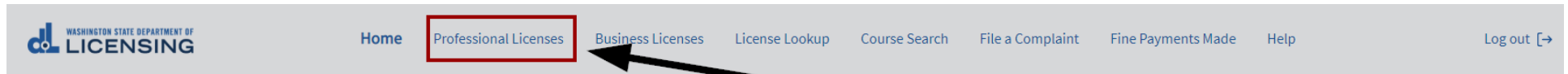


Renewing an Examiner/Instructor Authorization

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](#)

Have an existing business license?

[Link Existing Business License](#)

Step 2 – Select **Renew**.



HomeProfessional LicensesBusiness LicensesLicense LookupCourse SearchFile a ComplaintFine Payments MadeHelpLog out [→]


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
20110660	Motorcycle Safety Instructor	August 10, 2020	Active	Complete	 Renew

Step 3 – Gather Your Files.



HomeProfessional LicensesBusiness LicensesLicense LookupCourse SearchFile a ComplaintFine Payments MadeHelpLog out [→]

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.



2



(r/2/21)

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

360.902.3674

Check if you have a foreign phone number

Other Phone

* Email

test@dol.wa.gov

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

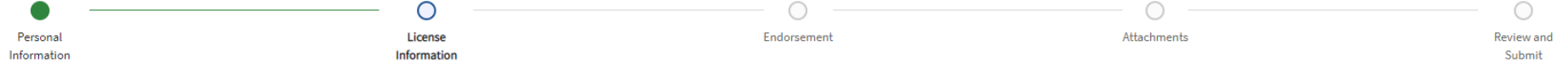
Thurston

Validate Address

Save And Submit Later Continue

Step 8– Answer Military Questions, then Select Continue.

License Renewal: Motorcycle Safety Instructor



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.*

[Home](#) [Professional Licenses](#) [Business Licenses](#) [License Lookup](#) [Course Search](#) [File a Complaint](#) [Fine Payments Made](#) [Help](#) [Log out \[→\]](#)

This is a test site and any transactions completed here will not produce a valid license. Please go to 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	▼

Click the arrow to select Renew or Remove.

Back

Save And Submit Later

Continue

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	Renew	▼
Knowledge Examiner	2020-11-24	Active	▼
2 Wheel Skills Examiner	2020-11-24	Active	<div>Renew</div> <div>Remove</div>

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

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	Renew	▼
Knowledge Examiner	2020-11-24	Renew	▼
2 Wheel Skills Examiner	2020-11-24	Renew	▼

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

Upload Files

Or drop files

* Drivers license–Back

Upload Files

Or drop files

* Signed Copy of WMSP Examiner/Instructor Professional Standards

Upload Files

Or drop files

* Copy of curriculum certification(s)

Upload Files

Or drop files

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



Back

Save And Submit Later Continue

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

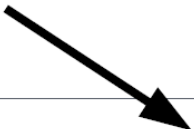
I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Marilyn Monroe

Marilyn Monroe



Back

Save And Submit Later

Continue

WASHINGTON STATE DEPARTMENT OF LICENSING

Home

Professional Licenses

Business Licenses

License Lookup

Course Search

File a Complaint

Fine Payments Made

Help

Log out [\[→\]](#)

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.

☐ Yes ☐ No

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.

☐ Yes ☐ 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.

Successfully Submitted

Thank you for submission of your application.

Ok

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