



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

COURT-ORDERED INSTRUCTOR LICENSE APPLICATION INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED, KEEP A COPY OF YOUR COMPLETED APPLICATION AND ALL ATTACHEMENTS.

1. **ENDORSEMENTS** – Select which endorsements you will be instructing. An endorsement is what you are approved to teach. You choose the endorsement for the program you will teach.
2. **NAME** – Provide your legal name in the space provided. (Last Name, First Name, Middle Name, Suffix) Examples of suffix include Jr., Sr., and III. (Mr. is not a suffix).
3. **GENDER** – Select whether you are male or female.
4. **DATE OF BIRTH** - Provide your date of birth.
5. **SOCIAL SECURITY NUMBER** – Social Security Number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. Your Social Security Number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the [Texas Attorney General](#).
6. **EMAIL ADDRESS** – Provide your email address only if you agree to the following statement. By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
7. **Phone Number** - Provide a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
8. **MAILING Address** - Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
9. **DISCIPLINARY ACTION HISTORY** - Indicate if you have ever had a professional license, certification or registration suspended, canceled, revoked, or denied in any state. If you have, complete, and attach a [Disciplinary Action Questionnaire \(PDF\)](#) for each disciplinary action.
10. **CRIMINAL HISTORY** - Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#) for each offense. If you are worried your criminal history could prevent you from getting this license, Texas allows you to have a criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a [Criminal History Evaluation Letter \(PDF\)](#), a complete [Criminal History Questionnaire \(PDF\)](#) for each crime you were convicted of, or placed on deferred adjudication for, and a \$10.00 fee.
11. **STATEMENT OF APPLICANT** - Carefully read the statement before signing and dating your application.

ELIGIBILITY REQUIREMENTS FOR INSTRUCTOR CERTIFICATION

- You must have a minimum of an associate degree in the field of psychology, sociology, counseling, social work, criminal justice, education, nursing, or health.
- You must be a licensed chemical dependency counselor, registered counselor intern, licensed social worker, licensed professional counselor, licensed professional counselor intern, certified teacher, licensed psychologist, licensed physician or psychiatrist, probation or parole officer, adult or child protective services worker, licensed vocational nurse, or registered nurse; or
- You must successfully complete the instructor initial training workshop and
- You must take and pass the end of course exam and pay the fee of \$425.00.

ELIGIBILITY REQUIREMENTS FOR DWI EDUCATION PROGRAM, DRUG OFFENDER EDUCATION PROGRAM, OR ALCOHOL EDUCATION PROGRAM FOR MINORS:

- Have at least one year of documented experience in case management or education relating to substance abuse and/or mental health.

ELIGIBILITY REQUIREMENTS FOR INSTRUCTOR CERTIFICATION FOR DWI INTERVENTION PROGRAM:

- Have a minimum of two years of documented experience providing direct client services directly related to the applicable internship, licensing, or education documented under subsection (a)(1) to persons with substance abuse problems or mental disorders.

CHECKLIST OF DOCUMENTATION REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION:

- Complete Application
- Required Fee (Application will be returned if fee not included)
- Detailed description of work history
- Proof of Credentials (copies of diplomas and/or licenses)

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active-duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans, and military spouses, please complete the [Military Service Member, Military Veteran or Military Spouse Supplemental Application \(PDF\)](#) and attach it with your license application.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the [TDLR Military Information web page](#).

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, visit the [TDLR website](#) or reach Customer Service via [webform](#). The webform will allow you to submit your request for assistance and include attachments needed. Customer Service Representatives are available Monday through Friday (excluding holidays) at (800) 803-9202 (in state only), (512) 463-6599, or Relay Texas-TDD: (800) 735-2989.

TDLR PUBLIC INFORMATION ACT POLICY:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).

