

RENEWAL / UPGRADE

Authority for Data Collection: Title 5, Texas Education Code, Chapter 1001
Planned Use of the Data: To determine qualification for licensing
Instructions: A complete license renewal application must be postmarked or hand-delivered at least 30 days before the date of expiration.*
ALL FEES ARE NONREFUNDABLE.

Please check the appropriate box: [] Renewal [] Upgrade (immediately) [] Upgrade (Delay approval until license renewed)

PLEASE TYPE OR PRINT
1. Name: (Last) (First) (Middle)
2. Home Address: (Street Address) (City) (State) (ZIP Code)
3. Home Phone: () Work Phone: () Email:
4. Driver's License #: State: Class: Expiration Date: / /
5. Indicate the endorsement(s) to be renewed / upgraded.

DRIVING SAFETY ENDORSEMENTS:
[] Driving Safety Instructor (DSI)
[] Driving Safety Instructor Trainer (DSIT)
[] Instructor Development Course - Driving Safety Instructor Trainer (IDC-DSIT)
Evidence of completion of continuing education from each course provider must be submitted.

6. Professional Conduct: Applications without answers to any question in this section will be returned. If you answer YES to any question, an explanation is necessary. Use an additional page for each explanation and attach to this form.
NOTE: Any felony conviction or a DWI conviction within the last 7 years is grounds for denial of this instructor license.
A. Have you ever had any diploma, teaching credentials, certificate, or license denied, revoked, or suspended? [] YES [] NO
B. Have you ever been found guilty of, pleaded guilty to, or entered a plea of "nolo contendere" to a charge of immoral or unprofessional conduct? [] YES [] NO
C. Have you ever been dismissed or asked to resign from any position for immoral or unprofessional conduct? [] YES [] NO
D. Have you ever been convicted or received deferred adjudication for a felony or misdemeanor? Include all history regardless of the amount of time that has elapsed. You do not need to list traffic tickets. [] YES [] NO
E. Have you ever been sued for or charged with fraud or deceptive trade practices? [] YES [] NO
F. Are you now involved with any charges, court proceedings, probation, parole, community supervision, or judgments pending against you? [] YES [] NO

CERTIFICATION: I certify that all of the foregoing statements are true and correct. Further, I acknowledge that I am responsible for knowing and following the current laws and rules that govern driving safety instruction.

X (Signature of Applicant) (Typed or Printed Name of Applicant) (Date)

MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO: Texas Education Agency - DTS
MAIL CHECKS / MONEY ORDERS AND ALL DOCUMENTATION WITH THIS APPLICATION TO YOUR COURSE PROVIDER:
COURSE PROVIDER:
Put course provider mailing information here
NOTE: Course Provider must forward complete application to TEA within 10 days of receipt. Do not submit unless annual continuing education has been completed.

CRITERIA FOR RECEIVING DRIVING SAFETY CONTINUING EDUCATION CREDIT

Continuing education requirements include the following.

1. Evidence of completion of a continuing education course shall be provided for each instructor during the individual license renewal period on forms approved by TEA. A verification form indicating completion shall be provided to TEA by the course provider on behalf of the instructors. The form shall be signed by the instructor receiving the training and the course provider or designee.
2. Carryover credit of continuing education hours shall not be permitted.
3. A licensee may not receive credit for attending the same course more than once during the same licensing period.
4. A licensed individual who teaches an approved continuing education course may receive credit for attending continuing education.
5. A driving safety continuing education course shall not be used for the continuing education requirement for a driver education instructor license.

An instructor who has allowed a previous license to expire shall file an original application on a form provided by TEA that is submitted by the course provider. The application shall include the processing and annual instructor licensing fees and evidence of continuing education completed within the last year. Evidence of educational experience may not be required to be resubmitted if the documentation is on file at TEA.