



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

NEW DRIVER EDUCATION INSTRUCTOR APPLICATION INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. **NAME** – Provide your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. **DATE OF BIRTH** – Provide your birthdate.
3. **GENDER** – Select whether you are male or female.
4. **SOCIAL SECURITY NUMBER** – Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the [Texas Attorney General](#) or call (512) 460-6000 or (800) 252-8014.
5. **MAILING ADDRESS** – Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. **PHONE NUMBER** – Provide a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. **EMAIL ADDRESS** – By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
8. **DRIVERS LICENSE NUMBER** – Provide the number on your driver's license, the listed state on the license, the drivers license class, and the date the license will expire. Provide the date you received your first driver's license. **Submit a clear photocopy of your current, valid driver's license.**
9. **DRIVER EDUCATION SCHOOL(S) AT WHICH YOU ARE (OR EXPECTED TO BE) EMPLOYED** – List the course numbers, name of the school you are or expect to be employed by, school address, and school phone number.
10. **DRIVER EDUCATION ENDORSEMENTS** – Select the box next to the type of endorsements(s) you wish to apply. Please ensure that all educational requirements for the type of endorsement(s) requested are met, and copies of appropriate certifications, training records, and documents are included.

Supervising Teacher – Submit the following:

1. Texas Teacher Certificate
2. One of the following:
 - a) a copy of an official transcript indicating successful completion of 15 semester hours of driver and traffic safety education; or
 - b) evidence of completion of an equivalent board-approved Supervising Teacher Instructor Development Course.

Supervising Teacher – Teaching Assistant (Full) – Submit the following:

1. A valid teaching assistant-full certificate issued by the appropriate TDLR division that indicates approval for all phases of laboratory instruction and instructional assistance in the classroom; and
2. One of the following:
 - a) a copy of an official transcript indicating successful completion of 15 semester hours of driver and traffic safety education; or
 - b) evidence of completion of a board-approved Supervising Teacher Instructor Development Course.

Driver Education Teacher – Submit the following:

1. Texas Teacher Certificate.
2. One of the following:
 - a) a copy of an official transcript indicating successful completion of 9 semester hours of driver and traffic safety education; or
 - b) evidence of completion of an equivalent board-approved Driver Education Teacher Instructor Development Course.

Temporary Non-Renewable Driver Education Teacher – Submit the following:

1. Texas teacher certificate, issued before February 1986.
2. proof of 9 semester hours of driver education and traffic safety.
3. demonstrates an intention, in writing, to complete the TECAT examination at the first opportunity.

NOTE: This license is valid for six (6) months only.

Teaching Assistant (Full) – Submit one of the following:

1. a transcript which indicates completion of 9 semester hours of driver and traffic safety education: or
2. evidence of completion of a board-approved Teaching Assistant (Full) Instructor Development Course.

Teaching Assistant – Submit one of the following:

1. a transcript which indicates completion of 6 semester hours of driver and traffic safety education: or
2. evidence of completion of a board-approved Teaching Assistant Instructor Development Course.

Teaching Assistant Certificates may be obtained from TX Dept. of Licensing and Regulation, 920 Colorado St Austin, Texas 78701. The telephone number is (800) 803-9202.

11. **EMPLOYMENT EXPERIENCE FOR THE LAST YEAR** – List the schools, address, duties, subjects taught with the beginning and ending dates. Note: if more space is needed add another piece of paper. **The \$50 processing fee may be waived for a driver education instructor license applicant who is a current driver education teacher in a public school.**
12. **CRIMINAL HISTORY** – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#) for each offense.
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before you submit your application and pay non-refundable fees. To request a criminal history evaluation, submit a [Criminal History Evaluation Letter \(PDF\)](#), a completed [Criminal History Questionnaire \(PDF\)](#) for each crime you were convicted of, or placed on deferred adjudication for, and a \$10.00 fee.
NEW APPLICANTS:
Fingerprinting: All new applicants must submit fingerprints for a national criminal history record review. The applicant is responsible for paying the fee associated with this review to the fingerprint service vendor used by Texas Department of Public Safety. Once your completed application is received by TDLR, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. To be eligible for licensing, you must successfully pass a criminal history background check.
13. **DISCIPLINARY ACTION HISTORY** – Indicate if you have ever had a professional license, certification, or registration suspended, revoked, or denied in any state. If Yes, complete and attach a [Disciplinary Action Questionnaire \(PDF\)](#) for each disciplinary action.
14. **STATEMENT OF APPLICANT** – Carefully read the statement before dating and signing your application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES The Texas Department of Licensing and Regulation recognizes the contributions of our active-duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the [Military Service Member, Military Veteran or Military Spouse Supplemental Application \(PDF\)](#) and attach it with your license application. If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the [TDLR Military Information web page](#).

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and you check or money order. Do not send cash.

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#) or fax (512) 463-9468. You may contact Customer Service Representatives by calling (800) 803-9202 (in state only) or (512) 463-6599; Relay Texas -TDD (800) 735-2989. Customer Service Representatives are available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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NEW DRIVER EDUCATION INSTRUCTOR LICENSE APPLICATION

Do Not Write Above This Line

This completed form **must be accompanied by required educational documents and the application fee.**

APPLICATION FEE: \$50(FEE IS NON-REFUNDABLE)

1. Name:

_____ Last _____ First _____ Middle Name _____ Suffix _____

2. Date of Birth:

____ - ____ - ____
Month Day Year

3. Gender:

Male Female

4. Social Security Number:

(See instruction sheet for disclosure information)

5. Mailing Address: (Used to receive mail from TDLR)

Number, Street Name, Suite Number/Apartment Number _____ City _____ State _____ Zip Code _____

6. Phone Number:

(____) _____
Area Code Phone Number

7. Email Address:

(Ex: john.doe@aol.com) See instruction sheet for disclosure information

8. Driver License #: _____ State: _____ Class: _____ Expiration date: ____ / ____ / ____

Date you received your first drivers license: ____ / ____ / ____

9. Driver Education School(s) at which you are (or expected to be employed).

| Course# | Name of Licensed School | Address | City | State | Phone Number |
|---------|-------------------------|---------|------|-------|--------------|
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10. Driver Education Endorsements:

Indicate the type of endorsement(s) which you wish to apply. Please ensure that all educational requirements for the type of endorsement(s) requested are met, and copies of appropriate certifications/training records/documents are included.

- Supervising Teacher (15 Semester Hours of Driver & Traffic Safety Education + Texas Teacher Certificate)
- Supervising Teacher Teaching Assistant (Full) (15 Semester Hours of Driver & Traffic Safety Education)
- Driver Education Teacher (9 Semester Hours of Driver & Traffic Safety Education + Texas Teacher Certificate)
- Temporary Non-Renewable Driver Education Teacher (see instructions)
- Teaching Assistant (Full) (9 Semester Hours of Driver & Traffic Safety Education)
- Teaching Assistant (6 Semester Hours of Driver & Traffic Safety Education)

Evidence of completion of all educational requirements must be submitted.

11. Employment experience for the last year. (To waive the \$50 processing fee, provide the public school district information where you are currently employed and teaching driver education.)

| Employer / School | Address, City, State, Zip Code | Duties / Subjects Taught | From (Mo / Yr.) | To (Mo / Yr.) |
|-------------------|--------------------------------|--------------------------|-----------------|---------------|
| | | | | |
| | | | | |
| | | | | |

12. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? Yes No

If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.

Once your completed application is received, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. See instructions sheet for more information.

13. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? Yes No

If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.

(This does **not** include your driver license.)

14. STATEMENT OF APPLICANT

By signing this application, I certify all information submitted on this and the attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I certify that I have read and will comply with all applicable provisions of Occupations Code Chapter 51, Education code Chapter 1001 and Texas Administrative code Chapters 84. I understand that providing false information on this application may result in denial of this application or revocation of the license I am requesting and the imposition of administrative penalties.

Date Signed

Signature of Applicant