



**F NCDL THIRD PARTY SKILLS TESTING EXAMINER REQUIREMENTS**

All Third Party Examiners must be certified to conduct skills tests on behalf of one Third Party Tester at any given time. To qualify for and maintain certification as a Third Party Examiner you must:

1. Administer the same skills test that PennDOT administers [Examiner].
2. Provide outstanding customer service, high quality test services and maintain safety for the test applicant.
3. Have received a copy of the PennDOT's Third Party Skills Testing contract and will meet all integrity requirements outlined in the Contractor Integrity Provisions.
4. Be a payroll employee of the Third Party Tester for at least two years or two years of experience obtaining, evaluating and providing information to the public [Examiner].
5. Possess a valid Class C Pennsylvania Driver's License.
6. Be at least 21 years of age [Examiner].
7. Have had no driver's license suspensions, revocations, cancellations, or disqualifications within five years prior to applying and during certification [Examiner].
8. Have no more than 6 points on your driving record within three years prior to applying and during certification [Examiner].
9. Have no convictions for Driving Under the Influence (DUI) within three years prior to applying and during certification [Examiner].
10. Have not been subject to the Accelerated Rehabilitative Disposition (ARD Program) within three years prior to applying and during certification [Examiner].
11. Obtain a fingerprint criminal history check and have not been convicted of any felony within the last 10 years; or any conviction of involuntary fraudulent activities.
12. Satisfactorily complete the Third Party Examiner training course(s) required by PennDOT.
13. Conduct skills tests on behalf of the Third Party Tester in accordance with these requirements or any subsequent requirements and in accordance with current instructions provided by PennDOT.
14. Conduct 50 Tests per year or certification will not be renewed unless you are scheduled and satisfactorily complete the PennDOT refresher course. This requirement may be waived according to Part IV Work Statement, Section 12 Waiver of Minimum Test.
15. Notify PennDOT if arrested for any criminal offense by the next business day after the arrest.
16. Agree to hold PennDOT harmless from liability resulting from the administration of the skills test program.
17. Sign the PennDOT record Information Confidentiality Policy Statement.
18. Cooperate fully with any investigation by PennDOT's Third Party Program Manager or other designated PennDOT official.
19. Not give the appearance of being a member or employee of PennDOT.
20. Not be employed by PennDOT.
21. Not commit any violations of the Third Party Non-Commercial Driver's License Skills Testing Services Contract, PennDOT regulations or the Vehicle Code.
22. I understand and agree that failure to perform examiner duties in accordance with the NCDL Third Party Skills Testing Requirements, the agreement between the Third Party Tester and PennDOT, and applicable state and federal law and regulations relating to the TPE program shall result in my decertification or suspension of my Third Party testing privilege.
23. Meet an average quality rating for posting driver exam results of at least 98%.

**APPLICATION INSTRUCTIONS**

1. All applicants must complete entire application.
2. Examiner must have an active E-mail Address.
3. An official of the company must sign this application.