



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

## Parent Taught Driver Education Program Guide

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**Date:** 3/6/2017

**Receipt Number:** 452PT2017475278

**Nonrefundable Payment:** \$20.00

**Please read this program guide in its entirety before beginning.**

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 <https://www.tdlr.texas.gov/DESSearch> and on page 7 in 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 September 2019)

## Table of Contents

<b>Welcome</b> .....	3
<b>6 Core Requirements for Parent Taught</b>	
Minimum student age to begin Parent Taught.....	4
Requirements to be a Parent Taught instructor.....	4
Driving history and qualifications for Parent Taught instructors.....	4
Responsibilities when teaching the Parent Taught program.....	4
Number of hours and curriculum to be taught.....	5
Choosing a training method for you and your student.....	6
<b>TDLR Approved Parent Taught Course Providers</b> .....	7
<b>Applying for a student’s license</b> .....	8
<b>Learner License Application Checklist</b> .....	10
<b>Behind-the-Wheel Practice Log — 30 Hours</b> .....	11
<b>Provisional License Application Checklist</b> .....	12
<b>Parent Taught Designation Form</b> .....	13
<b>Frequently Asked Questions (FAQs)</b> .....	14
<b>TDLR Contact Information</b> .....	15

## Welcome

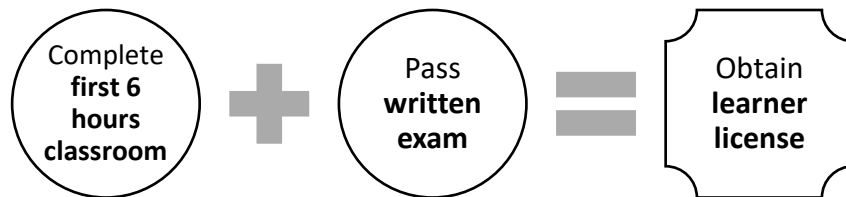
The Parent Taught Driver Education Program allows parents or other eligible instructors to use approved driver education curriculum along with their personal experience and expertise to help students become safe and responsible drivers. Students who are at least 14 but under 18 years of age must complete a driver education course to receive a driver license.

Texas requires teen students to participate in a driver license program which gradually increases their driving privileges, known as the Graduated Driver license (GDL) Program. The Graduated Driver License Program consists of two phases:

### Phase One

After completing the required classroom hours and passing the written exam, the student will be issued a learner license. No behind-the-wheel instruction can be given prior to obtaining a learner license. Once a learner license is obtained, the student:

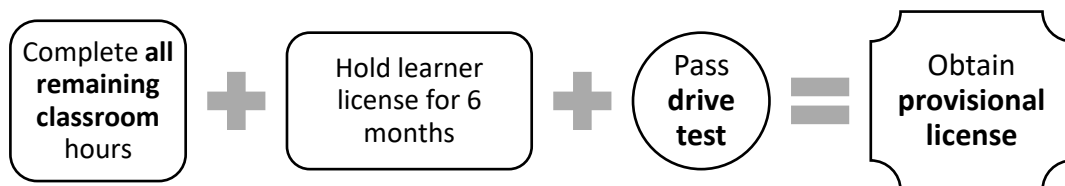
- Must be accompanied by a licensed driver at least 21 years of age when operating a vehicle;
- Must maintain a learner license for six months without suspension. If the license is suspended, the initial 6-month period is extended by the number of days suspended;
- May not operate a vehicle while using a wireless communication device, except in case of emergency.



### Phase Two

After completing and mastering all classroom and behind-the-wheel hours students must pass the drive test to obtain a provisional license. During this phase, driving privileges are restricted until their 18<sup>th</sup> birthday. Once a provisional license is obtained, the student 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 (sorry, prom is not a school-related activity), or due to a medical emergency.



**IMPORTANT: The Parent Taught Overview on the next page will outline 6 basic requirements every instructor and student need to know before beginning the Parent Taught program.**

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

A student may begin the classroom portion between the ages of 14 and under 18 years of age, but cannot apply for a learner license until their 15<sup>th</sup> birthday.

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

State 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 (form on page 13) 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 7 years of driving experience; and
- Meets all additional instructor qualifications listed below.

## **Qualifications and driving history requirements for PTDE instructors**

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

- Possess a valid driver license for the last 3 years that has not been suspended, revoked, or forfeited;
  - If you held an out-of-state license during the past 3 years, you will be required to provide a copy of your driving record showing your 3 years of licensed driving history.
- Cannot have any convictions for Driving While Intoxicated in the last 7 years;
- Cannot have any convictions for Criminally Negligent Homicide (including probated sentences) regardless of how long ago the offense occurred; and
- Has not been convicted during the preceding three years of:
  - Three or more tickets (moving violations according to Transportation Code 521.304)
  - Two tickets without accidents and one ticket with an accident; or
  - Two or more tickets that include accidents.

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

1. You must be eligible to teach the program as DPS will check your driver record at the time of your student's application for both the learner *and* provisional licenses:
  - a. If you want to check your driver record, you can go online to 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, the learner license and/or provisional license will be denied, and all instruction you provided will be invalid.
  - c. No refund will be made for the purchase of this Parent Taught guide if you are not an eligible instructor.
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. It is not an acceptable practice or the intent of the Parent Taught program for a Parent Taught instructor to have the student study on his/her own.
3. You will need to maintain logs, worksheets and completion certificates for a minimum of 3 years from the date the program was completed or the date the provisional license was issued; whichever is later. You may be requested to submit these records for review within these 3 years.

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

**Note:** The curriculum and specific information you teach to your student will be provided to you in whichever Parent Taught Driver Education course you purchase. These courses can be found via our website at [www.tdlr.texas.gov](http://www.tdlr.texas.gov).

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 4 hours on any day. These 4 hours can be made up of:

- 2 hours of classroom instruction; and
- 2 hours of behind-the-wheel instruction; maximum 1 hour of student driving.

The **Classroom** portion of the program is a minimum of 32 hours and cannot be completed in less than 16 days.

The **Behind-the-Wheel** portion consists of a minimum of 44 hours of Behind-the-Wheel instruction and cannot be completed in less than 37 days consisting of:

- 7 hours of in-car observation where the student is sitting in the passenger seat and watching certain points of instruction by you;
- 7 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 night driving. 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 1 year of driving experience; and
  - Is occupying the seat next to the driver.

After each practice session, you should log 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

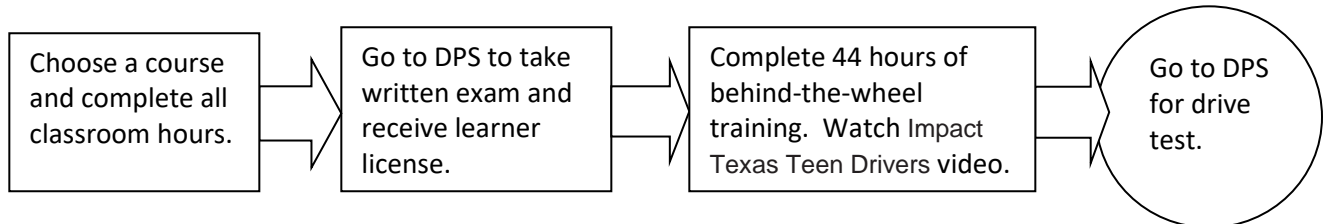
There are only two methods of instruction, Block Method and Concurrent Method. Choosing a training method that is best for your student is based on individual needs of the instructor and the student, please see the explanations below of each method and choose the one that is right for you. Both training methods require the same amount instruction hours.

### **Block Method**

In the “block method” the classroom instruction is taught in its entirety before the student can apply for his/her learner license. Once the student has completed the classroom instruction, a Texas Driver Education Certificate (DE-964) will be received from the course you purchased.

Once your student obtains his/her learner license, you can then begin teaching the 44 hours of the Behind-the-Wheel training.

- 7 hours of the student sitting beside the instructor, watching the instructor demonstrate certain points of instruction;
- 7 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.

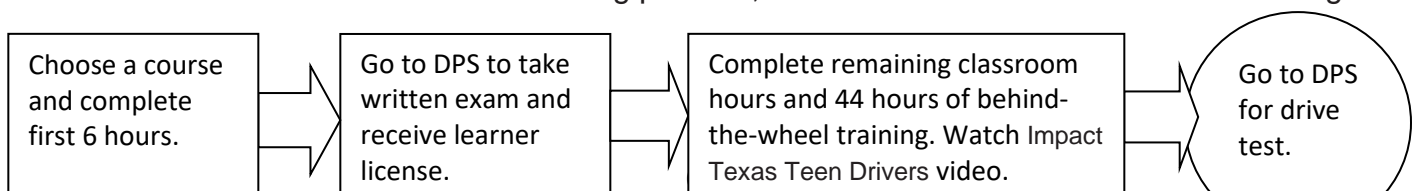


### **Concurrent Method**

After the instructor teaches the first 6 hours of classroom instruction, the student will receive a Texas Driver Education Certificate (DE-964) from the driving course you purchased. The student may then apply for his/her learner license.

After getting their learner license the student will work on the remaining classroom hours while completing the 44 hours of behind-the-wheel training simultaneously.

- 7 hours of the student sitting beside the instructor, watching the instructor demonstrate certain points of instruction;
- 7 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.



**A link to all TDLR approved Parent Taught Driver Education courses are found on the next page!**



## **TDLR-Approved Parent Taught Course Providers**

Please go to our website for the most recently updated list of approved courses at:  
[www.tdlr.texas.gov/driver/parenttaught.htm](http://www.tdlr.texas.gov/driver/parenttaught.htm).

**If you have any questions about specific course offerings for any of the approved courses listed, please contact that course provider directly. The course provider will supply you with the curriculum, training, and steps to instruct your student through their driver education.**

## Applying for the student's driver license

As explained earlier in this guide, all teen drivers participate in the Graduated Driver License (GDL) program. Meaning a student 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.



The information below will detail 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 10).

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 10).
- DPS will provide the applicant and Parent Taught instructor with a driver license application (DL-14A), available at any DPS office.
- An application fee of \$16 for the learner license is required.
- The student must take and pass a written test regarding traffic laws and signs (if not already completed with the driving course purchased).
- 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.
- To save time, go to the DPS website and "Get In Line Online":  
<http://www.dps.texas.gov/DriverLicense/onlineScheduling.aspx>

### Applying for a Provisional License

Once you've completed all the requirements for the learner license, you 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;
- Have held a valid learner license for at least 6 months preceding the date of the application;
- Have satisfactorily completed and passed the required classroom and behind-the-wheel portions of an approved Parent Taught course;
- Have viewed the *Impact Texas Teen Drivers* video and present the certificate;
- Have obtained a high school diploma or its equivalent **or** present a valid Verification of Enrollment (VOE) issued by the school; and
- pass the drive 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 12).
- After paying the application fee for the provisional license, DPS will administer a drive test.
- Go to the DPS website linked below to schedule a drive test for your young driver  
[http://www.dps.texas.gov/administration/driver\\_licensing\\_control/Rolodex/scheduleDriveTest.htm](http://www.dps.texas.gov/administration/driver_licensing_control/Rolodex/scheduleDriveTest.htm)

This is the end of the instruction portion of the guide. Should you or your student have questions after reviewing the enclosed material, please contact the Texas Department of Licensing and Regulation at **(800) 803-9202** or **(512) 463-6599** or **cs.driver.education.safety@tdlr.texas.gov**.



## Learner License Application Checklist

When applying for the student's learner license, the following items must be taken to the Texas Department of Public Safety's driver license office:

- PTDE Guide Receipt** – Proof of purchase (receipt) for the purchase of this guide, DPS will ask for it and not allow you to continue the application process until they receive proof of purchase.
- VOE – (Verification of School Enrollment and Attendance)** must be obtained from the school and be signed by the school administrator or his/her 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** – received from your Parent Taught course provider.
- Designation Form** – If a parent, legal guardian, or a judge of a court with jurisdiction over your young adult does designate 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 #
<i>Sample: Parking</i> (Recommended 1 hour)	<i>1/1/1999</i>	<i>3:30pm</i>	<i>1</i>	<i>0</i>	<i>AAA -- DL#00000000</i>
<i>Getting Ready, Starting, Placing Vehicle in Motion, and Stopping</i> (Recommended 2 hours)					
<i>Moving, Stopping, Steering, Knowing Where You Are</i> (Recommended 3 hours)					
<i>Backing</i> (Recommended 1 hour)					
<i>Turning, Lane Position, and Visual Skills</i> (Recommended 4 hours)					
<i>Searching Intended Path of Travel</i> (Recommended 3 hours)					
<i>Parking</i> (Recommended 1 hour)					
<i>Turnabouts</i> (Recommended 2 hours)					
<i>Multiple Lane Roadways</i> (Recommended 4 hours)					
<i>City Driving</i> (Recommended 5 hours)					
<i>Expressway/Freeway Driving</i> (Recommended 5 hours)					

**I certify and endorse that the above record is true and correct and my student has completed 30 hours of guided practice which includes at least 10 at nighttime.**

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date



## Provisional License Application Checklist

When applying for the student's provisional license, the following items must be taken to the Texas Department of Public Safety's driver license office:

- VOE – (Verification of School Enrollment and Attendance)** must be obtained from the school and be signed by the school administrator or his/her 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** – received from your Parent Taught course provider.
- License Fee** – The required fee for a provisional license.
- Social Security Card (actual card)** – Contact DPS if you don't have a social security card or number for their list of other acceptable documents.
- 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 which will be used for the drive test; must have physical copy.
- Valid registration/inspection sticker** – required for the vehicle which will be used for the drive 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**



# PARENT TAUGHT DRIVER EDUCATION DESIGNATION FORM



**THIS FORM IS REQUIRED IF THE PARENT/LEGAL GUARDIAN IS NOT THE INSTRUCTOR**  
*Section 1001.112, Education Code, allows a parent, legal guardian or a judge of a court with jurisdiction over the person to designate an individual to conduct a PTDE course in their place.*

**Requirements for the instructor you are designating:**

- ❖ Be at least 25 years of age or older
- ❖ May not charge a fee for conducting the course
- ❖ Has at least seven (7) years driving experience
- ❖ Possess a valid driver license for the past three years that has not been suspended, revoked or forfeited for an offense that involves the operation of a motor vehicle
- ❖ Has not been convicted (including a probated sentence) of criminally negligent homicide
- ❖ Has not been convicted (including a probated sentence) for driving while intoxicated in the past 7 years
- ❖ Has not been convicted during the preceding three years of:
  - Three or more tickets (moving violations according to Transportation Code 521.304)
  - Two tickets without accidents and one ticket with an accident; or
  - Two or more tickets that include accidents.

Instructors are responsible for checking their criminal and/or driver record to confirm eligibility prior to instructing an approved PTDE course. If DPS determines the instructor does not meet eligibility the license issuance will be denied. Any classroom or in-car instruction provided by an ineligible instructor will be voided.

I, \_\_\_\_\_, hereby designate \_\_\_\_\_.

(Print Parent / Legal Guardian / Judge Name) (Print Instructor Designee Name)

driver license number \_\_\_\_\_, to conduct a TDLR approved PTDE course for my student

(Instructor Designee Driver License Number)

\_\_\_\_\_, date of birth \_\_\_\_\_.

(Print Student Full Name) (MM/DD/YYYY)

I certify that the above-named student, I am the:

- Parent       Legal Guardian       Judge with jurisdiction over the student

\_\_\_\_\_  
(Parent / Legal Guardian / Judge Signature) (Date)

\_\_\_\_\_  
(Instructor Designee Signature) (Date)

**TAKE THIS FORM WITH YOU TO THE DEPARTMENT OF PUBLIC SAFETY**

**PTDE Instructor Designation Form (12/2017)**

# **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?**

No. You must purchase a separate packet for each child. 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;
- Completed the first 6 hours of their driver education classroom instruction (if concurrent method) or all 32 hours of classroom instruction (if block method); and
- Has received 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 6 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, it is 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 guide request form to be listed as an instructor?**

No. TDLR does not require you to list or change the instructor listed on the Parent Taught Guide. 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 [cs.driver.education.safety@tdlr.texas.gov](mailto:cs.driver.education.safety@tdlr.texas.gov).

Instructors designated by a Parent/Guardian/Judge must complete the designation form included in this guide 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 the Texas Department of Licensing and Regulation, we would be pleased to help. **Call us at (800) 803-9202 or (512) 463-6599 or Email us [cs.driver.education.safety@tdlr.texas.gov](mailto:cs.driver.education.safety@tdlr.texas.gov)**

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