

Examinee Notice

Commercial Driver License (CDL) Skills Exam

This exam fulfills the state and federal requirement to obtain a Commercial Driver License (CDL). The skills test is administered by a state-certified examiner in accordance with New Mexico state regulations. The exam includes: a pre-trip vehicle inspection, basic control skills testing and behind-the-wheel road observation.

Exams are scheduled by appointment only. Exams must be scheduled at least one (1) week in advance. To schedule an exam, you must provide your current 1) New Mexico Driver's License, 2) New Mexico CDL Restricted License (Permit) 3) Valid Medical Card and complete 4) CNM CDL Skills Exam Registration Form. The cost of the exam is \$200 and is required at scheduling. Call (505) 224-5206 for additional information on how to schedule your CDL Skills Exam.

- Debit card, Visa, MasterCard, Discover, American Express, check, money order or purchase order accepted and made payable to CNM Ingenuity (**Cash not accepted**).
- Cancellations or Rescheduled exams require 3-business day advance notification.
- You must arrive at the test site at least 15 minutes before your test time. Your exam will be cancelled with no refund if you arrive 15 minutes after your scheduled test time.

Before Scheduling a CDL Skills Exam:

1. Please obtain a copy of the New Mexico CDL Manual from the CNM Workforce Training Center. The Manual is also available online at www.mvdonline.com NM CDL Manual is located:
MVD>Commercial>Commercial Driver's Licenses (CDL)>Commercial Driver's License
 - **Know page 1-1** of the Commercial Driver License Manual.
 - **Review chapters 11, 12 & 13** of the Commercial Driver License Manual.
2. Acquire and bring your DOT Medical Card from a medical professional on the National Registry of Medical Examiners: www.nationalregistry.fmcsa.dot.gov
3. Acquire your Commercial Learners Permit from MVD. Once you receive a Commercial Learners Permit (CLP), you can make an appointment for a CDL Skills Exam, provided that the exam date is 14 days after the issue date on your Commercial Learners Permit (CLP). *You must hold your Commercial Learners Permit (CLP) for 14 days before you are eligible to take the CDL Skills Exam.*
 - **Know and verify** what license/permit you are obtaining, and what restrictions and endorsements apply.
 - **Before leaving MVD verify** that your CDL restricted license is correct, and that there is **no hole punched** on your license!
 - **Have a valid driver's license and Commercial Learners Permit (CLP)** at all times, must **not be expired**.



4. Obtain an unloaded representative vehicle of the CDL Class you are testing for.
 - **CNM Workforce Training Center does not provide testing vehicles for the CDL Skills Exam.**
 - We are not able to test any vehicles that have a School Bus plate, HazMat placards, or tanker vehicles used to transport materials such as propane. We can test water tankers.
 - You cannot test for a Class B in a tractor without a trailer since it is classified as a power unit and not a true representative Class B vehicle.
 - **Know your vehicle** to include the class of vehicle, any restrictions that may apply, the gross vehicle weight rating, the required documentation, and its working condition. Your vehicle needs to be equipped with functioning Emergency Equipment to include fuses, 3 triangles, and a working fire extinguisher.
 - If you are driving the testing vehicle to the exam site, you must have a licensed Commercial Driver in the vehicle with you. It is illegal to operate the vehicle alone until you have passed the CDL Skills Exam and received your license.

Mandatory Requirements on the Day of your CDL Skills Exam - NO EXCEPTIONS, REFUNDS, OR RESCHEDULES

1. Valid Representative Vehicle in operable condition
2. Licensed Commercial Driver to accompany you to test site
3. Valid New Mexico Driver’s License (**invalid if hole is punched in License**)
4. Valid New Mexico Commercial Learners Permit (CLP)
5. Valid Medical Card (No Alterations/Must Be Legible)
6. *Valid Proof of Insurance for vehicle
7. *Valid Proof of Registration for vehicle **and** trailer
8. *Valid DOT Safety Inspection stickers/paperwork for your vehicle **and** trailer

*Government vehicles ARE NOT exempt from providing Insurance, Registration, and DOT Safety Inspection paperwork. If you are testing in a government vehicle please notify CDL scheduler at the time of registration.

PLEASE READ THE FOLLOWING ERRORS AND PITFALLS IN ORDER TO AVOID A SECOND EXAM AND \$200 FEE:

MVD errors might include but are not limited to:

- MVD might accidentally keep or make a hole-punch in your current class D or CDL license. This is human error but doing so invalidates your license. MVD should not keep or punch a hole in your current license. A CDL Restricted License (Permit) is not a driver’s license. You must have a valid driver’s license along with your CDL Restricted License for your CDL skills exam. **No hole-punch allowed!**
- MVD might issue a class D CDL permit. This is an error; there is no such thing as a class D CDL permit.
- MVD might issue the wrong classification, restrictions or endorsements. Before leaving MVD, always verify that your CDL restricted license is accurate, or you will not be able to complete your CDL Skills exam.

Vehicle errors might include but are not limited to:

- Incorrect or expired insurance documentation (must be for vehicle).
- Incorrect or expired registration documentation (must be for both tractor and trailer).
- Lacking annual DOT inspection stickers or inspection form (must be for both tractor and trailer).
- Government vehicles ARE NOT exempt from providing Insurance, Registration, and DOT Safety Inspection paperwork.
- Verify vehicle is operable and represents class and endorsements you are testing for.

No charge exceptions are limited to:

- Inclement weather and/or unsafe conditions as determined by CDL Examiner.
- Exam site issues or unsuitable site conditions as determined by CDL Examiner.
- CDL Examiner illness.



For CNM Use Only: LUMENS User Name: _____
LUMENS Class ID#: _____
Grade: _____

CDL Skills Exam Registration Form

To register, follow the four easy steps below:

1 Name: _____
Last First MI

NM Drivers License Number (required): _____ Date of Birth (6-digits required): _____

Commercial Learner Permit Issue Date: ____/____/____ CLP Class (select): _____

Expiration Date: ____/____/____

Endorsements (select): _____

Is this a CLP Renewal? Yes No

Restrictions (List): _____

Mailing Address: _____

Street or P.O. Box

City State Zip

Phone Number: _____ Alternate Phone: _____

E-mail Address: _____

Notice to examinee: Your CDL Skills Exam may be audio or video recorded for quality assurance purposes.

I do hereby certify that the above information is correct and I acknowledge that I have read the Examinee Notice:

Signature _____ Date _____

2 Method of Payment: (CASH IS NOT ACCEPTED. Your registration is not complete without payment.)

Debit or Credit Card

Check or Money Order #: _____ (Made payable to CNM Ingenuity)

Purchase Order #: _____ (You must include the P.O. with the registration form)

3 CDL Skills Exam \$200.00 Select: **Class A Class B Class C**
Select: **Initial Upgrade Re-Test 3rd Exam**

For CNM Use Only

TEST DATE: _____ TIME: _____ EXAMINER: _____ STAFF INITIALS: _____

I received, read and understand the Candidate's Responsibilities for the day of exam: _____
Initial Date

NO SHOW, NO REFUND.
CANCELLATION DEADLINE IS 3-BUSINESS DAYS PRIOR TO THE TEST DATE.
Call (505) 224-5206 to cancel.

4 Deliver, fax, mail or e-mail your completed registration form with payment to:

CNM Workforce Training Center (WTC)
Attn: REGISTRATION (WTCtesting@cnm.edu)
5600 Eagle Rock Avenue NE, Albuquerque, NM
87113-1711 Phone: (505) 224-5206 · Fax (505) 224-5201

For CNM Use Only: Account: 1016-8K6004
Profile Created: _____
Date Paid: _____
Scheduled CSTIMS: _____
Results CSTIMS: _____
Checklist Completed: _____

