



MEMORANDUM FOR RECORD

TO: Local Education Agencies (LEAs) and Institutions of Higher Education (IHEs)

FROM: Utah State Board of Education (USBE), Career and Technical Education (CTE)

DATE: 25 August 2026

SUBJECT: Required Review of Commercial Driver's License (CDL) Training Programs

1. AUTHORITY AND PURPOSE

The U.S. Department of Labor issued Training and Employment Notice No. 01-26 on July 8, 2026. The notice explains the federal English language requirements for individuals seeking training and employment that require a Commercial Driver's License, or CDL.

Federal rules require a commercial driver to be able to:

- Read and speak English well enough to communicate with the public
- Interpret highway signs and traffic signals written in English
- Respond to questions from law enforcement officers and inspectors
- Complete reports and records required by federal rules

These requirements apply throughout the CDL process, including training, testing, licensing, and commercial driving. States cannot waive the requirement for interstate commercial drivers. A driver who does not meet the requirement may receive a citation and may be placed out of service.

This memorandum explains the actions USBE expects from LEAs and IHEs that use federal grant funds to provide, purchase, support, or refer participants to CDL training.

2. REQUIRED INSTITUTIONAL REVIEW

Each LEA or IHE must identify all federal grant-supported programs that:

- Provide CDL training
- Pay another organization to provide CDL training
- Refer participants to CDL training
- Include CDL training in a career pathway
- Use WIOA or other federal grant funds to support CDL participants



Each affected program must review its local policies, procedures, and records to determine whether participants are being prepared to meet federal licensing requirements.

The review must address:

- How participants are informed of the English language requirement
- How participant readiness is reviewed before enrollment
- What interview, assessment, or other method is used
- How enrollment and referral decisions are documented
- What written English proficiency standards or benchmarks are used
- How participants are prepared for the spoken and written requirements of commercial driving
- How referrals, co-enrollment, or other support services are considered
- How records are maintained to show that the process is applied consistently

Before a participant enrolls in CDL training or uses federal grant funds for training, the LEA or IHE must clearly explain the federal English language requirements and document that the information was provided.

Participants who need additional English language instruction should not be automatically denied access to career preparation. Programs should consider Adult Education, English language instruction, bridge programs, co-enrollment, or integrated education and training when those services are available.

The goal is not to lower the federal licensing standard. The goal is to help participants gain the skills needed to meet it.

3. LOCAL RESPONSIBILITY AND USBE OVERSIGHT

LEAs and IHEs are responsible for developing, approving, managing, and maintaining their own policies, procedures, curriculum, assessments, and instructional practices. USBE does not manage, maintain, or approve local curriculum.

LEAs and IHEs must maintain supporting records, which may include, but are not limited to:

- Local policies and procedures
- Participant notices
- Interview or screening records
- Assessment methods and results



- Enrollment and referral decisions
- Written proficiency benchmarks
- Course outlines or other records showing how instruction addresses federal requirements
- Adult Education or co-enrollment referrals
- Staff training records
- Corrective action records

These records do not need to be submitted with the initial response unless requested by USBE (*see attachments*). Programs must protect personally identifiable information (PII) and submit only the information requested.

For questions or concerns regarding this memorandum, contact Tomas Villegas at phone 385-707-5008, or email tomas.villegas@schools.utah.gov.

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Morton

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by Wendi.Morton
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Wendi Morton, USBE
CTE Coordinator

2 Attachments:

1. [U.S. Department of Labor, Employment and Training Administration, Training and Employment Notice No. 01-26.](#)
2. CDL Training Monitoring and Audit Readiness Guide

cc:

USBE/CTE Education Specialist (Saige Bowman)
USBE/CTE Education Specialist (Tomas Villegas)
USBE/Financial Operations Fiscal Monitor (Jeff Conley)
USBE/CTE Compliance Specialist (Libby Giles)



Attachment: CDL Training Monitoring and Audit Readiness Guide

This attachment provides guidance to LEAs and IHEs receiving federal grant funds that support Commercial Driver's License (CDL) training or related activities.

U.S. Department of Labor Training and Employment Notice (TEN) 01-26 directs workforce development and education grantees to review their training policies to ensure individuals seeking a CDL are prepared to meet applicable licensing requirements, including English language proficiency requirements. TEN 01-26 does not establish a specific federal reporting deadline or require routine submission of review results to USBE.

The LEA or IHE is responsible for determining whether the notice applies to its programs, reviewing its local practices, addressing identified gaps, and maintaining documentation that can demonstrate compliance if monitoring, an audit, or another program review occurs.

RECIPIENT RESPONSIBILITY

Each LEA or IHE with an affected program should be prepared to demonstrate that it has:

1. Identified affected programs. Determined which federally supported programs, courses, or training activities prepare participants for a CDL or CDL-related occupation.
2. Reviewed applicable requirements. Reviewed local policies and procedures against the CDL licensing requirements addressed in TEN 01-26, including the federal English language proficiency requirements.
3. Shared the federal notice. Provided TEN 01-26 to appropriate program, grant, enrollment, instructional, and other staff responsible for affected programs.
4. Established a local process. Determined how the LEA or IHE will ensure participants entering an affected program are prepared to meet applicable licensing requirements.
5. Addressed identified gaps. Corrected policies, procedures, practices, or other program elements when the local review identifies a gap.
6. Maintained supporting documentation. Retained sufficient records to demonstrate the actions taken and make those records available if requested during monitoring, audit, or program review.

IF MONITORING OR AN AUDIT IS INITIATED

If the U.S. Department of Labor, USBE, or another authorized entity initiates monitoring, an audit, or other oversight activity, the LEA or IHE is responsible for responding to the request and providing applicable documentation within the timeframe established by the reviewing entity. Depending on the scope of the review, the LEA or IHE may be asked to provide:



Area of Review	Examples of Supporting Documentation
Program Applicability	List of CDL or CDL-related programs supported with applicable federal funds
Internal Review	Documentation showing that the institution reviewed its policies, procedures, or practices in response to TEN 01-26
Staff Awareness	Evidence that TEN 01-26 was distributed to appropriate staff
Participant Process	Documentation showing how participants are informed of or prepared for applicable CDL licensing requirements
English Language Requirements	Local procedures addressing the English language proficiency requirements applicable to CDL drivers
Participant Support	Documentation of referrals, support services, or other local processes used when additional preparation is needed, as applicable
Corrective Action	Documentation showing how identified gaps were addressed or are being addressed
Federal Grant Records	Applicable records demonstrating appropriate administration of federal grant-funded CDL training activities

The specific documentation requested will depend on the program, funding source, scope of the review, and circumstances identified during monitoring.

LOCAL CONTROL AND ACCOUNTABILITY

USB E does not prescribe a single local assessment, curriculum, screening method, or administrative process through this attachment. Each LEA or IHE is responsible for establishing and documenting an appropriate local process that is consistent with applicable federal and state requirements and the conditions of its federal grant award. The recipient is also responsible for ensuring that its practices remain current if federal licensing requirements or related guidance change.

ONGOING READINESS

LEAs and IHEs should maintain documentation supporting their review and any resulting actions as part of their normal federal grant and program records.

No additional submission to USB E is required under this attachment unless:

- USB E specifically requests documentation as part of monitoring or program review;
- a separate grant requirement requires submission;
- corrective action is required following monitoring or review; or
- USB E provides a separate written request with an established due date.

Any deadline associated with a USB E monitoring or corrective action process will be communicated in writing.