

MILITARY TRAINING CERTIFICATION PROCESS

WASHINGTON DEPT OF VETERANS AFFAIRS (WDVA) 1-800-562-2308

Here's how it works:

WDVA Central Office will assess the training a veteran received in the military and verify whether it meets the required minimum commercial motor vehicle driver training requirements in Washington State. Once verification is made, a Commercial Drivers Military Training Certificate is provided.

Veteran applicants must pay all basic license and commercial drivers license fees to DOL and successfully complete the applicable knowledge and skills test and along with providing the Commercial Drivers Military Training Certificate in order to be issued a Washington Commercial Drivers License (CDL).

(Military Training Certification (MTC) for Veterans can only be processed and issued by the WDVA Olympia Central Office. Other agencies and offices do not have the authority to issue a MTC.)

STEP:

1. VETERAN MUST PROVIDE THE FOLLOWING DOCUMENTS TO WDVA WITHIN 12 MONTHS OF DISCHARGE:

- a. Record of Discharge (*Form DD-214*) or Military Personnel Record (MPR, ERB, ORB), and Military Drivers Training Record (*Form 348, 348-E, 5384-E*), A.C.E. Registry Transcript System, Verification of Military Experience and Training (*DD Form 2586*), or other military training records
- b. Provide the required documentation (1a) to WDVA, if Mailing or Faxing, include Veterans Name, Mailing Address, and contact phone # for application check sheet.
- c. MAIL TO or DELIVER IN PERSON TO:

**WASHINGTON DEPARTMENT OF VETERANS AFFAIRS
ATTN: MILITARY TRAINING CERTIFICATION
1102 QUINCE ST SE
OLYMPIA WA 98501**

FAX: 360-586-1093

- d. Upon receipt, WDVA will process for verification of eligibility.

2. WDVA WILL THEN VERIFY THE APPLICANTS ELIGIBILITY BY WAY OF:

- a. Review of Record of Discharge(DD-214) for appropriate Military Occupational Specialty (MOS) or,
- b. Review of Military Personnel Record (MPR, ERB or ORB) for appropriate training, and
- c. Verification of military orders issued by Military School assigning MOS / Skill identifier as a result of completion of training.

3. UPON COMPLETION OF REVIEW, WDVA WILL ISSUE TO THE VETERAN THE FOLLOWING WITHIN 10-WORKING DAYS:

- a. Provide directly or mail a "Commercial Driver Training Military Certificate" (*Training Confirmed*)

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- b. Or a Letter (*Training Not Confirmed*) to veteran explaining why certification cannot be issued to veteran.
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- 4. AFTER SUCCESSFUL COMPLETION OF THE APPLICABLE CDL KNOWLEDGE AND SKILLS TESTS AND PAYMENT OF ALL BASIC LICENSE AND CDL FEES, THE VETERAN MUST PRESENT THE CERTIFICATE TO THE DEPARTMENT OF LICENSING OFFICE TO COMPLETE THE REQUIREMENTS FOR HAVING A WA CDL ISSUED.**



COMMERCIAL DRIVER TRAINING MILITARY CERTIFICATE

This is to certify that:

Driver license number. _____

Last Name _____

First _____ Middle Initial _____

Residence Address _____

City _____ County _____ State WA Zip Code _____

Date of Birth _____

Sex: Male Female

Has successfully completed a commercial driver training course approved by the Department of Licensing for:

Class A (160 hours) Class B (48 hours) Class C (36 hours) vehicles. (WAC 308-100-033)

Branch of Service: _____ Date of Separation _____

Training Location City _____ State _____

Course Start Date _____ Course Completion Date _____
MONTH / DAY / YEAR MONTH / DAY / YEAR

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place

X

Signature of driver

Dec 8, 2010 1102 Quince St, Olympia WA 98501
Date and place

Richard D Price, Pgm Mgr, WDVA
Print or type name of authorized official

The Department of Licensing has a policy of providing equal access to its services.

If you need special accommodation, please call (360) 902-3900 or TTY (360) 664-0116.

SAMPLE



STATE OF WASHINGTON
DEPARTMENT OF VETERANS AFFAIRS
SERVICE CENTER

1102 Quince Street SE • PO Box 41155 • Olympia, Washington 98504-1155 • 1-800-562-2308

[Date]

[Veterans Name]
[Veteran's Mailing Address]
[City] WA [zip code]

REFERENCE: COMMERCIAL DRIVER TRAINING MILITARY CERTIFICATION

Dear [Veterans Name]:

I have reviewed the military training records submitted by [Veterans Name] for verification of minimum training requirements for Washington State Commercial Drivers License. The documents provided do not indicate the minimum training requirements for a Washington State Commercial Drivers License for the following reason(s):

Record of Discharge (DD-214) and/or Military Personnel File (DD-2) does not indicate appropriate Military Specialty Code awarded or appropriate Military Specialty Code producing school attended.

If you have other documentation that supports the minimum training requirements for a Washington State Commercial Drivers License (attached), please provide them to me for review.

If you have any questions, please contact me at 360-725-2236 or RicP@dva.wa.gov.

Serving Those Who Served,

Richard D Price
Program Manager

Minimum training requirements: CDL

Before you can get a commercial driver license (CDL), you must successfully complete a training course approved by the Department of Licensing. The training must include at least the following:

Class of CDL	Minimum training required
Class A	160 total hours, including at least: <ul style="list-style-type: none">• 40 hours of classroom instruction• 18 hours of street driving training• 16 hours of training in backing maneuvers• 16 hours of proficiency development• 70 hours of combined lab training, range training and observation
Class B	48 total hours, including at least: <ul style="list-style-type: none">• 20 hours of classroom instruction• 14 hours of street driving training• 4 hours of training in backing maneuvers• 4 hours of proficiency development• 6 hours of combined lab training, range training and observation
Class C	36 total hours, including at least: <ul style="list-style-type: none">• 20 hours of classroom instruction• 8 hours of street driving training• 2 hours of training in backing maneuvers• 2 hours of proficiency development• 4 hours of combined lab training, range training and observation