

FMCSA Training Provider Registry (TPR)

Guidance on Inactive Training Sites and Removal Notices

Purpose

This guidance is provided to transit agencies that operate training sites listed on the Federal Motor Carrier Safety Administration's (FMCSA) Training Provider Registry (TPR). It explains what “inactivity” means under the TPR rules, what to expect if FMCSA flags a training location as inactive, and what steps an agency should take in response to a warning notice.

Background

Under the Entry-Level Driver Training (ELDT) regulations (49 CFR Part 380), any entity that provides ELDT instruction to drivers seeking certain commercial driver's licenses (CDLs) or endorsements must be listed on FMCSA's **Training Provider Registry (TPR)**. Training conducted by a provider not listed — or removed from the TPR — is not valid for CDL testing purposes.

To remain listed, training providers must continue to meet the eligibility requirements of Subpart G of Part 380, including the requirement to electronically transmit driver training certification information through the TPR as training is completed.

What “Inactivity” Means

Under 49 CFR 380.717, **a training provider location is considered inactive if it has not electronically transmitted any training certification information through the TPR within the preceding 12 months.**

Key points for agencies to understand:

- **Location-specific:** Inactivity is evaluated at the individual training location level, not just at the organization level. An agency with multiple registered locations could have one location flagged as inactive even if other locations are actively submitting certifications.
- **12-month rolling window:** FMCSA looks back over the trailing 12 months from the date of review. If zero ELDT certifications have been transmitted for a location during that window, the location may be flagged.
- **Submission, not training volume:** The trigger is the absence of electronic certification submissions through the TPR — not necessarily the absence of training activity. A location that conducted training but failed to submit certifications electronically could still be flagged.
- **Possible consequence — removal:** Under 49 CFR 380.721, inactivity is a factor FMCSA may consider when proposing to remove a provider or location from the TPR. Once removed, any training conducted after the removal date is considered invalid until the provider is relisted.

The FMCSA Warning Notice

When FMCSA identifies a training location that appears to meet the inactivity criteria, it sends an email notice to the contact(s) on file for that provider. Agencies should watch for messages from FMCSA's Training Provider Registry team and ensure these are not filtered as spam.

An example of this type of notice is shown below.

From: tpn@dot.gov <tpn@dot.gov>

Sent: Wednesday, September 24, 2025 11:25 AM

To: [REDACTED]

Subject: Notice of Inactivity in the Federal Motor Carrier Safety Administration's Training Provider Registry

Federal Motor Carrier Safety Administration



TRAINING PROVIDER REGISTRY

September 24, 2025

Notice of Inactivity in the Federal Motor Carrier Safety Administration's Training Provider Registry

Training Provider (Agency) Name

Street Address

City, State, Zip

Delivery via Electronic Mail and Postal Delivery Service.

Training Provider Registry (TPR) Id. No: 3129c85b-1719-4cfb-8952-0cae76f2408c

Location ID No(s): 7236925f-8c6f-4e96-adf0-b98fabce6a, [abae130a-b0f1-440f-8cd6-b1a453e6f425](#)

****Action Required: Within 15 Days from the Date of this Notice****

Dear [REDACTED]:

The Federal Motor Carrier Safety Administration ("FMCSA" or "Agency") is issuing this **Notice of Inactivity** to notify [REDACTED] that the Agency has reviewed the records in the Training Provider Registry (TPR) and determined that [REDACTED], which is currently listed on FMCSA's TPR, is inactive. For the purposes of this Notice, "inactive" or "inactivity" means a training provider has not electronically transmitted any training certification information through the TPR, as required under 49 CFR 380.717, during the preceding 12 months. FMCSA may consider the inaction of a training provider or any of its locations when assessing inactivity.

As a registered training provider, [REDACTED] is required to maintain accurate and up-to-date information regarding your operations and to comply with all applicable regulations under 49 CFR Part 380, Subpart G – Entry-Level Driver Training (ELDT). A training provider's inactivity may indicate that a training provider is failing to provide the mandated FMCSA ELDT curriculum to driver-trainees or is no longer operating but continues to remain listed as eligible to provide training in the TPR.

Section 380.719(a)(3) of 49 CFR requires training providers to report to FMCSA changes to key information within 30 days of the change. Key information is defined as training provider name, address, phone number, **type(s) of training offered, training provider status**, and, if applicable, any change in State licensure, certification, or accreditation status.

How to Respond to This Notice

Submit a response in writing to: FMCSA, ATTN: Training Provider Registry Removal Proceedings, [1200 New Jersey Avenue SE, Washington, DC 20590](#), or to the Training Provider Registry mailbox at TPR@dot.gov, no later than 15 days from the date of this Notice. The response must either:

1. Confirm your current operating status including any changes in key information under 49 CFR 380.719(a)(3) (e.g., out of business, moved to new location, still operating), provide a statement that [REDACTED] continues to meet the requirements in 49 CFR 380.703, and explain why the [REDACTED] should not be removed, or
2. Request voluntary removal from the TPR because [REDACTED] is no longer in operation.

If [REDACTED] does not provide a written response to FMCSA within 15 days of the date this Notice is issued, FMCSA will initiate the involuntary removal process established in 49 CFR 380.723(b).

Under 49 CFR 380.721, FMCSA may remove a training provider and/or a training provider's location(s) from the TPR when a training provider fails to meet or maintain the qualifications established by 49 CFR part 380, Subpart G, including, but not limited to, the

requirements in 49 CFR 380.703 through 380.719 and 380.725, as well as the requirements of other Federal and State laws and regulations applicable to the training provider.

FMCSA may consider the factors listed in 49 CFR 380.721(a), as well as additional factors that the Agency deems appropriate, when initiating the process for involuntary removal of a training provider from the TPR. To ensure the integrity of the TPR, FMCSA has determined that a training provider's inactivity in the TPR is an appropriate factor to consider for removal.

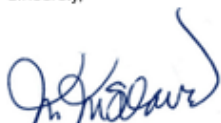
If FMCSA removes a provider from its Training Provider Registry, any training conducted after the removal date will be considered invalid.

In addition, if a Notice of Proposed Removal is issued, the provider must notify current driver- trainees and driver-trainees scheduled for future training of the Notice of Proposed Removal and FMCSA will let the public know through its Training Provider Registry website that such notice has been issued. FMCSA will remove the notation if the Notice is withdrawn.

FMCSA may contact you once documents are reviewed, a decision has been issued, or if additional information is required.

If you have any questions regarding this Notice or need further information, please contact me at nikki.mcdavid@dot.gov.

Sincerely,



Nicole McDavid
Chief, Commercial Driver's License Division
Office of Safety Programs

CERTIFICATE OF SERVICE

This is to certify that on September 23rd, 2025, the undersigned served, as specified, the designated number of copies of this document to each of the parties listed below:

Training Provider (Agency) Name Street Address City, State, Zip	Email: [REDACTED]
Training Provider Registry	Email: TPR@dot.gov



Madison Lumpkin
Division Administrator



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

Figure 1. Example of an FMCSA TPR inactivity warning email.

What the Notice Typically Includes

- **Identification of the specific training location(s)** flagged as inactive, including the TPR provider/location ID.

- **The basis for the notice** — i.e., no certifications transmitted within the preceding 12 months, citing 49 CFR 380.717.
- **A response deadline** (15 days) by which the agency must act to avoid further proceedings.
- **Available response options**, confirming continued activity, or requesting voluntary removal.

What Agencies Should Do If They Receive This Notice

Agencies that receive an inactivity warning should take the following steps promptly:

1. **Verify the flagged location.** Confirm which physical location and provider ID the notice refers to, especially if your agency has multiple registered sites.
2. **Check certification submission history.** Log in to the TPR portal and review the certification submission record for the location to confirm whether certifications have, in fact, not been transmitted.
3. **If training has occurred but was not submitted:** Submit the outstanding ELDT certification(s) through the TPR as soon as possible.
4. **If the location is temporarily inactive:** Respond to FMCSA before the deadline to explain the circumstances (e.g., no eligible drivers trained during the period) and confirm the location remains active and intends to resume submissions.
5. **If the location is no longer operating as a training provider:** Submit a request for voluntary removal in accordance with 49 CFR 380.723(a) rather than allowing the location to be involuntarily removed.
6. **You must respond in writing before the deadline.** Failure to respond may result in FMCSA initiating involuntary removal proceedings under 49 CFR 380.721 and 380.723(b).
7. **Keep documentation.** Retain copies of the notice, any submissions made, and correspondence with FMCSA for the agency's training compliance records.

Preventing Inactivity Determinations

Agencies can reduce the risk of receiving an inactivity notice by building the following practices into their training programs:

- **Submit certifications promptly.** Transmit ELDT certification information through the TPR as soon as a driver completes training — don't batch submissions or let them lapse.
- **Assign clear responsibility.** Designate a specific staff member (and a backup) responsible for TPR account access and certification submissions.
- **Periodically audit each registered location.** At least annually, review each location's TPR submission history — don't wait for an FMCSA notice to discover a gap.
- **Remove or consolidate unused locations.** If a registered location is no longer used for training, voluntarily remove it from the TPR rather than leaving it dormant.

- **Monitor agency email.** Ensure the email address(es) on file with FMCSA for the TPR account are monitored regularly and updated when staff changes.

Keeping Training Sites Current in the TPR

Beyond avoiding inactivity, agencies must keep their TPR listing itself current. Section 380.719 sets out the requirements for continued listing on the TPR, separate from the certification-submission requirement in § 380.717. Failing to meet these requirements can also serve as a basis for removal under § 380.721.

- **Biennial registration update (every 2 years).** Under § 380.719(a)(2), every provider must biennially update its Entry-Level Driver Training Provider Registration Form. Note that this is a 2-year recertification cycle, not a twice-per-year requirement — agencies should calendar this renewal for each registered location well before it is due.
- **Report changes to key information within 30 days.** Under § 380.719(a)(3), any change to key information — training provider name, address, phone number, type(s) of training offered, training provider status, or any change in State licensure, certification, or accreditation status — must be reported to FMCSA within 30 days by electronically transmitting an updated Entry-Level Driver Training Provider Registration Form.
- **Continue meeting initial listing requirements.** Under § 380.719(a)(1), a provider must continue to meet the eligibility requirements of this subpart and the applicable requirements of § 380.703, including the approved curriculum (Appendices A through E), facility standards (§ 380.709), vehicle/equipment standards (§ 380.711), and instructor qualifications (§ 380.713).
- **Retain required documentation and produce it on request.** Under § 380.725, providers must retain documentation such as driver-trainee self-certifications, copies of CDLs/permits, and instructor qualification records, and must make this documentation available to FMCSA within 48 hours of a request.
- **Cooperate with audits and investigations.** FMCSA may audit or investigate a provider's training operations at any time. Refusing to permit an audit, or an audit finding material deficiencies in the provider's program, operations, or eligibility, is grounds for removal under § 380.721.

Tip: Treat the biennial registration update and the certification-submission requirement as two separate compliance calendars. A location can be current on its biennial registration update and still be flagged as inactive under § 380.717 if no certifications have been transmitted in the last 12 months — and vice versa.

Quick Reference

Topic	Key Information
Governing rule	49 CFR 380.717 (certification transmission); 49 CFR 380.721 & 380.723 (removal)
Definition of inactive	A location has not electronically transmitted any ELDT certification through the TPR in the preceding 12 months

Level of review	Per training location, not just per organization
Best first response	Submit any outstanding certifications or respond confirming status before the deadline
Risk of inaction	FMCSA may initiate removal of the location from the TPR; training after removal is invalid
Continued listing requirements	49 CFR 380.719 — biennial registration form update, 30-day reporting of key information changes, and ongoing eligibility under § 380.703

Questions and Assistance

Agencies with questions about a specific TPR notice, their TPR account access, or the certification submission process should contact the FMCSA TPR Help Desk or refer to the Training Provider Registry website (tpr.fmcsa.dot.gov) for current contact information and account support.

This guidance is informational and does not replace the text of 49 CFR Part 380 or official communications from FMCSA. Agencies should consult the current regulations and any notice received directly from FMCSA for authoritative requirements and deadlines.