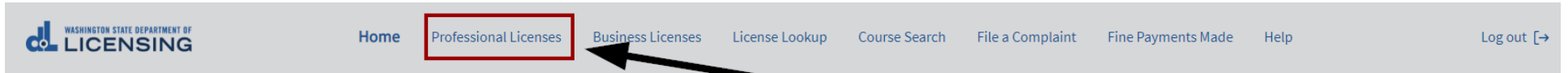


# Renewing an Examiner/Instructor Authorization

1. Before you begin you MUST have a Secure Access Washington (SAW) Account. See Creating a SAW Account User Guide.
2. Once you have a SAW Account and having added the Professional and Business Licensing System (PBLs) to your SAW Account you must LINK your Existing Professional License. See Link Existing Professional License User Guide.
3. Once you have added PBLs to your SAW Account and Linked your License you can begin your Examiner/Instructor Renewal Application.
4. If you are having difficulties contact [motorcycle@dol.wa.gov](mailto:motorcycle@dol.wa.gov). DO NOT SUBMIT A NEW APPLICATION.

Step 1 – Log into your account. Select **Professional Licenses**.



## Manage Your Professional and Business Licenses Online

**Professional Licenses**

[Apply For Professional License](#)

---

Have an existing professional license?

[Manage Existing Professional License](#)

**Business Licenses**

[Manage Business Account](#)

[Create Business Account](#)

[Apply For Business License](#)

[Add Training Course](#)

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Have an existing business license?

[Link Existing Business License](#)

## Step 2 – Select Renew.

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### Professional Licenses

**Marilyn Monroe**  
[Update legal name](#)

Email: rcroley@dol.wa.gov  
Alternate email: None  
Mobile Phone: 360.902.3674  
Other Phone: None  
[Update contact information](#)

Mailing address:  
623 Black Lake Blvd SW  
Olympia, WA 98502-5051  
[Change address](#)

Apply for new license

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
<a href="#">20110660</a>	Motorcycle Safety Instructor	August 10, 2020	Active	Complete	 <b>Renew</b>

## Step 3 – Gather Your Files.

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### Renew a License


**What you'll need**  
Make sure you meet all the requirements listed on our Motorcycle Safety Instructor Website.

**Gather your files**

- Drivers license-Front
- Drivers license-Back
- Signed Copy of WMSP Examiner/Instructor Professional Standards
- Copy of curriculum certification(s)

**If payment required, these are the options available:**

- Credit or debit card
- Bank account
- Billing code
  - If a business or someone else is paying for you, they'll give you a billing code to use as payment.



Step 4 – Answer the **Eligibility** questions, then Select **Proceed**.

**Eligibility**

By answering the following questions, eligibility for the license application will be determined.

Do you have a current and valid driver license and have you held it for at least three years?

Yes  No



Do you possess a current and valid Motorcycle endorsement for the curriculum you are applying for?

Yes  No

Do you hold a current certification in a Washington state approved curriculum?

Yes  No



Proceed

## Step 5 – Verify Full Legal Name & Personal Identification Information.

### Your Full Legal Name



\* First Name

Marilyn

Middle Name

\* Last Name

Monroe

Suffix

### Your Personal Identification Information



\* Birthdate

Jul 1, 1955



\* Driver's License Number

MONROMJ955XX

\* State of Drivers License Issuance

WA



\* Driver License Issuance Date

Feb 1, 2016



\* Driver License Expiration Date

Jul 1, 2022



Step 6 – Verify **Contact Information**.

**Your Contact Information**



\* Phone

Check if you have a foreign phone number

Other Phone

\* Email

Other Email

## Step 7– Verify **Mailing Address**, then Select **Continue**.

### Your Mailing Address

\* Country

United States

\* Address Line 1

623 Black Lake Blvd SW

Address Line 2

\* City

Olympia

\* State

WA

\* ZIP

98502-5051

\* County

Thurston

Validate Address

Save And Submit Later

Continue

## Step 8– Answer **Military Questions**, then Select **Continue**.

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### License Renewal: Motorcycle Safety Instructor

Personal Information License Information Endorsement Attachments Review and Submit

#### Military Questions

\* I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.  
 Yes  No

\* I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.  
 Yes  No

Back Save And Submit Later **Continue**



Step 9 – Under **Actions**, select the **Down Arrow**, then select **Renew** or **Remove** for each **Endorsement Type**. *Please note that each endorsement Status must show Renew or Remove BEFORE you select Continue.*

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This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction.

### License Renewal: Motorcycle Safety Instructor

Personal Information License Information **Endorsement** Attachments Review and Submit

Endorsement Details

Select Renew or Remove for each Endorsement

Endorsement Type	Date Requested	Status	Actions
2 Wheel-PSS-MEP	2020-11-24	Active	▼
Knowledge Examiner	2020-11-24	Active	▼
2 Wheel Skills Examiner	2020-11-24	Active	▼

Back Save And Submit Later ~~Continue~~

Click the arrow to select Renew or Remove.

# License Renewal: Motorcycle Safety Instructor

Progress bar: Personal Information (filled), License Information (filled), **Endorsement** (selected), Attachments, Review and Submit.

Endorsement Details

Select Renew or Remove for each Endorsement

Endorsement Type	Date Requested	Status	Actions
2 Wheel-PSS-MEP	2020-11-24	Renew	▼
Knowledge Examiner	2020-11-24	Active	▼
2 Wheel Skills Examiner	2020-11-24	Active	Renew Remove

Buttons: Back, Save And Submit Later, ~~Continue~~

You must wait until every endorsement status shows Renew or Remove BEFORE you select the Continue button. Your endorsements will not come through on your application if you do not wait until you see Renew or Submit. Your application will be denied and you will have to resubmit your renewal.

# License Renewal: Motorcycle Safety Instructor

Progress bar: Personal Information (filled), License Information (filled), **Endorsement** (selected), Attachments, Review and Submit.

Endorsement Details

Select Renew or Remove for each Endorsement

Endorsement Type	Date Requested	Status	Actions
2 Wheel-PSS-MEP	2020-11-24	Renew	▼
Knowledge Examiner	2020-11-24	Renew	▼
2 Wheel Skills Examiner	2020-11-24	Renew	▼

Buttons: Back, Save And Submit Later, **Continue**

Now that all of the endorsement statuses show Renew it is OKAY to select Continue.

## Step 10 – Upload the **Required Attachments**, then Select **Continue**.

### Attachments

You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.

#### \* Drivers license-Front

Or drop files

#### \* Drivers license-Back

Or drop files

#### \* Signed Copy of WMSP Examiner/Instructor Professional Standards

Or drop files

#### \* Copy of curriculum certification(s)

Or drop files

**You must upload a copy of  
EACH Curriculum Certification  
that you hold.**



# Step 11 – Review the Renewal application, Sign your legal name, and then select Continue.

## Review and Submit

---

### Questions Review

I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.

No

I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.

No

### Submissions Review

Drivers license-Front

IMG\_0664.jpg

Drivers license-Back

IMG\_0681.jpg

Signed Copy of WMSP Examiner/Instructor Professional Standards

IMG\_0664.jpg

Copy of curriculum certification(s)

IMG\_0681.jpg

### Declaration

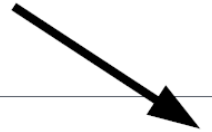
I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

### Signature

Please type your legal name as shown below.

Marilyn Monroe

Marilyn Monroe



Back

Save And Submit Later

Continue

WASHINGTON STATE DEPARTMENT OF LICENSING

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## License Renewal: Motorcycle Safety Instructor

Personal Information License Information Endorsement Attachments Review and Submit

### Review and Submit

#### Questions Review

I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.

I am a current or former spouse or registered domestic partner of a military member, and I have been honorably discharged and I am moving to Washington.

#### Submissions Review

Drivers license-Front  
IMG\_0664.jpg

Drivers license-Back  
IMG\_0681.jpg

Signed Copy of WMSP Examiner/Instructor Professional Standards  
IMG\_0664.jpg

Copy of curriculum certification(s)  
IMG\_0681.jpg

#### Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

#### Signature

Please type your legal name as shown below.

Successfully Submitted

Thank you for submission of your application.

Ok

Step 12 – Allow **7-10 business days** for processing.