

APPLICATION FOR RENEWAL / UPGRADE OF DRIVER EDUCATION INSTRUCTOR LICENSE DTS

<p>AUTHORITY FOR DATA COLLECTION: Title 5, Texas Education Code, Chapter 1001 PLANNED USE OF THE DATA: To determine qualification for licensure INSTRUCTIONS: A complete license renewal application must be postmarked or hand-delivered at least 30 days before the date of expiration. A complete application includes:</p> <ol style="list-style-type: none"> 1. this completed, signed form; 2. evidence of current continuing education (see page 2); and 3. fees (see page 2). 	<p>TEA USE ONLY:</p> <p>Fee Paid: _____</p> <p>Date Paid: _____</p> <p>Receipt #: _____</p> <p>Initials: _____</p>
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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 License #:** _____ **State:** _____ **Class:** _____ **Expiration Date:** ____/____/____
5. **Indicate the endorsement(s) to be renewed / upgraded.** (*Submit evidence of completion of educational requirements for changes.*)

DRIVER EDUCATION ENDORSEMENTS:

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)

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 annual continuing education 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: 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.

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| A. Have you <u>ever</u> had any diploma, teaching credentials, certificate, or license denied, revoked, or suspended? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| B. Have you <u>ever</u> been found guilty of, pleaded guilty to, or entered a plea of "nolo contendere" to a charge of immoral or unprofessional conduct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| C. Have you <u>ever</u> been dismissed or asked to resign from any position for immoral or unprofessional conduct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| D. Have you <u>ever</u> been convicted or received deferred adjudication for a felony or misdemeanor? Include <u>all history</u> regardless of the amount of time that has elapsed. You do not need to list traffic tickets. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| E. Have you <u>ever</u> been sued for or charged with fraud or deceptive trade practices? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| F. Are you <u>now involved</u> with any charges, court proceedings, probation, parole, community supervision, or judgments pending against you? | <input type="checkbox"/> YES <input type="checkbox"/> 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 driver education instruction.

X _____

Signature of Applicant
Typed or Printed Name of Applicant
Date

Mail CHECK or MONEY ORDER, payable to TEXAS EDUCATION AGENCY – DTS and this COMPLETED APPLICATION to:

<p><u>REGULAR MAIL:</u></p> <p>TEXAS EDUCATION AGENCY – DTS P.O. BOX 13717 AUSTIN, TEXAS 78711-3717</p>	<p><u>FOR OVERNIGHT EXPRESS MAIL:</u></p> <p>COMPTROLLER OF PUBLIC ACCOUNTS TREASURY OPERATIONS BANKING & ELECTRONIC PROCESSING LOCKBOX 200 EAST 10TH STREET AUSTIN, TEXAS 78701-2436</p>
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CRITERIA FOR RECEIVING DRIVER EDUCATION CONTINUING EDUCATION (CE) CREDIT

CE must be a minimum of four hours and must vary in content each year. A renewal application will be considered incomplete and subject to late fees - and possible denial - if acceptable evidence of CE and attendance/ completion documentation is not provided.

1. Driver education instructors must participate in and provide evidence of completion of at least one of the following to obtain credit for CE.
 - a) An approved four-hour driver education CE course provided by a TEA-licensed driver education school. The instructor receiving instruction, and the facilitator, presenter, or the school owner providing the instruction must sign and submit a verification of attendance form.
 - b) A postsecondary course that pertains to instruction techniques or instruction related to driver education provided by an accredited college or university. *Evidence of completion:* A copy of official school documentation indicating a passing grade.
 - c) An approved driver education instructor development course or TEA-approved alternative certification program for driver education. *Evidence of completion:* Verifiable records of successful completion.
 - d) National, state, or regionally sponsored in-service workshops, seminars, or conferences that pertain to the practice of driver education or teaching techniques. Each program must receive approval by the division in order to qualify as a CE program.
 - e) Other acceptable CE:
 - Drug and Alcohol Driving Awareness Program
 - Minors in Possession / Alcohol Education for Minors
 - Operation Lifesaver
 - DWI Education / First Aid / CPR
 - School Bus Driver Certification / CE program
 - Public school CE if it pertains to subject matters that relate to the practice of driver education or teaching techniques and is at least four hours in length. Verification must be provided on an official certificate or statement giving full details of the course and the date(s) attended, and signed by the principal or supervisor/trainer.
 - Credit may be given for successful completion of a six-hour driving safety course once every three (3) years. However, this will be allowed only if the licensee is not endorsed or has not been endorsed as a driving safety instructor for a period of one year previous to class attendance.
2. Credit will be given only for courses that were completed within the last licensing year.
3. Carryover credit of the same CE hours will not be permitted.
4. A licensee may receive credit for completing the same CE course once every three years.
5. A licensed driver education instructor who teaches an approved CE course may receive credit for attending CE.
6. A licensed driver education instructor may not receive credit for driver education CE by completing or teaching a driving safety CE course or a driver education course exclusively for adults.

RENEWAL INSTRUCTOR APPLICANT FEES

FEES ARE NONREFUNDABLE

Annual instructor license fee = \$25 payable to TEA-DTS
Late renewal fee (if applicable) * = \$25 payable to TEA-DTS

* Applications postmarked or hand-delivered less than 30 days before the date of expiration will require a late instructor renewal fee of \$25. Applications postmarked or hand-delivered after the date of expiration will be considered new and will require the \$75 fee.