REGISTRATION: STUDENT DRIVERS

The instructions below are for a student driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP) and is enrolled in a training program that is not affiliated with or operated by a motor carrier. If you are a student driver who is also an employee of a motor carrier, you must register as a driver. View the CDL Driver Registration Job Aid for step-by-step instructions.

Create a Login.gov Account
Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

During the login.gov registration process, after 15 minutes of inactivity, the current page will reset any information entered into data fields.

On the login.gov sign in screen, click Create an account.

Or, if you already have a login.gov account, enter your email address and password on this screen, click Sign In, and go to step 9.

Enter your email address and click Submit. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

Check your email and open the email from no-reply@login.gov, with the subject line Confirm your email.

Click Confirm email address, or copy and paste the link into a web browser.
**5. Create a password.** This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

**6. Select an option to secure your account and click **Continue**.**

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. You will need to provide a way for login.gov to send you a one-time security code. Follow the instructions for the method you select.

Backup codes should not be used as the primary authentication method unless none of the above methods are available to you, as they can only be used a limited number of times.
Enter your security code and click **Submit**. This code will be provided via the method you selected in step 6. The screenshot below illustrates the SMS phone method.

**Enter your security code**

We sent a security code to +1 123-456-7890. This code will expire in 10 minutes.

- **One-time security code**
  - [ ] Get another code
  - [ ] Remember this browser

Entered the wrong phone number? [Use another phone number](#)

| Choose another option |
You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.
Register for the Clearinghouse
Once you have a login.gov account, you can complete your registration in the Clearinghouse. **If you are a student driver in a training program that is not affiliated with or operated by a motor carrier, you must select the option to register as a student driver.** This enables you to register with both the driver and employer roles and designate a consortium/third-party administrator (C/TPA). Follow the steps below to register as a student driver.

Select your role **(Student Driver)** and click **Register as a Student Driver.**

If you are a student driver who is also an employee of a motor carrier, select the Driver role. View the [CDL Driver Registration Job Aid](#) for step-by-step instructions to register as a driver.
Enter your contact information. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

Choose your preferred contact method and click Next.

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either Change to Email or Keep as U.S. Mail.
As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). This allows your C/TPA to access the Clearinghouse on your behalf. A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the USDOT/FMCSA Drug and Alcohol Testing rules and regulations. You should contact a C/TPA prior to designating them in the Clearinghouse.

Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter**. If you enter enough characters of the C/TPA’s name, a list of options will also appear.
This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.

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**Designate Your Consortium/Third-Party Administrator**

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by 49 CFR 382.750(b)(6). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA now, or after you have completed your registration.

**DELEGATE YOUR C/TPA(S)**

For each C/TPA you designate, you must indicate which actions the C/TPA may take on your behalf. If you don’t currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per 49 CFR 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

**Who is your C/TPA?** Sample C/TPA

**C/TPA not listed?**

A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

There are 0 C/TPAs which match the search: Sample C/TPA

**Sample C/TPA**

123 Main St, Springdale, MA 98675
+1 543-210-5876

[Designate]
For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating your C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note that you must authorize at least one C/TPA to report violations and at least one C/TPA to report return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up testing plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries; however, this action is not required to be performed by a C/TPA.

### Designate Your Consortium/Third-Party Administrator

As a student driver enrolled in an independent training program, you must designate a consortium/third-party administrator (C/TPA). A C/TPA is a service agent that performs tasks to help keep an employer or a student driver compliant with the DOT/FMCSA Drug and Alcohol Testing rules and regulations.

You must identify your C/TPA in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as required by 49 CFR 382.711(b)(3). You should contact a C/TPA prior to designating them in the Clearinghouse.

You can designate your C/TPA now, or after you have completed your registration.

#### DESIGNE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take on your behalf. If you don’t currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per 49 CFR 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

- **Who is your C/TPA?** Sample C/TPA

- **C/TPA not listed?** A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

#### Designated C/TPA(s)

I authorize the Clearinghouse to allow these C/TPA(s) to perform the following functions on my behalf:

<table>
<thead>
<tr>
<th>C/TPA</th>
<th>Report Violations</th>
<th>Report RTD Information</th>
<th>Conduct Queries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample C/TPA</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Enter your **current** commercial driver’s license (CDL) or commercial learner’s permit (CLP) information and click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver’s License Information System (CDLIS).

Note: This is required to view your Clearinghouse record and respond to query requests.
Once your CDL or CLP information is verified, you will not be able to edit it. Click Next.

If the Clearinghouse cannot verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click Verify again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact FMCSA to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to consent requests until your CDL information has been verified. You can update this information under “My Profile” in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click Next.

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**STEP 5 OF 6**

**Commercial Driver’s License Information**

Enter your current commercial driver’s license (CDL) or commercial learner’s permit (CLP) information below. This information will be verified against your information in the Commercial Driver’s License Information System (CDLIS).

- **First Name**
- **Last Name**
- **Country**
- **State**
- **CDL Number**
- **Date of Birth**

Click Next to proceed.
Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to designate C/TPAs, review your Clearinghouse record, and update your Clearinghouse account.