



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

## Parent Taught Driver Education Program Guide

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**Date:** 3/6/2017

**Receipt Number:** 452PT2017474560

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**Please read this program guide in its entirety before beginning any instruction to your student.**

This guide contains:

- ▶ Instructions on how to administer the Parent Taught program training.
- ▶ Information on where to purchase a Parent Taught course. The list of approved courses can be found on the TDLR website at [www.tdlr.texas.gov/driver/parenttaught.htm](http://www.tdlr.texas.gov/driver/parenttaught.htm) and on page 7 of this guide (this guide is not a Parent Taught course).
- ▶ Instructions on how to apply for a learner license and provisional license for your student.
- ▶ Training logs and forms.

**Please Note:** Each student who wishes to participate in the Parent Taught training program is required to purchase a Parent Taught Driver Education Program Guide from TDLR. If you received this guide from a source other than TDLR, please visit <https://www.tdlr.texas.gov/driver/driver.htm> and purchase the required guide for your student.

(TDLR Form DSP002 rev November 2020)



# PARENT TAUGHT DRIVER EDUCATION PROGRAM GUIDE

 **TDLR**  
TEXAS DEPARTMENT OF  
LICENSING & REGULATION





# ***PARENT TAUGHT DRIVER EDUCATION PROGRAM GUIDE***

Students and instructors should read this program guide completely before providing any driver education instruction.

This guide contains:

- Instructions on how to administer the Parent Taught program training.
- Information on where to obtain a Parent Taught course. The list of approved courses can be found on the TDLR website at [www.tdlr.texas.gov/driver/parenttaught.htm](http://www.tdlr.texas.gov/driver/parenttaught.htm).
- Instructions on how to apply for a learner license and provisional license for your student.
- Training logs and forms.

Note: If you received this guide from a source other than TDLR, please note that simply possessing the guide does not qualify you to administer the Parent Taught Driver Education Program training to a student.

Please visit <https://www.tdlr.texas.gov/driver/driver.htm> for information on how to be the designated instructor who will administer the training.

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## Welcome

The Parent Taught Driver Education Program allows parents or other eligible instructors to use an approved driver education curriculum, along with their personal experience and expertise, to help students become safe and responsible drivers. **The curriculum must be purchased separately.** You can find a list of vendors on our website at <https://www.tdlr.texas.gov/driver/driver.htm>.

Students who are at least 14 but under 25 years of age must complete a driver education course to obtain a driver license.

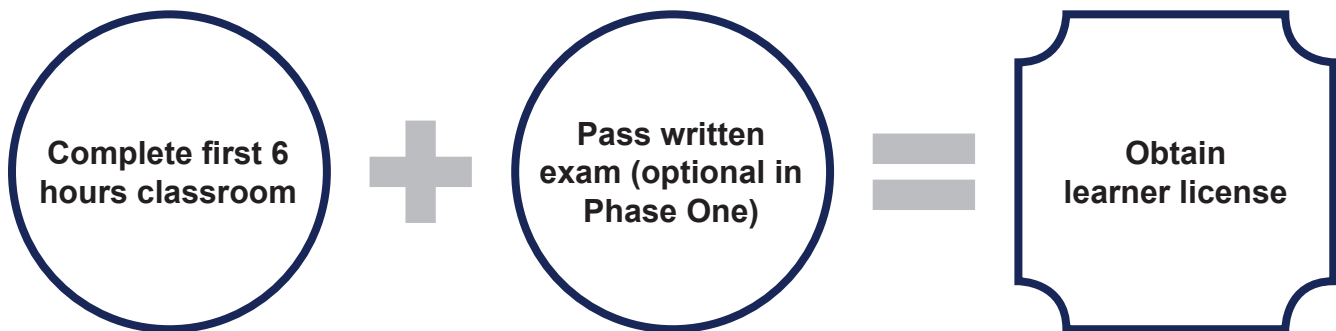
Texas requires teen students to participate in the Graduated Driver License (GDL) Program, which gives new drivers the chance to improve their driving skills over time in lower-risk environments.

The Graduated Driver License Program consists of two phases:

### Phase One (Learner License)

After completing the first six classroom hours, the student may apply for a learner license issued by DPS. The student must take the driver knowledge examination when they apply for their learner license. If you have not taken this exam during the classroom portion of driver education, you will take it at the driver license office.

Individuals who are under 18 years of age must hold a valid learner license for a minimum of six months before they can receive a provisional Class A, B, or C driver license.



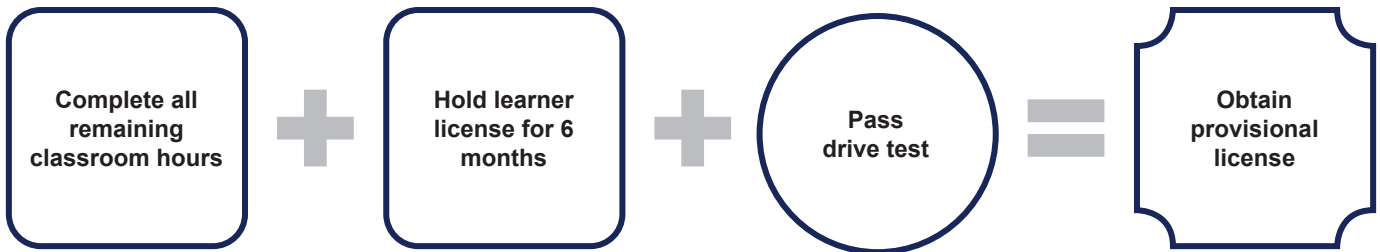
Once the student obtains their learner license, **they must do the following:**

- When operating a vehicle, be accompanied in the front seat by a licensed driver who is at least 21 years of age.
- Maintain a learner license for six months without suspension. (If the license is suspended, the initial six-month period is extended by the number of suspended days).
- Not operate a vehicle while using a wireless communication device, except in an emergency.

**IMPORTANT: No behind-the-wheel instruction can be given prior to obtaining a learner license.**

## Phase Two (Provisional License)

Once the student has held a valid learner license for a minimum of six months, reached the age of 16, completed both the classroom and behind-the-wheel portions of driver education, and completed the [Impact Texas Drivers \(ITD\)](https://www.dps.texas.gov/DriverLicense/ITD.htm) <https://www.dps.texas.gov/DriverLicense/ITD.htm> requirement, they are eligible to take the driving test for their provisional license and “graduate” to Phase Two of the Graduated Driver License Program.



Once the student has obtained a provisional license, they may **not** drive:

- With more than one passenger in the vehicle under the age of 21 who is not a family member;
- While using a wireless communication device, except in case of emergency;
- Between midnight and 5:00 a.m. unless it is necessary for the student to work, attend or participate in a school-related activity (prom is not a school-related activity), or due to a medical emergency.

During this phase, driving privileges are restricted until the student’s 18th birthday.

**IMPORTANT:** The Parent Taught Overview will outline six core requirements that every instructor and student should know before beginning the Parent Taught program.

### **Minimum student age to begin the Parent Taught program**

A student may begin the classroom portion at 14 years of age but cannot apply for a learner license until their 15th birthday.

### **Requirements to be a Parent Taught instructor**

Texas law only allows people in the following relationship(s) to the student to teach the Parent Taught program:

- Parent;
- Step-parent;
- Foster parent;
- Grandparent;
- Step-grandparent; or
- legal guardian

Additionally, a parent, legal guardian, or judge of a court with jurisdiction over the student may designate a person to instruct the course who meets the following:

- Is at least 25 years old;
- Does not charge a fee for conducting the course;
- Has at least seven years of driving experience; and
- Meets all additional instructor qualifications listed on the following page.

## **Driving history and qualifications for Parent Taught instructors**

Texas law requires Parent Taught instructors to meet the following qualifications:

- Possess a valid driver license for the last three years that has not been suspended, revoked, or forfeited for an offense involving the operation of a motor vehicle;
  - *If you held an out-of-state license during the past three years, you will be required to provide a copy of your driving record showing your three years of licensed driving history.*
- Have no convictions for Driving While Intoxicated in the last seven years;
- Have no convictions for Criminally Negligent Homicide (including probated sentences) regardless of how long ago the offense occurred; and
- Have no convictions during the preceding three years for:
  - Three or more moving violations (as described by [Transportation Code 542.304](#)); or
  - Two or more moving violations (as described by [Transportation Code 542.304](#)) that resulted in an accident.

Anyone who wants to become qualified as a PTDE instructor is responsible for checking their criminal and driver records before requesting that TDLR designate them as a student's instructor.

## **Responsibilities when teaching the Parent Taught program**

1. You **must** be eligible to teach the program. DPS will check your driver record when your student applies for both the learner and provisional licenses:
  - a. If you want to see your driver record, you can go online to the DPS website at: <http://www.dps.texas.gov/DriverLicense/driverrecords.htm> and follow their directions to purchase a copy of your driver record.
  - b. If DPS determines you are not an eligible instructor, they will deny the learner license or provisional license, and all of the instruction you provided will be invalid. The student will have to repeat all instruction that is invalid.
2. You are responsible for confirming that your student has mastered all points covered in the Parent Taught program before certifying the required hours of instruction for both classroom and behind-the-wheel. The Parent Taught program does not allow for a student to study on their own.
3. You will need to keep all logs, worksheets and completion certificates for a minimum of three years from the date the student completed the program, or the date that DPS issued the provisional license, whichever is later. A governmental agency may request that you submit these records for review at any time during those three years.

### The number of hours and curriculum to be taught to your student

Parent Taught instructors are required to teach their student both the **Classroom** and **Behind-the-Wheel** portions of the program. Your student cannot be taught more than four hours on any day. These four hours can consist of:

- Two hours of classroom instruction; and
- Two hours of behind-the-wheel instruction, with a maximum 1 hour of student driving.

The **Classroom** portion of the program is a minimum of 32 hours.

The **Behind-the-Wheel** portion consists of a minimum of 44 hours of Behind-the-Wheel instruction, including:

- Seven hours of in-car observation where the student is sitting in the passenger seat while you are driving and explaining certain points of instruction;
- Seven hours of behind-the-wheel driving supervised by you; and
- 30 hours of behind-the-wheel driving practice, of which at least 10 hours must be at night. The 30 hours of behind-the-wheel driving must be monitored in the presence of an adult who:
  - Holds a valid driver license;
  - Is 21 years of age or older;
  - Has at least one year of driving experience; and
  - Is occupying the seat next to the driver.

After each practice session, you should log the completion of each task on the *Behind-the-Wheel Instruction Log – 30 Hours*, or on the form provided by the driving course you purchased.

### Choosing the training method that is right for you and your student

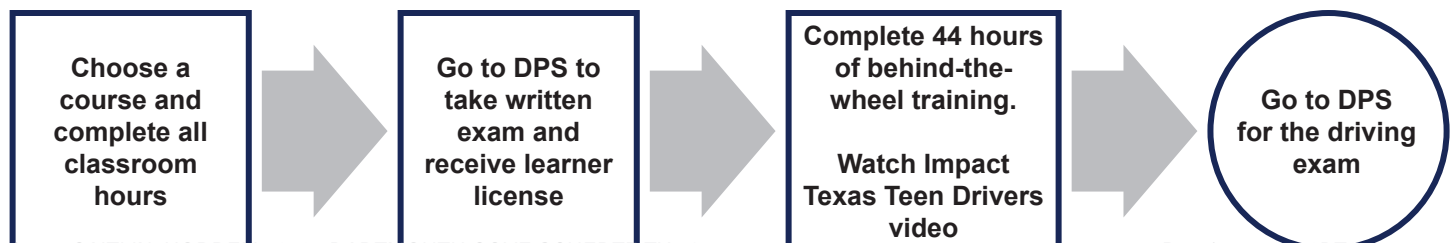
You will choose one of two instruction methods: **Block Method** or **Concurrent Method**, depending on the individual needs of the student and instructor. Both training methods require the same amount of instruction hours.

#### **Block Method**

In the block method, the student completes all of the classroom instruction before they can apply for their learner license. Once the student completes classroom instruction, the course provider will send you a Texas Driver Education Certificate (DE-964) that the student will take to DPS to get their learner license. If you do not receive the certificate, you will need to contact the Parent Taught course provider.

Once your student obtains their learner license, you can begin teaching the 44 hours of the Behind-the-Wheel training:

- Seven hours of the student sitting beside the instructor, watching the instructor demonstrate certain points of instruction;
- Seven hours of the student driving and demonstrating to the instructor that they have learned the points of instruction;
- 30 hours of behind-the-wheel driving practice, of which at least 10 hours must be at night.



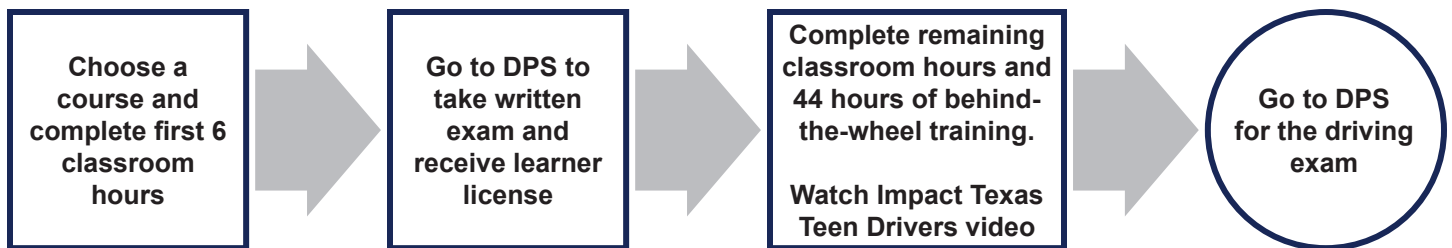


## Concurrent Method

After the instructor teaches the first six hours of classroom instruction, the driving course provider will send the student a Texas Driver Education Certificate (DE-964) that the student will take to DPS when they apply for their learner license. If you do not receive the certificate, you will need to contact the parent taught course provider.

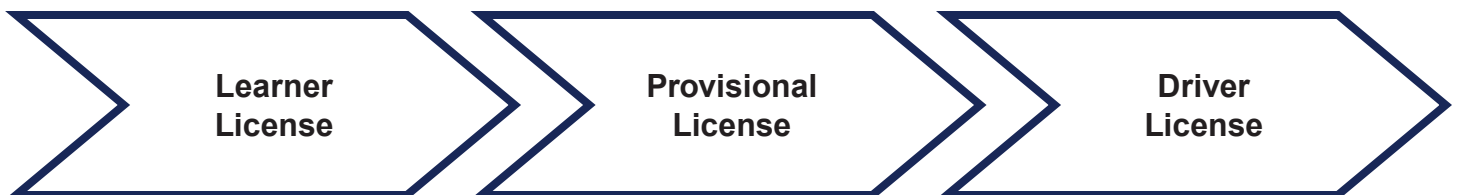
After getting the learner license, the student will work on the remaining classroom hours at the same time they complete the 44 hours of behind-the-wheel training:

- Seven hours of the student sitting beside the instructor, watching the instructor demonstrate certain points of instruction;
- Seven hours of the student driving and demonstrating to the instructor that they have learned the points of instruction;
- 30 hours of behind-the-wheel driving practice, of which at least 10 hours must be at night.



## Applying for the student's driver license

As explained earlier in this guide, all teen drivers participate in the Graduated Driver License (GDL) program. A student in this program gradually obtains new driving privileges as they progress through the driver education program. Teen drivers will first meet the minimum requirements to obtain their learner license, then their provisional license, and finally graduating to their driver license.



Here are the requirements and information needed to apply for each stage of the GDL program.

### **Applying for a Learner License**

Once you have taught the minimum required classroom instruction hours, you and your student must appear in person at any driver license office with all required items listed on the Learner License Application Checklist (page 11).

To be eligible for a learner license, the student must:

- be at least 15 years of age but under 18;
- have completed and passed the required classroom portion of an approved Parent Taught course; and
- have obtained a high school diploma or its equivalent or present a valid Verification of Enrollment (VOE) issued by the school.

### **What to expect at the DPS office:**

- DPS will review all items listed on the Learner License Checklist (page 11).
- DPS will provide the applicant and Parent Taught instructor with a driver license application (DL-14A), available at any DPS office.
- You will need to pay the application fee.
- The student will take and pass a written test regarding traffic laws and signs (if they have not already completed the test with the driving course).
- Students are also required to take and pass a vision test. If the student fails the vision test, they may still take the written test, but will have to either pass a subsequent vision test or present a statement from an eye specialist indicating a successful vision exam was conducted and/or wear corrective lenses as necessary to pass the eye test.
- DPS will verify that the Parent Taught instructor's driving record is valid. If the instructor is ineligible, the learner license will be denied and all prior instruction provided by the ineligible instructor will be invalid.
- Go to the DPS website linked below to schedule a drive test for your young driver:  
<https://www.dps.texas.gov/DriverLicense/appointments.htm>.

## Applying for a Provisional License

Once the student completes all the requirements for the learner license, they may apply for the provisional license. To be eligible for a provisional license, the student must:

- be at least 16 years of age but under 18;
- hold a valid learner license for at least six months preceding the date of the application;
- complete and pass the required classroom and behind-the-wheel portions of an approved Parent Taught course;
- view the Impact Texas Teen Drivers video and present the certificate;
- obtain a high school diploma or its equivalent, or present a valid Verification of Enrollment (VOE) issued by the school; and
- pass the driving test.

### What to expect at the DPS office:

- DPS will verify that the Parent Taught instructor's driving record is valid. If the instructor is ineligible, the provisional license will be denied, and all prior behind-the-wheel instruction provided by the ineligible instructor will be invalid.
- DPS will review all forms listed on the Provisional License Application Checklist (page 13).
- After paying the application fee for the provisional license, DPS will administer a drive test.
- Go to the DPS website to schedule a drive test for your young driver  
<https://www.dps.texas.gov/DriverLicense/appointments.htm>.

This is the end of the instruction portion of the guide. If you or your student have questions after reviewing this material, please contact TDLR at **(800) 803-9202** or **(512) 463-6599** or <https://tdlr.texas.gov/help/>.





## Learner License Application Checklist

**The adult that accompanies the student to DPS must be the PTDE instructor.** You will need to take the following items to the Texas Department of Public Safety Driver License office when your student applies for the learner license:

- ☐ **PTDE Instructor Designation Services Request Receipt.** The receipt or proof of purchase for the TDLR Parent Taught Driver Education Guide. DPS will ask for it and not allow you to continue the application process until they receive proof of purchase. This is located on the top sheet of the guide that you purchased.
- ☐ **VOE Form (Verification of School Enrollment and Attendance).** The form, which you get from the school, must be signed by the school administrator or their designee. A VOE is not required if the student has their high school diploma or GED certificate and graduated. Home school parents may download the VOE from the TDLR website at: [www.tdlr.texas.gov](http://www.tdlr.texas.gov).
- ☐ **Texas Driver Education Certificate of Completion (DE-964).** The form is sent to you by your Parent Taught course provider.
- ☐ **PTDE Instructor Designation Services Request Form.** If a parent, legal guardian, or a judge of a court with jurisdiction over your young adult designates a person to instruct your young adult, then you must present this form at DPS.
- ☐ **License Fee.** The required fee for a learner license.
- ☐ **Social Security Card (actual card).** Individuals who have not applied for, been issued, or do not have a social security number may complete a Social Security Affidavit at the driver license office.
- ☐ **Birth Certificate and School ID Card.** If neither are available, see the [Acceptable Identification Documents](#) list on the DPS website for additional options.
- ☐ **Texas Residency Affidavit.** Visit the DPS [website](#) to print the most current version or pick one up at your local office.
- ☐ **Texas Driver License Application.** Visit the DPS [website](#) to print the most current version or pick one up at your local office.

**We strongly encourage you to visit the DPS Driver License [webpage](#) to review all requirements prior to applying.**

## Behind-the-Wheel Practice Log – 30 Hours

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who is 21 years of age or older and has been licensed for a minimum of one year (TRC 521.222) before the student is eligible for a provisional license. Only **1 hour** of behind-the-wheel practice per day will count towards the 30 hours regardless of the number of hours the student drives in a day. When the student is eligible for the provisional license you may be asked to present this log to the Department of Public Safety.

Student's Name: \_\_\_\_\_ DL #: \_\_\_\_\_

Practice Session	Date	Time (am/pm)	Daytime Hours	Nighttime Hours	Adult Initials and DL #
<b>Sample: Parking</b> <b>(Recommended 1 hour)</b>	<b>1/1/2021</b>	<b>3:30 pm</b>	<b>1</b>	<b>0</b>	<b>AAA – DL #08080808</b>
Getting Ready, Starting, Placing Vehicle in Motion, and Stopping (Recommended 2 hours)					
Moving, Stopping, Steering, Knowing Where You Are (Recommended 3 hours)					
Backing (Recommended 1 hour)					
Turning, Lane Position, and Visual Skills (Recommended 4 hours)					
Searching Intended Path of Travel (Recommended 3 hours)					
Parking (Recommended 1 hour)					
Turnabouts (Recommended 2 hours)					
Multiple Lane Roadways (Recommended 4 hours)					
City Driving (Recommended 5 hours)					
Expressway/Freeway Driving (Recommended 5 hours)					

I certify and endorse that the above record is true and correct, and my student has completed 30 hours of behind-the-wheel instruction, which **includes at least 10 hours of nighttime instruction**.

Instructor's Signature: \_\_\_\_\_  
Student: CAITLIN HORRELL, 3420 DARTMOUTH COVE SCHERTZ TX 78154  
Email: g\*\*\*\*\*i@hotmail.com

Date: \_\_\_\_\_  
Receipt #: 452PT2017474560  
Requestor: GREER HORRELL



## Provisional License Application Checklist

**The adult that accompanies the student to DPS must be the PTDE instructor.** The student will need to take the following items to the Texas Department of Public Safety's Driver License office when they apply for the provisional license:

- ☐ **VOE Form (Verification of School Enrollment and Attendance).** The form, which you get from the school, must be signed by the school administrator or their designee. A VOE is not required if the student has their high school diploma or GED certificate and graduated. Home school parents may download the VOE from the TDLR website at: [www.tdlr.texas.gov](http://www.tdlr.texas.gov).
- ☐ **Texas Driver Education Certificate of Completion (DE-964).** The form is sent to you by your Parent Taught course provider.
- ☐ **License Fee.** The required fee for a learner license.
- ☐ **Social Security Card (actual card).** Individuals who have not applied for, been issued, or do not have a social security number may complete a Social Security Affidavit at the driver license office.
- ☐ **ITTD Certificate (Impact Texas Teen Drivers).** Must complete prior to applying. Visit the DPS [website](#) to complete this task if you have not done so.
- ☐ **Insurance Card.** Current proof of liability insurance for the vehicle that will be used for the driving test. You must have a physical copy of the card.
- ☐ **Valid registration/inspection sticker.** Required for the vehicle that will be used for the driving test.
- ☐ **Texas Driver License Application.** Visit the DPS [website](#) to print an application or pick one up at your local office.
- ☐ **30 hour driving log.** The driving log must be completed at the time of instruction. DPS officials may ask to review your driving logs at any time.

**We strongly encourage you to visit the DPS Driver License [webpage](#) to review all requirements prior to applying.**



## Frequently Asked Questions

A full listing of all FAQs can be found at: <https://www.tdlr.texas.gov/driver/driverfaq.htm>.

### 1. Can I use this PTDE Information Guide for more than one of my children? Do I have to pay again?

Yes, as long as you order and purchase a PTDE Information Guide for each child so that you can obtain a registration and receipt information for each child to provide to DPS. You must submit a new request form for designation services that identify you as the instructor for each child. Once you submit the fee for the new request you will receive receipt information which will later be submitted to DPS. DPS uses the registration date and receipt information specific to each PTDE student.

### 2. Where do I get a Texas Driver Handbook?

The [Texas Driver Handbook](#) is available at DPS's [website](#) and it is included in most PTDE courses.

### 3. When can my student take their written exam to get their Learner License?

A student must:

- be 15 years of age;
- complete the first six hours of their driver education classroom instruction (if concurrent method) or all 32 hours of classroom instruction (if block method); and
- receive the learner portion of a Texas driver education certificate of completion (DE-964).

### 4. When can my student get their Provisional driver license?

Once the student has held the learner license for at least six months; is at least 16 years of age; and has completed all driver education hours (minimum 32 hours of classroom and 44 hours of driving), the student may then take the driving exam. Upon successful completion of the driving exam, the student will be issued a driver license by DPS.

### 5. Can I take my road test at a driver education school if I took a PTDE course?

Yes, once you complete your PTDE course and all driving requirements, you may take your road test at a driver education school that has been approved by DPS instead of taking the test at DPS. However, the driver education school itself may choose to accept or deny students. Contact your local driving school for more information. Please contact DPS for more information on taking a road test at a driver education school instead of DPS. This referred to on the DPS [website](#) as "Third Party Skills Testing."

### 6. If there is more than one instructor, do I need to have each instructor fill out a PTDE Instructor Designation Services Request form to be listed as an instructor?

No. TDLR does not require you to list or change the instructor listed on the PTDE Instructor Designation Services Request form. However, if you would still like to update this information you can contact Customer Service toll free at (800) 803-9202 or via email at: <https://www.tdlr.texas.gov/help/>.

Instructors designated by a Parent/Guardian/Judge must complete the designation form included in the request form when the student applies for a license with DPS.

### 7. I lost the driver education certificate (DE-964) I received when I completed my PTDE course and I need it to get my driver license. Where can I get a duplicate?

To obtain a copy of your completion certificate, contact the PTDE Course Provider you purchased your course through directly. The PTDE course provider can issue a duplicate certificate of completion to you. They may charge a fee for this service.

## Questions and Complaints

### REMEMBER:

The Texas Department of Licensing and Regulation regulates the businesses that you purchase your PTDE course from, the local and online Driver Education schools, and the certificates they issue you when you are finished.

If you or your student have questions about **driver education** and the process of getting that education after reviewing this guide, please contact us here at TDLR and we will be happy to help.

Call TDLR at (800) 803-9202 or (512) 463-6599 or visit:  
<https://www.tdlr.texas.gov/driver/parenttaughtprogram.htm>.

If you or your student have questions about the licensing process or any driver license related questions, please contact the Texas Department of Public Safety's customer service center or visit your local driver license office.

## End of Program Guide

TDLR Form DSP002 [Rev. Nov. 2020]