

Data Submission Standards, Procedures, and Requirements for Electronic Submission of Student Completion Data

I. GENERAL PROVISIONS

- A. Driving Safety Course Providers, Driver Education School Owners, and TDLR Parent-Taught Course Providers are responsible for the handling, maintenance, and reporting of uniform certificates of course completion and driver education certificates as required by the Code and Rules. For legal authority and references, see Item V below.
- B. A course provider or driver education school owner must electronically submit data to the Driver Training Division in the manner prescribed in this document.
- C. Types of certificates or certificate numbers sold by Driver Training:
 - Driving Safety (6-hour ticket dismissal course)
 - Specialized “Seat-Belt” Driving Safety (6-hour ticket dismissal course)
 - Four-Hour Driving Safety Course for Individuals Younger than 25 (4-hour ticket dismissal course which may be required in addition to a 6-hour ticket dismissal course)
 - Driver Education (32+7+7 hour minor and adult driver education course offered by a commercial DE school or public school)
 - Parent-Taught Driver Education (32+7+7 hour minor and adult driver education course offered by TDLR-approved parent taught course providers)
 - Adult Driver Education (6-hour driver education course exclusively for adults)

II. ELECTRONIC DATA SUBMISSION STANDARDS

A. Using Existing Templates for Uploading Student Data **(RECOMMENDED)**

Sample Microsoft Excel templates have been created to help Course Providers and School Owners to easily enter Student Completion Data, based upon the input/data requirements defined in the File Structure (Section D) below. These templates already have the correct data structure and formats built-in. Therefore, Course Providers and School Owners can save time by not having to refer to the File Structure requirements. In addition, using these Excel templates can significantly reduce the chance of entering and uploading incorrect student data.

These templates can be downloaded from the TDLR DES File Upload website:
<http://www.tdlr.texas.gov/DRVFileUpload/>

There is a separate template for each type of certificate, as follows:

Certificate Type	Template File Name
ADEE Certificate	DES - Upload Template for ADEE Certificates.xls
DEE Certificate	DES - Upload Template for DEE Certificates.xls
DS & S Certificates	DES - Upload Template for DS and S Certificates.xls
DS4 Certificate	DES - Upload Template for DS4 Certificates.xls
PT Certificate	DES - Upload Template for PT Certificates.xls

Course Providers and School Owners simply download the required Excel Template, fill in the necessary student information, and save it with a unique filename and “.csv” extension. Detailed File Naming requirements are defined in Section C below.

B. Using Customer’s Own File for Uploading Student Data

Course Providers and School Owners can use their own files for entering and uploading student data. However, strict adherence to the File Structure requirements (defined in Section D below) must be followed in order to prevent invalid or unsupported data.

A customer’s file may contain certificates for Driver Education, Adult Driver Education, Specialized “seat belt” Driving Safety, Driving Safety, and/or Four-Hour Driving Safety courses. Any of these types of certificates may be contained together within the same file.

The customer’s file *must* be a comma separated value (CSV) text file. This is a common file format supported by most software and database systems for exporting data. Values that contain commas must be enclosed in double quotes.

C. File Naming

Submission files *must* have a filename with an extension of “.csv”. It is also desirable that the filename begins with a TDLR-issued license number or identifier and include the date when the file was created or submitted. Additional characters may be included in the filename if needed, but spaces and special characters should be avoided. An ideal filename for course provider CP011 that submits a file on 1/7/15 would be “CP01120150107.csv”.

D. File Structure

1. Columns: Columns *must* appear in the order specified below:

Field/Column	Type	Max Length	Description	Required?					
				D S	S	D S 4	D E E	P T	A D E E
<i>certno</i>	Text	14	Certificate number. <u>Driving Safety</u> : must be exactly 8 digits. Insert leading zeroes if < 8 digits. <u>Specialized "Seat-Belt" Driving Safety</u> : Must begin with an "S" followed by exactly 7 digits. <u>Four-hour Driving Safety</u> : must begin with "DS4" followed by exactly 8 digits. <u>Driver Education</u> : must begin with "DEE" followed by exactly 8 digits. <u>Adult Driver Education</u> : must begin with "ADEE" followed by exactly 8 digits. <u>Parent-Taught Driver Education</u> : must begin with "PT" followed by exactly 8 digits. [Under special circumstances, any certificate number may also have an additional 2 characters appended to the right composed of a hyphen (-) and a number.]	Y	Y	Y	Y	Y	Y
<i>course</i>	Text	5	TDLR assigned Course Provider license number (CP###). Value must be preceded with the letters "CP" .	Y	Y	Y	Y	Y	Y
<i>delivery</i>	Text	1	Type of delivery: A=ADM (Alternative Delivery Method), R=Traditional Classroom. Must be "R" if specified for DEE or DS4.	Y	Y	N	N	N	Y
<i>schoolno</i>	Text	5	TDLR assigned school number (C####). Value must be preceded with the letter "C" .	Y	Y	Y	Y	Y	Y
<i>classno</i>	Text	4	TDLR assigned classroom number. ##### with leading zeroes. <i>This field was expanded from 3 to 4 characters. Either 3 or 4 characters will be accepted.</i>	Y	Y	Y	N	N	N
<i>lname</i>	Text	30	Graduate's last name. <i>This field was expanded from 20 to 30 characters. Any number of characters less than or equal to 30 will be accepted.</i>	Y	Y	Y	Y	Y	Y
<i>fname</i>	Text	20	Graduate's first name.	Y	Y	Y	Y	Y	Y
<i>initial</i>	Text	1	Graduate's middle initial.	N	N	N	N	N	N
<i>addr</i>	Text	40	Graduate's street address.	Y	Y	Y	Y	Y	N
<i>city</i>	Text	25	Graduate's city.	Y	Y	Y	Y	Y	N
<i>state</i>	Text	2	Graduate's state.	Y	Y	Y	Y	Y	N
<i>zip</i>	Text	10	Graduate's zip code. <i>May only be either 5, 9 or 10 characters in length. If the length is 10, the 6th character MUST be a hyphen (-), otherwise no hyphen is allowed.</i>	Y	Y	Y	Y	Y	N
<i>graddlno</i>	Text	8	Graduate's driver license/instruction permit number. If out of Texas, use the last eight characters.	Y	Y	Y	Y	Y	Y

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Field/Column	Type	Max Length	Description	Required?					
				D S	S	D S 4	D E E	P T	A D E E
<i>DLstate</i>	Text	2	Graduate's state. For DEE, ADEE, and PT must be "TX".	Y	Y	Y	Y	Y	Y
<i>DOB</i>	Date	10	Graduate's date of birth. <i>This is now required.</i>	Y	Y	Y	Y	Y	Y
<i>phone</i>	Text	15	Graduate's phone number.	Y	Y	Y	Y	Y	Y
<i>sex</i>	Text	1	Graduate's gender (M=Male or F=Female).	Y	Y	Y	Y	Y	Y
<i>compdate</i>	Date	10	Date that the graduate's final requirement for successful classroom course completion was met. For DEE, ADEE, and PT, this is the Classroom completion date.	Y	Y	Y	Y	Y	Y
<i>issuedte</i>	Date	10	Certificate issue date (mailing date).	Y	Y	Y	Y	Y	Y
<i>inslname</i>	Text	30	Instructor's last name. <i>Expanded to 30 characters. Any number of characters less than or equal to 30</i>	Y	Y	Y	Y	Y	Y
<i>insfname</i>	Text	20	Instructor's first name.	Y	Y	Y	Y	Y	Y
<i>insdlno</i>	Text	8	Instructor's TDLR issued license number. This may be between 1 and 8 characters.	Y	Y	Y	Y	Y	Y
<i>court</i>	Text	60	Name of the specific court such as "Travis Cty JP PCT 4" or "City of Houston MUN CT". Only used for driving safety courses.	Y	Y	Y	N	N	N
<i>reason</i>	Text	1	Reason for attendance: T=ticket dismissal, I=Insurance, or E=Education. Must be "E" if specified for DEE, ADEE, or PT.	Y	Y	Y	N	N	N
<i>void</i>	Text	1	<i>O=Original, R=Replacement, V=Void.</i>	Y	Y	Y	Y	Y	Y
<i>replacecert</i>	Text	14	Certificate number that this new certificate is replacing. <i>Values in this field are ignored if the Void is not "R".</i>	R	eq	ui	re		
<i>aftervoidcode</i>	Text	2	Reason code for void – see table below.	<i>Required if Void=R or Void=V</i>					
<i>aftervoiddesc</i>	Text	50	Custom explanation provided when <i>aftervoidcode</i> = 12 ("other"). <i>This is ignored if aftervoidcode is not 12.</i>	<i>Required if aftervoidcode = 12</i>					

2. Dates: All date values contained within the data must be in *mm/dd/yy* or *mm/dd/yyyy* format. Leading zeroes are not required, and the year may be either 2 or 4 digits. 01/17/11 and 1/17/2011 are both examples of a valid date value. All 2-digit years will be assumed to be a date after 1999.

3. Void Codes

Code	Reason
01	Court Name Correction
02	Completion Date Correction
03	Name Correction
04	DOB Correction
05	Driver License Number Correction
06	Address Correction
07	Unusable – Damaged in the Mail
08	Court Copy not received in Envelope
09	Improperly Printed or Illegible Certificate
10	Lost in Mail – CP error
11	Lost in Mail – Reason Unknown
12	Other

4. Original, Replacement, and Voided Certificates

- To report an original certificate, submit a record with Void = "O" and all other required fields.
- To replace a previously submitted certificate with a new certificate, submit a record with certno equal to the new certificate number, Void=R, Replacecert equal to the certificate number being replaced, and aftervoidcode and aftervoiddesc populated with the reason for the replacement.
- To void a certificate *without issuing a replacement certificate*, submit a record with certno, courseno, aftervoidcode, and aftervoiddesc populated and Void=V. *Population of other fields is optional as they will be ignored.*
- Resubmissions of any certificate number will be ignored unless the certificate is being voided. Any changes to an existing certificate must be accomplished by issuing a new certificate that replaces the previous certificate (Void=R).
- Records for original certificates, replacements, and voided certificates may be combined together in the same submission file.

E. Data File Transmission

1. The mechanism for transferring data files to the Driver Training Division will be provided separately from this document.
2. Do *not* zip, compress, or password protect data files.
3. Original and duplicate certificate data must be reported, by secure electronic transmission, to the Driver Training Division *within 30 days of issue.*

III. SECURITY MEASURES

A course provider or driver education school owner must implement the following security measures:

- A. Develop and maintain a means to ensure the security, integrity, and privacy of student data, especially financial and personal information, in transit and at rest.
- B. Ensure that protective measures are in use at all times for securing original and duplicate certificate numbers and certificates.
- C. Ensure that effective measures are taken to preclude loss of student data.
- D. Ensure that an effective system is in place to recreate electronic data for all certificate numbers and certificates, whether issued or not.

IV. MINIMUM REQUIRED HARDWARE AND SOFTWARE

A course provider or driver education school owner must possess or have access to the following minimum computer hardware and software:

- A. A computer capable of producing the files specified in this document for student completion data and accessing the internet to transfer these files to TDLR
- B. A printer capable of completing the type of certificate used by that course provider
- C. Internet connectivity for accessing Driver Training websites and submitting data
- D. One of the following web browsers: Internet Explorer 7 or higher, Firefox 5 or higher, Safari 5 or higher, or Chrome 8 or higher
- E. Database or other software, such as Microsoft Access, and Microsoft Excel to maintain data and generate .xls/.csv files
- F. The ability to back up student completion data on a regular basis
- G. A computer operating system capable of supporting all of the above requirements

V. AUTHORITY AND REFERENCES

The Department of Licensing and Regulation is responsible for regulating the operation of course providers, driver training schools and instructors under the provisions of Title 5,

Texas Education Code, Chapter 1001 (the Code) and Title 16, Texas Administrative Code, Section 84 et seq. (the Rules).

- A. Section 1001.055(a-2) of the Code requires a driver education school or approved parent-taught course provider to electronically submit to the department, in the manner established by the department, data identified by the department relating to issuance of department-approved driver education certificates with the certificate numbers.
- B. Section 1001.351(b) of the Code requires a course provider to electronically submit to the department in the manner established by the agency data identified by the agency relating to uniform certificates of course completion issued by the course provider.
- C. Section 84.204(b)(10) of the Rules requires a course provider to report certificate data, by secure electronic transmission, to TDLR within thirty days of issuance.

Effective September 1, 2015