) Examination - Each applicant must pass the end of course certification examination.
  - a. A copy of the certification examination and answer sheet will be sent to you after approval of your accreditation application. It will be necessary to make sufficient copies of the examination and provide one for each applicant. **Please keep copies of the examinations in a secure place.**
  - b. You may utilize other personnel, such as supervisors, to assist in conducting the examinations as you see fit. Protect the integrity of the examination at all times. Provide copies **only** to applicants taking the examination and collect them upon completion.
  - c. Applicants **should not be allowed** the use of reference material during the end of course examination.
  - d. Use of the answer sheet must be strictly limited to scoring examinations. Do not provide copies to anyone. A **passing score of 80%** is required for IDEC Certification (you must answer forty (40) out of fifty (50) questions correctly) to successfully complete the examination.
  - e. It is permissible to review incorrect answers with an applicant. **Do not** allow the applicant to retain a copy of the examination.
  - f. Applicants that do not pass the examination should be advised to go back and study the training materials and information to prepare for re-examination. A second disqualification on the certification examination is considered indicative of a training problem and one that must be assessed. Further examination would not be allowed until you indicate such training has been conducted and the applicant is better prepared.
- (4) Application - After having attained a passing score on the examination, each certification applicant must complete an individual application form.
  - a. Enclosed is a copy of the application form. It will be necessary to produce sufficient copies to provide one to each applicant.

- b. Please review applications before submission. Make sure names are legibly printed or typed and the application is completed in full.
- c. Enter the name of your jurisdiction and the applicants' examination score, the person designated by your jurisdiction, as responsible for approving applications in the space provided.
- d. Follow the processing instructions on the application form. If the jurisdiction is paying the application fees, a single payment is acceptable to cover all applications being submitted.

(5) Awards - Approved applicants will be issued a certificate.

- a. Certificates will be mailed to your jurisdiction's motor vehicle administrator for signature and presentation. Please allow 30 days for delivery.
- b. Award certificates will have an expiration date. Certification requires renewal within four years. Renewal will be based upon meeting in-service training programs/re-fresher training requirements. Motor vehicle administrators will be notified of the renewal procedure prior to expiration. **Examiners must at a minimum, conduct 10 skills/road tests per year to be eligible for renewal.**
- c. Optional items are available (pins & patches) for purchase by certified driver examiners.

# INTERNATIONAL CERTIFIED COMMERCIAL EXAMINER APPLICATION

NAME \_\_\_\_\_  
(First) (Middle) (Last)

Title \_\_\_\_\_

Email \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_  
(Division/Department/Organization)

Mailing Address: \_\_\_\_\_

I am authorized, by my jurisdiction to conduct skills/road tests for the licensing of commercial drivers. I hereby am making application and attest to the following for International Certified Commercial Examiner (CCE) Certification:

	Yes	No
1. I currently hold a valid driver license	___	___
2. I have met my jurisdictions educational requirements	___	___
3. Within the one (1) year prior to my submitting this application, my driver license has neither been suspended nor revoked.	___	___
4. I have satisfactorily completed the commercial examiner training program of the accredited jurisdiction.	___	___
5. I pledge that my commercial licensing activities will be conducted in accordance with the International Driver Examiner Certification (IDEC) Program's Code of Ethics	___	___

I understand and agree that I may be decertified by my said jurisdiction and AAMVA for loss of my driving privileges or if I am convicted of a felony.

DATE \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

## ADMINISTRATIVE ACTION:

I, the administrator of the commercial license program for the state/province \_\_\_\_\_ have reviewed this application and by my signature, attest to the individual's eligibility and satisfactory performance for driver licensing examiner.

TEST SCORE \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_



## **JURISDICTIONAL PROCESSING FOR EXAMINER CERTIFICATIONS**

Each jurisdiction submitting individuals to be certified into the International Driver Examiner Certification Program must forward to the AAMVA Secretariat, the following:

1. Completed applications, including the final grade. Only those passing the exam need to be forwarded to AAMVA.
2. Payment covering the processing of applications (**\$15 per original application**), postage and handling fees (see below) and optional purchase of lapel pins or patches. Checks or money orders must be in U.S. dollars and made payable to AAMVA.

### **REMINDER**

1. A score of **80%** (correctly answer 40 out of 50 questions) or better is a passing score.
2. Applications must be forwarded to the AAMVA IDEC Secretariat.
3. Certification is valid for four (4) years. Each jurisdiction will be notified of renewal procedures.

Mail all applications, examinations and payments to:

AAMVA  
IDEC Secretariat  
Attn: IDEC Program  
4401 Wilson Blvd.  
Suite 700  
Arlington, VA 22203

### **POSTAGE AND HANDLING FEES**

Postage and handling fees are assessed when returning certificates, pins or patches.

Up to 10 Items	= \$ 5.00
11 - 40 Items	= \$ 7.00
41 - 60 Items	= \$ 9.00
61 - 100 Items	= \$11.00

**AAMVA IDEC  
CDE / CME / CCE / CTT Fees**

Initial **CDE** Certification - \$15  
Renewal **CDE** Certification - \$5  
(4 year renewal period)

Initial **CME** Certification - \$15  
Renewal **CME** Certification - \$5  
(4 year renewal period)

Initial **CCE** Certification - \$15  
Renewal **CCE** Certification - \$5  
(4 year renewal period)

Initial **CCKE** Certification - \$5  
Renewal **CCKE** Certification - \$5  
(4 year renewal period)

Initial **CTT** Certification - \$100  
Renewal **CTT** Certification - \$50  
(4 year renewal period)

Replacement Certification - \$5

IDEC lapel pin - \$5.00

IDEC Patch - \$5.00

## AAMVA IDEC PROFESSIONAL CODE OF ETHICS

It shall be the guiding purpose and the individual duty of every International Driver Examiner:

### ***P*** ***Professionalism***

Examiners should model exemplary personal and professional behaviors. Customers should be met with prompt and courteous service. Staying informed of organizational changes and developments in the traffic safety related field increases an examiners proficiency and effectiveness when performing their job.

### ***R*** ***Respect***

Respect others as you would want them to respect you. Listen actively to each individual's problem or question; customers are seeking your assistance to help solve a request for assistance. Do your best to exhibit a patient, upbeat and positive attitude with everyone.

### ***I*** ***Integrity***

The success of a driver examiner is driven by personal integrity. Uphold the honor of your profession by abiding to the professional guidelines and examining standards. Review your work performance standards and code of ethics periodically.

### ***D*** ***Due Diligence***

Exercise due diligence with all examinations and practice only such authority that has been duly entrusted for the position. Handle all interactions with diplomacy and tact.

### ***E*** ***Equality***

Use your professional expertise and experience to evaluate each applicant equally and fairly. Your job is to make sure the minimum requirements to operate a motor vehicle safely are met. Most importantly, remember you are a Certified Driver Examiner (CDE) and are the first line of defense to ensuring the safety of our roads.