



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[www.tdlr.texas.gov](http://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(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](#) or call (512) 460-6000 or (800) 252-8014.
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. You can 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.

**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, please 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, Relay Texas-TDD: (800) 735-2989.



TEXAS DEPARTMENT OF LICENSING & REGULATION

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COURT-ORDERED INSTRUCTOR LICENSE APPLICATION

THIS COMPLETED FORM MUST BE ACCOMPANIED BY ALL REQUIRED DOCUMENTS.

INITIAL LICENSE (INCLUDES FIRST ENDORSEMENT) FEE: \$50.00

ANY ADDITIONAL ENDORSEMENTS WILL REQUIRE AN ADDITIONAL FEE OF \$45.00 PER ENDORSEMENT (ALL FEES ARE NON-REUNDABLE)

1. Endorsements: (Check the box of which endorsements you will be instructing)

- Alcohol Education Program for Minors Drug Offender Education Program
DWI Education Program DWI Intervention Program

2. Name:

Last First Middle Suffix (Jr., Sr., III)

3. Gender:

- Male Female

4. Date of Birth:

Month/Day/Year

5. Social Security Number:

See Instruction Sheet for Disclosure Information

6. Email Address:

Ex: johndoe@gmail.com See Instruction Sheet for disclosure information

7. Phone Number:

(Area Code) Phone Number

8. Mailing Address: (Used to receive mail from TDLR) (P.O. Box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number City State Zip Code

9. Have you ever had a professional license, certification, or registration suspended, canceled, revoked, or denied in any state?

If YES, complete and submit a Disciplinary Action Questionnaire (PDF) with this application.

- Yes No

10. Have you been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

If YES, complete and submit a Criminal History Questionnaire (PDF) for each offense.

- Yes No

11. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable laws and rules for the Court-Ordered Programs, including but not limited to: Occupations Code, Chapter 51; Government Code, Chapter 171; Alcoholic Beverage Code, §106.115; Transportation Code §§521.374-521.376; Code of Criminal Procedure, Chapter 42A, Articles 42A.403, 42A.404 and 42A.406; and the administrative rules under 16 Texas Administrative Code, Chapters 60 and 90. I understand that providing false information on this application may result in denial of this application for the licensure requested, or the imposition of administrative penalties and/or sanctions of current licenses and endorsements in this program.

Signature of Applicant

Date Signed

CHECKLIST OF DOCUMENTATION REQUIRED TO BE SUBMITTED

- Completed 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)