

# APPLICATION FOR DRIVING SAFETY INSTRUCTOR LICENSE

## NEW INSTRUCTOR

<p><b>AUTHORITY FOR DATA COLLECTION:</b> Title 5, Texas Education Code, Chapter 1001</p> <p><b>PLANNED USE OF THE DATA:</b> To determine qualification for licensing</p> <p><b>INSTRUCTIONS:</b> This completed form must be accompanied by <u>required educational documents</u> (see page 3) and an application fee of \$75 (\$50 processing fee and \$25 annual licensing fee).</p> <p><b>NOTE:</b> Application will <u>not</u> be processed without fees. <b>ALL FEES ARE NONREFUNDABLE.</b></p>	<p><b>TDLR USE ONLY:</b></p> <p>Fee Paid: _____</p> <p>Date Paid: _____</p> <p>Receipt #: _____</p> <p>Initials: _____</p>
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PLEASE TYPE OR PRINT

1. **Name:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Last) (First) (Middle)

2. **Any name used other than above:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

*Information gathered in item 2 is for the purpose of conducting background investigations. Additionally, out of state applicants must submit an official criminal background check for the last 7 years and current driving record from the state in which your driver license has been issued.*

3. **Home Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street Address) (City) (State) (ZIP Code)

4. **Home Phone:** (\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

5. **Driver's License #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

A. **Date first driver's license received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

6. **Submit a clear photocopy of your current, valid driver's license.**

7. **Driving Safety School(s) at which you are (or expect to be) employed.**

(C\_\_\_\_) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(TDLR# and Name of Licensed School) (Address) (City) (State) (Phone Number)

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

<b>DRIVING SAFETY ENDORSEMENTS:</b>	
<input type="checkbox"/>	Driving Safety Instructor (DSI) _____ <small>(Name of Course)</small>
<input type="checkbox"/>	Driving Safety Instructor Trainer (DSIT) _____ <small>(Name of Course)</small>
<input type="checkbox"/>	Instructor Development Course – Driving Safety Instructor Trainer (IDC-DSIT) _____ <small>(Name of Course)</small>

9. **Have you given driving safety instruction within the past 12 months?**  YES  NO

**If YES:**

A. **Type of Instruction:**

- Student or Practice Teaching
- Full or Part-time Instruction

B. **Identify schools where employed for the last year.**

NAME OF SCHOOL	ADDRESS CITY, STATE, ZIP CODE	DUTIES / SUBJECTS TAUGHT	FROM (Mo/Yr)	TO (Mo/Yr)

**APPLICATION FOR DRIVING SAFETY INSTRUCTOR LICENSE  
NEW INSTRUCTOR** *(continued)*

**10. 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 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 and Regulation.

I do further hereby agree and permit the Texas Department of Licensing and Regulation to obtain from any person or entity information relating to my personal background, my moral character, and my worthiness to instruct the youth and adults of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Department of Licensing and Regulation.

I do hereby release, discharge, and exonerate the Texas Department of Licensing and Regulation, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.

The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential.

I understand that any license or credential issued to me by the Texas Department of Licensing and Regulation is the property of the State of Texas. I agree that I will tender my license or credential to the Texas Department of Licensing and Regulation if I am ordered to do so by the Agency.

I understand that a copy of this 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.

I have reviewed this application and I affirm that all of the information which I have provided on the application and attached documents is true.

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

**Before mailing, please review your application to ensure that:**

- All questions have been answered, with explanations where required.
- The appropriate fees have been enclosed.
- All required educational documentation is enclosed.
- A clear photocopy of your current, valid driver's license and/or other required documents / licenses / certificates are enclosed.

**MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO: Texas Department of Licensing and Regulation**

**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 to TDLR within 10 days of receipt.**

## REQUIRED EDUCATIONAL DOCUMENTS

### Driving Safety Instructor

1. Submit evidence of completion of:
  - a) 24 hours of training, covering techniques of instruction and in-depth familiarization with material contained in the driving safety curriculum in which the individual is being trained; and
  - b) 12 hours of practical teaching in the same driving safety course (Form DT-204) and a statement signed by the course provider recommending the applicant for licensing. **GRADUATION REPORTS FOR THE CLASSES WHERE PRACTICE TEACHING OCCURRED MUST ACCOMPANY THE TRAINING RECORD.**

### Driving Safety Instructor Trainer

1. Submit evidence of one of the following:
  - a) a Texas teaching certificate with driver education endorsement and 30 hours of experience, exclusive of the 36-hour instructor development course, in the same driving safety course for which the individual is to teach;
  - b) a teaching assistant certificate and 30 hours of experience, exclusive of the 36-hour instructor development course, in the same driving safety course for which the individual is to teach;
  - c) completion of all the requirements of a driving safety instructor and 120 hours of verifiable experience as a licensed driving safety instructor, of which the most recent 30 hours shall be in the same driving safety course for which the individual is to teach; or
  - d) proof of authorship of an approved driving safety course. The applicant who will provide the initial instructor training for a newly approved course shall demonstrate to the division director's designee the ability to teach the course and instructor training course prior to being licensed; and
2. a statement signed by the driving safety course provider (if different than the applicant) recommending the instructor as an instructor trainer.

### Instructor Development Course-Driving Safety Instructor Trainer

1. Submit evidence of completion of all the requirements for a driving safety instructor trainer plus one of the following:
  - a) an additional 60 hours of verifiable experience as a licensed driving safety instructor or driving safety instructor trainer in the same driving safety course for which the individual is to teach; or
  - b) proof of authorship of an approved driving safety course. The applicant who will provide the initial instructor training for a newly approved course shall demonstrate to the division director's designee the ability to teach the course and the instructor training prior to being licensed; and
2. a statement signed by the driving safety course provider, if different than the applicant, recommending the instructor as an instructor development course instructor trainer in driving safety.

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**ALL FEES ARE NONREFUNDABLE**

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