

## Checklist for Reporting Training Providers That Do Not Meet State Requirements

The Federal Motor Carrier Safety Administration (FMCSA) values its partnership with States, which is essential in promoting safety, efficiency, and excellence in the motor carrier industry. FMCSA encourages States to remain proactive in identifying and reporting training providers that do not meet applicable State requirements to deliver Entry-Level Driver Training (ELDT). This document provides guidance to States requesting the removal of training providers from the Training Provider Registry (TPR). FMCSA recommends that States submit all documentation and correspondence available concerning a training provider. FMCSA will handle complaints that are not State based through its regular complaint handling process.

### What should a State do prior to contacting FMCSA?



Before reaching out to FMCSA, the State should:

- Send the training provider a signed letter and/or notice directing the training provider to take action required by the State (e.g., register with the State, pay appropriate filing fees) within an identified timeframe; and
- Send its letters and notices with proof of delivery to the training provider (e.g., Certificates of Service, proof of delivery tracking).

### What information should a State submit for FMCSA to investigate a training provider that does not meet applicable State requirements?



A State should provide, at a minimum, the following information:

- The name and address of the training provider;
- The applicable State laws, regulations, or other requirements that the training provider does not meet, such as requirements to be licensed, certified, registered, or authorized to provide training; and
- Copies of any signed letters and/or notices directing a training provider to take action required by the State (e.g., register with the State, pay appropriate filing fees).

### What information should a State submit for FMCSA to issue an immediate or emergency removal against a training provider?



In addition to the items listed above, States should submit the following supporting documents to substantiate its complaint:

- Any additional supporting documents or communication to and from the training provider (e.g., cease and desist orders, show cause orders, any responses from the training provider);
- Proof of delivery of the State's letters and/or notices to the training provider;
- Confirmation that the State's requested timeline to the training provider has passed; and
- Any proof that the training provider is still operating in the State.

Based on evidence provided, FMCSA retains the right to determine the appropriate level of action.

States may submit their documents to [StatesTPR@dot.gov](mailto:StatesTPR@dot.gov).

