

Step for recertification/verification of information on Driver Training & Certification Page

Steps for drivers to make corrections to information

- Go to the Driver Certification page <https://www.uvm.edu/riskmanagement/driver-training-and-certification>
- Click “Check Your Driver Certification Status”
- Click the option that best describes your role – most everyone will click the link for UVM Affiliate. Anyone who is not a member of the faculty, staff or student body would choose one of the other options.
- This brings up the ‘Driver Training Status Page’. Scroll down 2/3 of the page and click ‘You may edit the above information’.
- Make any changes necessary and click ‘Submit’

****This step will not advance you for recertification. In order to complete recertification, you must also follow the steps below****

Steps to recertify

- Go to the Driver Certification page <https://www.uvm.edu/riskmanagement/driver-training-and-certification>
- Click “Check Your Driver Certification Status”
- Click the option that best describes your role - most everyone will click the link for UVM Affiliate. Anyone who is not a member of the faculty, staff or student body would choose one of the other options.
- Scroll all the way to the bottom and you will see a prompt that says something similar to ‘To recertify click [Here](#) (very small text). Clicking [here](#) will prompt you to review your information and submit a request for recertification.’