

INSTRUCTIONS FOR APPLICATION DRIVER EDUCATION SCHOOL LICENSE

1. The following is a list of forms required for school approval, forms that you will need for future use, and reference material. **It is recommended that you retain *blank copies* for future use.**

CONTENTS OF DRIVER EDUCATION SCHOOL PACKET				
TITLE	FORM #	SUBMIT WITH TEENAGE AND/OR ADULT APPLICATION(S)	SUBMIT WITH ADULT IN-CAR ONLY APPLICATION	RETAIN BLANK COPY
Instructions for Application	DE-202			
Application for Driver Education School License	DE-201	X	X	
Bond (<i>Primary School – \$10,000</i>)		X	X	X
Bond (<i>Branch School – \$5,000</i>)		X	X	X
Facilities and Equipment Inspection	DE-8	X	X	
Staff Roster	DT-211	X	X	
Personal Data Form (<i>Director, Asst. Director, Administrative Staff Member</i>)	DE-212	X	X	X
School Course List	DE-215	X	X	
Adult & Teen Classroom Curriculum (<i>sample</i>) - Exhibit E-2	DE-216A	X		
Teen In-Car Curriculum (<i>sample</i>)	DE-216B	X		
Classroom Make-up Policy	DE-219A	X		
Contract Site Location (<i>if applicable</i>)	DE-220			X
Motor Vehicle Fleet	DE-222	X	X	X
Motor Vehicle Statement of Assurance w/ Declaration Insurance pgs.	DE-222B	X	X	
Inventory of Educational Resources	DE-225	X		X
Refund Calculation (<i>sample</i>)	DE-226		X	X*
Variance Policy (<i>if you choose to implement</i>) (<i>sample</i>)	DE-227	X		X*
Individual Student Classroom Record (<i>sample</i>)	DE-020-3-CR	X		X*
Individual Student In-Car Instruction Record (<i>sample</i>)	DE-020-3-BTW	X	X	X*
Student Enrollment Contract (<i>sample</i>)	DE-005-1	X		X*
Adult In-Car Student Enrollment Contract (<i>if applicable</i>) (<i>sample</i>)	DE-005-2		X	X*
Student Evaluation (<i>sample</i>)	DE-223	X		X*
New Instructor Application	DE-200			X
Renewal / Upgrade Instructor Application	DE-200A			X
Application for Approval of Adult Classroom Course	ADE-6HR-TDM	X		
Driver Education Syllabus (Adult Classroom) (<i>if applicable</i>) (<i>sample</i>)	ADE Syllabus	X		X*
Inventory of Educational Resources – Adult	ADE-225	X		X
Adult Classroom Enrollment Contract	ADE-005-2	X		X*
Individual Student Classroom Record – Adult (<i>sample</i>)	ADE-020-3-CR	X		X*
Driver Education School Fees	DE-299	X	X	X
RULES (<i>Rev. 09/01/15</i>)				
Title 5, Texas Education Code, Chapter 1001				

* An agency-produced sample is provided; however, you may either use the sample or submit your unique form for approval.

2. Read and become familiar with the information contained in Chapter 176, Subchapter AA and Title 5, Texas Education Code, Chapter 1001. The Program Specialist will question you on this information during the facility check.

INSTRUCTIONS FOR APPLICATION
DRIVER EDUCATION SCHOOL LICENSE
(continued)

3. Complete all required application forms and provide copies of declarations pages (obtained from insurance company**) and assumed name registration (from county and/or Secretary of State). If you have questions or need clarification regarding completion of the application, please contact customer service at 800-803-9202 or 512-463-6599 or CS.Drive.Education.Safety@tdlr.texas.gov This can prevent unnecessary complications, such as choosing an unacceptable name for your school and filling out forms which will not apply to your approval.

** Must include uninsured and/or underinsured motorist coverage

4. The required forms and supporting documentation should be organized in the order listed in item 1. **You are encouraged to keep a copy of every document you submit.**
5. **Make all checks payable to Texas Department of Licensing and Regulation or TDLR** and mail your documentation and fees to:

REGULAR MAIL:

TX Dept of Licensing and Regulation
P O Box 12157
Austin TX 78711-2157

OVERNIGHT EXPRESS MAIL:

TX Dept of Licensing and Regulation
920 Colorado St
Austin TX 78701

6. Your application will be reviewed upon receipt and you will be notified of any discrepancy in your application or the supporting documents and exhibits. You will be provided the opportunity to submit required corrections. In addition, you will be contacted for scheduling a survey of the school.
7. A driver education school license will be issued after the completed application and the facilities have been approved.

NOTE: Please remember that a school may not maintain, advertise, solicit for, or conduct any course of instruction before the driver education school license has been issued. Code prohibits licensing a school earlier than 30 days from receipt of the application or before the last item is received, whichever is later.