

TROOPS TO TRUCKSSM CHECKLIST

1. Do I qualify for the Troops to TrucksSM Program:
 - A. I am a Virginia resident currently holding or eligible for a Virginia driver's license.
 - B. I am active duty military (including the Reserves and National Guard) or am within 90 days of release from active military service.
 - C. If you answered **Yes to BOTH A and B**, proceed to item 3.
 - D. If you answered **No to A and Yes to B** proceed to item 2.
 - E. If you answered **No to B**, you do not qualify for this program. For more information about obtaining a commercial driver's license, refer to [Applying for a CDL](#).
2. If you do not already hold a Virginia drivers license, you must be eligible for one before applying for the CDL or CDL instruction permit. [See DMV 141](#) for documents required to bring in when applying for a Virginia driver's license.
3. I have held a military operators permit and operated a vehicle representative of the CDL classifications that I am applying for, for the past 2 years. If you answered **Yes, proceed to item 4**. If you answered **No, proceed to item 6**. For more information, refer to page 2 of the DL 13 application or page 4 and 5 of the [CDL manual](#).
4. During the last two years (both driving a commercial or non commercial motor vehicle), I have not:
 - A. had more than one license (except for a military operator's license)
 - B. had any license suspended, revoked, or cancelled
 - C. had any convictions for any type of motor vehicle for a CDL disqualifying offenses more than one conviction for any type of motor vehicle serious traffic violation
 - D. had any conviction for a violation of military, state or local law relating to motor vehicle traffic control (other than a parking violation) in connection with any traffic crash
 - E. a record of a crash where I was at fault

If you answer **No to ALL items**, proceed to item 5. If you answered **Yes to any item**, you do not qualify for the CDL Skills Test Waiver. For more information on CDL disqualifications consult the Virginia [Commercial Driver's manual](#).

5. With no CDL disqualifications and a record of the past two years of military CDL driving experience you may apply for a CDL Skills Test Waiver. Take the following steps to ensure successfully qualifying.
 - Prepare for Knowledge test. You will be required to pass the CDL knowledge exam, and any other knowledge exams for the vehicles you were certified in driving. Test failures will **NOT** extend your 90 days from release of service deadline. Any changes to your CDL after the 90 days including classification, restrictions and endorsements will not be eligible for the Troops to TrucksSM waiver. For more information and practice exams go to http://www.dmv.state.va.us/drivers/#cdl_test.html.
 - Obtain your [Medical Examiner's Certificate](#). This is sometimes referred to as the U.S. Department of Transportation Medical Card. Do not bring in the Medical Examination Report form 649-F to the DMV. You do not need a Federal Medical Examiner's Certificate if you will **only** operate in an excepted status. To determine if you will be operating in an excepted status, go to http://www.dmvnow.com/drivers/#cdl_medical_faqs.asp
 - Fill out the CDL Skills Test Waiver Military Application ([DL 13](#)). This must be certified by your commanding officer or designee as possessing (1) a military operator's permit and

(2) at least two years experience driving the same type of vehicle that you as the applicant plan to drive with a Virginia CDL. (For a list of CDL vehicle types, refer to [CDL Classifications, Restrictions, and Endorsements](#).)

- Bring the following required documents to DMV on the day of your exam:
 - CDL Skills Test Waiver Military Application ([DL 13](#))
 - Virginia or other state-issued driver's license
 - Driver's License Application ([DL 1P](#)) and other required proof documents ([DMV 141](#)) if you do not currently hold a Virginia driver's license. You cannot keep an out-of-state drivers license. You can obtain the Virginia Driver's License on the same day as your exam.
 - Medical Examiner's Certificate (U.S. Department of Transportation Medical Card)
 - Military discharge papers (DD-214, WD-AGO, DD-256, or NGB-22) or a U.S. Active Duty/Reservist Military ID Card. Those dishonorably discharged from the military are not eligible to receive a military skills test waiver.
- Pass CDL Knowledge Exam/Exams. You will be issued a temporary CDL. Your permanent CDL will be mailed. Proceed to item 9.

NOTE: Three-Time Failure: If you fail the general knowledge exam three times, you must complete the classroom portion of a Virginia approved Driver Training School program for commercial motor vehicles and bring the certificate of completion to a customer service center to satisfy eligibility requirements for re-examination. You must have completed the course after the date of the third exam failure.
http://www.dmv.virginia.gov/drivers/#cdl_test.asp

6. Military applications that do not qualify for the skills test waiver (as out lined in item 5), may be able to participate in the military's 3rd party training program offered at many of our Virginia military bases. You must follow the steps below:

- Be currently in the military and approved to attend the 3rd party training by the military.
- Prepare for Knowledge test. You will be required to pass the CDL Knowledge exam, and any other knowledge exams for the vehicles you will be driving.
- Obtain your [Medical Examiner's Certificate](#). This is sometimes referred to as the U.S. Department of Transportation Medical Card.
You do not need a Federal Medical Examiner's Certificate if you will **only** operate in an excepted status. To determine if you will be operating in an excepted status go to http://www.dmvnow.com/drivers/#cdl_medical_faqs.asp?
- Bring the following required documents to DMV on the day of your exam:
 - Medical Examiner's Certificate (U.S. Department of Transportation Medical Card)

- Virginia or other state-issued driver's license
- Driver's License Application (DL 1P) and required proof documents (DMV 141) if you do not currently hold a Virginia driver's license. You cannot keep an out-of-state drivers license. You can obtain the Virginia Driver's License on the same day as your exam.
- Pass CDL General Knowledge Exam. Receive your CDL instruction permit. The CDL instruction permit allows you to drive a commercial vehicle of the **class and type** shown on the permit only when a person licensed to drive the same type of vehicle is with you. For more information on CDL instruction permits go to http://www.dmv.state.va.us/drivers/#cdl_permit.asp. Proceed to item 7.

NOTE: Three-Time Failure: If you fail the general knowledge exam three times at a customer service center, you must complete the classroom portion of a Virginia approved Driver Training School program for commercial motor vehicles and bring the certificate of completion to a customer service center to satisfy eligibility requirements for re-examination. You must have completed the course after the date of the third exam failure. http://www.dmv.virginia.gov/drivers/#cdl_test.asp.

7. Enroll and begin 3rd party testing program at one of the approved military installations. Proceed to item 8.
8. After successful completion of your training you will receive a DL 64 completion certificate. You can take this to any DMV customer service center or DMV 2 Go mobile office, along with your CDL instruction permit and Virginia driver's license. They will issue you a temporary CDL. Your permanent CDL will be mailed to you. Proceed to item 9.
9. If you are interested in obtaining assistance with employment or would like to receive updates about the Troops to TrucksSM program, fill out the Placement Interest Questionnaire. This form will be given to you at a DMV customer service center or DMV 2 Go mobile office, after you have successfully obtained the CDL under the troops for trucks program. You can then fill out and mail or fax to the address at the bottom of the Placement Interest Questionnaire application.