# Occupational Licensing Industry News
# OLIN 2022–01
# ETP Minimum Number of Skills Test Administered

DIGITAL INFORMATION BRANCH • DIGITAL SERVICES DIVISION • © 2022 STATE OF CALIFORNIA, DEPARTMENT OF MOTOR VEHICLES. ALL RIGHTS RESERVED.

**Issue Date: January 19, 2022**

## New Information

To maintain their examiner certification, an Employer Testing Program (ETP) commercial skills test examiner **must** administer at least 10 vehicle inspections (VI), 10 basic control skills (BCS), and 10 road tests (RT) for at least 10 different applicants per year. This **must** be done within one calendar year (CY) of completing commercial examiner training (initial and/or refresher) and each CY thereafter.

**EXAMPLE:** An examiner who completes their training on July 16, 2021, **must** administer the minimum number of tests on or before July 16, 2022, and each CY thereafter to maintain certification, as follows:
CY 2021/2022: 10-10-10 required between July 16, 2021–July 16, 2022
CY 2022/2023: 10-10-10 required between July 16, 2022–July 16, 2023
CY 2023/2024: 10-10-10 required between July 16, 2023–July 16, 2024
CY 2024/2025: Refresher training required by July 16, 2025

**IMPORTANT:** Completion of subsequent refresher training prior to or after expiration of examiner certification will result in a new CY cycle.

## Background

Federal regulations require the Department of Motor Vehicles (DMV) to revoke the skills testing certification of any third-party commercial skills examiner who does **not** conduct skills test examinations of at least 10 different applicants per calendar year. This includes 10 VI, 10 BCS, and 10 RT.

ETP commercial skills examiners may work for more than one employer concurrently if they are under written contract with each ETP employer. The examiner's cumulative number of commercial skills tests administered during a CY will be counted toward the minimum number of skills tests required to maintain certification.

## References

*Code of Federal Regulations*, Title 49 §383.75(c)
*California Code of Regulations* §25.22(e)
OLIN 2021–02 Occupational Licensing Renewals

## Distribution

Notification that this memo is available at **dmv.ca.gov** under Vehicle Industry Services, was made via the California DMV Automated Email Alert in January 2022 to the following:

- Employer Pull Notice (EPN) Accounts
- Employer Testing Program

## Contact

Questions regarding this memo may be directed to Occupational Licensing ETP Operations (916) 229-3154.

© 2022 State of California, Department of Motor Vehicles. All rights reserved. Visit our Web Site—dmv.ca.gov