

FOR TDLR USE ONLY:

Fee Paid: _____

Date Paid: _____

Receipt #: _____

Initials: _____

DRIVER EDUCATION SCHOOL LICENSE APPLICATION

TITLE 5, TEXAS EDUCATION CODE, CHAPTER 1001

TEXAS DRIVER AND TRAFFIC SAFETY EDUCATION

APPLICATION FEE:

APPLICATION FEE IS NON-REFUNDABLE

PRIMARY DRIVER EDUCATION SCHOOL – \$1,000
BRANCH DRIVER EDUCATION SCHOOL – \$850

TEXAS DEPARTMENT OF LICENSING & REGULATION
P O BOX 12157
AUSTIN TX 78711-2157

(800) 803-9202 (512) 463-6599

AUTHORITY FOR DATA COLLECTION: Title 5, Texas Education Code, Chapter 1001

PLANNED USE OF DATA: To provide information necessary to determine if the school meets the criteria for a Driver Education School License under Chapter 1001, Texas Driver and Traffic Safety Education.

INSTRUCTIONS: The Agency will not act upon any application until all required documentation and fees have been received. If additional clarification is required, contact Driver Training at (800) 803-9202 or (512) 463-6599.

MAIL CHECKS AND ALL ATTACHMENTS WITH THIS APPLICATION TO:

REGULAR MAIL:

TX DEPT OF LICENSING AND REGULATION
P O BOX 12157
AUSTIN TX 78711-2157

FOR OVERNIGHT EXPRESS MAIL:

TX DEPT OF LICENSING AND REGULATION
920 COLORADO ST
AUSTIN TX 78701

8. OWNER(S) INFORMATION:

List the individual; all partners; or all officers, directors, and/or trustees of a corporation. Corporations must list each shareholder owning stock aggregating at least 10% of the total issued and outstanding shares. SUBSIDIARY CORPORATIONS should list the parent corporation as stockholder. (Use an additional sheet, if necessary, and identify as Attachment 1.)

Name Title Address Telephone # % Owned

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9. OWNER(S) PROFESSIONAL CONDUCT:

It is important that all questions be answered for each person listed on item #8. 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: A felony conviction or any misdemeanor or felony convictions involving DWI over the past 7 years is grounds for denial or revocation of this license or application.

- A. Has your driver training instructor license or any diploma, teaching credentials, certificate, or any other license ever been 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? 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

10. OWNER(S) OR PRIMARY STOCKHOLDER(S) PERSONAL INFORMATION:

Name	Date of Birth	Driver's License #	Race	Sex

11. BUSINESS SIZE: (The information below is optional and is collected to determine how to process documentation from the school.)

(Check the appropriate box.)

- YES NO The corporation, partnership, sole proprietorship, or other legal entity was formed for the purpose of making a profit.
- YES NO The corporation, partnership, sole proprietorship, or other legal entity is independently owned and operated.
- YES NO The corporation, partnership, sole proprietorship, or other legal entity has fewer than 100 employees.
- YES NO The corporation, partnership, sole proprietorship, or other legal entity has less than \$1 million in annual gross receipts.

12. REQUIRED DOCUMENTS: (The following documents must be submitted with this application for licensure.)

- Bond
- Assumed Name Registration
- Partnership Agreement (if owned by partners)
- Stock Certificate (issued and outstanding for corporations)
- Articles of Incorporation (if applicable)
- Fee Sheet (DE-299) (with required fees paid)
- Facility Inspection (DE-8) (not required for Adult in-car only)
- Staff Roster w/current Driver Education Teacher license(DT-211)
- Personal Data Form (Director, Asst Director, Admin Staff Member) (DE-212)
- School Course List (DE-215)
- Adult & Teen Classroom Curriculum (DE-216A) – Exhibit E-2
- In-Car Curriculum (DE-216B)
- Classroom Make-up Policy (DE-219A)
- Statement of Assurance (Recreational Water Safety)
- Contract Site Location (DE-220) (if applicable)
- Motor Vehicle Fleet (DE-222)
- Motor Vehicle Statement of Assurance (DE-222B) – must include Declaration Insurance pages
- Individual Student Classroom Record (DE-020-3-CR)
- Individual Student In-Car Instruction Record (DE-020-3-BTW)
- Student Enrollment Contract (DE-005-1)
- Variance Policy (DE-227) (if you choose to implement)
- Student Evaluation (DE-223)
- Adult DE Syllabus (if offering 18-24 adult course)
- Adult In-Car Student Enrollment Contract (DE-005-2) (if offering 18-24 adult course)

These forms can be found on our website at www.tdlr.texas.gov/driverforms.htm.

13. OWNER'S AFFIDAVIT:

PLEASE NOTE: A separate affidavit must be submitted for each part corporate shareholder. Photocopy the following affidavit and have a copy completed by each partner or shareholder. Submit the additional affidavit(s) as part of the original application.

OWNER'S AFFIDAVIT

IF THE SCHOOL IS OWNED BY AN INDIVIDUAL, THE AFFIDAVIT MUST BE SIGNED BY THE INDIVIDUAL. IF THE SCHOOL IS OWNED BY A CORPORATION, A SEPARATE AFFIDAVIT MUST BE SIGNED BY THE SHAREHOLDER(S) OWNING STOCK AGGREGATING AT LEAST 10% OF THE TOTAL ISSUED AND OUTSTANDING SHARES.

STATE OF _____, COUNTY OF _____, WHERE WITNESSED:

I, _____, BEING DULY SWORN, DEPOSE AND SAY THAT THE INFORMATION IN THIS APPLICATION AND ACCOMPANYING DOCUMENTATION IS TRUE AND CORRECT, AND I UNDERSTAND THAT PURPOSELY SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION MAY SUBJECT ME TO A FINE, A PRISON SENTENCE, OR BOTH.

I UNDERSTAND THAT THE SCHOOL MUST BE OPERATED IN COMPLIANCE WITH ALL CODE AND RULES AS CITED IN TITLE 5, TEXAS EDUCATION CODE, CHAPTER 1001 AND THE TEXAS ADMINISTRATIVE CODE, WHICH INCLUDE, BUT ARE NOT LIMITED TO:

- A. The school will furnish to each student, prior to enrollment, a copy of the schedule of tuition, fees, refund policy and other charges, regulations pertaining to absence, grading policy, rules of operation and conduct, and the name, mailing address, and telephone number of the agency for the purpose of directing complaints to the agency.
- B. All advertising by the school will contain the school name or school number exactly as it appears on the school license.
- C. The school will not use erroneous or misleading advertising, either by actual statement, omission, or intimation.
- D. The school will meet all legal requirements pertaining to classroom facilities.
- E. The school will make available the records and necessary data for inspection by authorized representatives of the Texas Department of Licensing & Regulation (TDLR) as required for approval under Chapter 1001, Texas Driver and Traffic Safety Education.
- F. The school will submit to the TDLR prior notice of any changes to this application and/or exhibits.
- G. Prospective students will not be denied admission on the basis of race, religion, color, national origin, sex, handicap, or age (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).
- H. The school will not exceed the enrollment limitations and pupil-teacher ratios established by Code and/or Rule.
- I. The school will maintain at the school all required Lease Agreements, Certificate of Occupancy, and the Fire Inspection Report for the school facility and additional classroom locations (if required).
- J. The school will maintain at the school any agreements/contracts to teach driver education courses at public or private schools.
- K. The school will retain records for at least three (3) years for all students who graduated, withdrew, or who were terminated.
- L. The school will not falsify driver education records.
- M. The school will complete, issue, or validate a certificate of course completion only for a person who has successfully completed the entire course.
- N. The school will authorize, approve, or conduct instruction in motor vehicles that meet the requirements established by Rule.
- O. The school will ensure driver education classroom and in-car instruction is conducted in accordance with Code and Rule.
- P. The school will ensure that at least once annually each teaching assistant and teaching assistant (full) will be evaluated in accordance with Rule.
- Q. It is understood that all fees paid to the TDLR are nonrefundable.

I DO HEREBY AGREE, CONSENT, AND DIRECT THAT ANY PERSON OR ENTITY MAINTAINING INFORMATION IN ANY FORM RELATING TO MY CRIMINAL HISTORY SHALL RELEASE ALL SUCH INFORMATION UPON THE REQUEST OF THE TEXAS DEPARTMENT OF LICENSING & REGULATION (TDLR).

I DO FURTHER HEREBY AGREE AND PERMIT TDLR TO OBTAIN FROM ANY PERSON OR ENTITY INFORMATION RELATING TO MY PERSONAL BACKGROUND, REPUTATION, AND CHARACTER, AND DO HEREBY EXPRESSLY DIRECT THAT ANY SUCH PERSON OR ENTITY RELEASE SUCH INFORMATION UPON THE REQUEST OF TDLR.

I DO HEREBY RELEASE, DISCHARGE, AND EXONERATE TDLR, ITS AGENTS OR REPRESENTATIVES, AND ANY PERSON OR ENTITY SO FURNISHING INFORMATION FROM ANY AND ALL LIABILITY OF EVERY KIND ARISING THEREFROM.

I UNDERSTAND THAT ANY CREDENTIAL ISSUED TO ME BY TDLR IS THE PROPERTY OF THE STATE OF TEXAS. I AGREE THAT I WILL TENDER MY CREDENTIAL TO TDLR IF I AM ORDERED TO DO SO BY THE AGENCY.

I UNDERSTAND THAT A COPY OF THE AFFIDAVIT SHALL HAVE THE SAME FORCE AS THE ORIGINAL.

THE FOREGOING CONSENT AND RELEASE IS VALID AND BINDING SO LONG AS I HOLD OR SEEK ANY LICENSE OR APPROVAL UNDER THE AUTHORITY OF TITLE 5, TEXAS EDUCATION CODE, CHAPTER 1001.

X _____
(Signature of Owner, Partner, or Corporate Shareholder)

(Printed Name of Owner, Partner, or Corporate Shareholder)