







How to Upload Court-Ordered Program Annual Reports through Online Licensing Services

1. Click the following link to begin: [Online Licensing Services - TDLR \(texas.gov\)](https://www.texas.gov/online-licensing-services)
2. Navigate to the **Login or Register box** at the bottom right of the screen. Enter your username and password.



Online Licensing Services







[Contact Customer Service](#)

 Renew Your License Please login with your existing user ID and password, or register as a new user .	 Apply for a New License Please login with your existing user ID and password, or register as a new user .	 Search the License Database Begin your license search here to verify that a person or business has a current license.
 Change Your Address Please login with your existing user ID and password, or register as a new user .	 Pay Fees Please login with your existing user ID and password, or register as a new user .	 Login or Register Username: <input type="text" value="ee.pleasedonotreply@td"/> Password: <input type="password" value="....."/> Register as a New User Forgot User ID? Forgot Password <input type="button" value="Sign In"/>

3. Within this box, click the **“Sign In”** button.

Online Licensing Services

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 <h3>Renew Your License</h3> <p>Please login with your existing user ID and password, or register as a new user.</p>	 <h3>Apply for a New License</h3> <p>Please login with your existing user ID and password, or register as a new user.</p>	 <h3>Search the License Database</h3> <p>Begin your license search here to verify that a person or business has a current license.</p>
 <h3>Change Your Address</h3> <p>Please login with your existing user ID and password, or register as a new user.</p>	 <h3>Pay Fees</h3> <p>Please login with your existing user ID and password, or register as a new user.</p>	 <h3>Login or Register</h3> <p>Username: <input type="text" value="ee.pleasedonotreply@td"/></p> <p>Password: <input type="password" value="....."/></p> <p>Register as a New User Forgot User ID? Forgot Password</p> <p>Sign In</p>

4. You will be taken to the **Quick Start Menu** screen. To upload your annual report, navigate to **Manage your License Information**.

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

■ **Manage your License Information**

Court-Ordered Provider #000 **Court-Ordered Provider Submit Annual Report** [Select](#)

■ **Apply for a New License**

What are you applying for?

<Choose Program> [Select](#)
<Choose Application> [Select](#)

■ **Additional Activities**

Add Licenses To Registration [Select](#)

License Information [Show Details](#)

Name: **TDLR AGENCY COURT ORDERED PROVIDER**
License Number: **#000**
License Type: **Court-Ordered Provider**

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5. Click the **Select** button to the right.

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

■ **Manage your License Information**

Court-Ordered Provider #000 **Court-Ordered Provider Submit Annual Report** [Select](#)

■ **Apply for a New License**

What are you applying for?

<Choose Program> [Select](#)
<Choose Application> [Select](#)

■ **Additional Activities**

Add Licenses To Registration [Select](#)

License Information [Show Details](#)

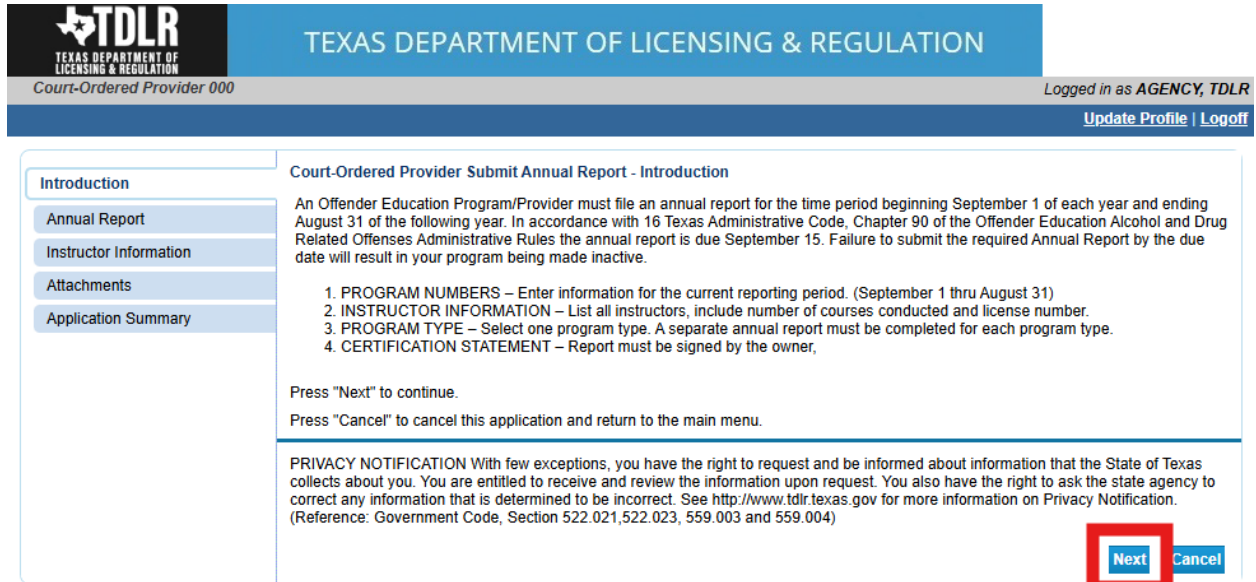
Name: **TDLR AGENCY COURT ORDERED PROVIDER**
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6. You will then be taken to the **Court-Ordered Provider Submit Annual Report – Introduction** screen. Navigate to the bottom right of the screen and click “**Next**”.



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Court-Ordered Provider 000 Logged in as AGENCY, TDLR
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Introduction

Court-Ordered Provider Submit Annual Report - Introduction

An Offender Education Program/Provider must file an annual report for the time period beginning September 1 of each year and ending August 31 of the following year. In accordance with 16 Texas Administrative Code, Chapter 90 of the Offender Education Alcohol and Drug Related Offenses Administrative Rules the annual report is due September 15. Failure to submit the required Annual Report by the due date will result in your program being made inactive.

1. PROGRAM NUMBERS – Enter information for the current reporting period. (September 1 thru August 31)
2. INSTRUCTOR INFORMATION – List all instructors, include number of courses conducted and license number.
3. PROGRAM TYPE – Select one program type. A separate annual report must be completed for each program type.
4. CERTIFICATION STATEMENT – Report must be signed by the owner,


Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

Next

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7. This will take you to the **Court-Ordered Provider Submit Annual Report - Annual Report** screen. Enter all the information related to the program you are submitting an annual report for. Once finished, navigate to the bottom right corner of the page and click the “**Next**” button.



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- Introduction
- Annual Report**
- Instructor Information
- Attachments
- Application Summary

Court-Ordered Provider Submit Annual Report - Annual Report

Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

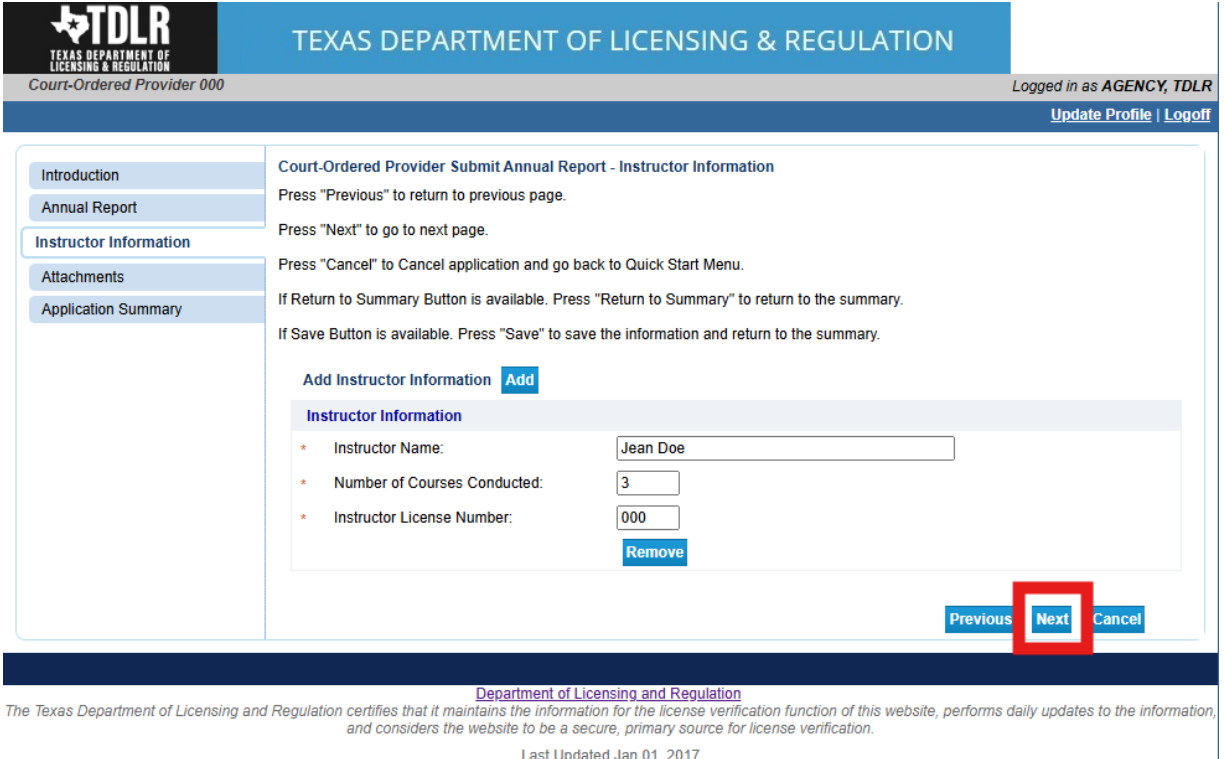
If Save Button is available. Press "Save" to save the information and return to the summary.

Annual Reporting

- * Course Participants:
- * Successful Course Participants:
- * Courses Conducted:
- * Courses Offered in Spanish:
- Average percent of Knowledge Increase (Not required for DWI):
- Percent of Total Participants Indicating Significant Substance Abuse problems (Not required for AEPM):
- * Program Type:

Previous
Next
Cancel

8. This will take you to the **Court-Ordered Provider Submit Annual Report – Instructor Information** screen. Enter all the information related to the instructor who taught the courses for the program. If multiple instructors taught courses, click the **"Add"** button in the middle of the screen to add more instructors. Once finished, navigate to the bottom right corner of the page and click the **"Next"** button.



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- Introduction
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- Attachments
- Application Summary

Court-Ordered Provider Submit Annual Report - Instructor Information

Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

If Save Button is available. Press "Save" to save the information and return to the summary.

[Add Instructor Information](#) [Add](#)

Instructor Information

- * Instructor Name:
- * Number of Courses Conducted:
- * Instructor License Number:

[Remove](#)

[Previous](#)
[Next](#)
[Cancel](#)

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9. This will take you to the **Court-Ordered Provider Submit Annual Report - Attachments** screen. Here, you will upload your annual report file(s). Any file format will be accepted. Once finished, navigate to the bottom right corner of the screen and click the **Attach** button.

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Introduction
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Instructor Information
Attachments
Application Summary

Court-Ordered Provider Submit Annual Report - Attachments

PLEASE NOTE: to avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

File Name: COP_Attachment.xlsx
Notes:

PLEASE NOTE: Attach a list of all participants driver's license numbers of all participants, or, in the absence of a driver's license number, the date of birth of each participant that has completed the course.

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10. This will attach your file to the application. Your file will not be attached otherwise. When you are finished attaching your files to your application, navigate to the bottom right corner of the screen and click the "Next" button.

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Introduction
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Application Summary

Court-Ordered Provider Submit Annual Report - Attachments

PLEASE NOTE: to avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files Uploaded
COP_Attachment.xlsx [View](#) [Remove](#)

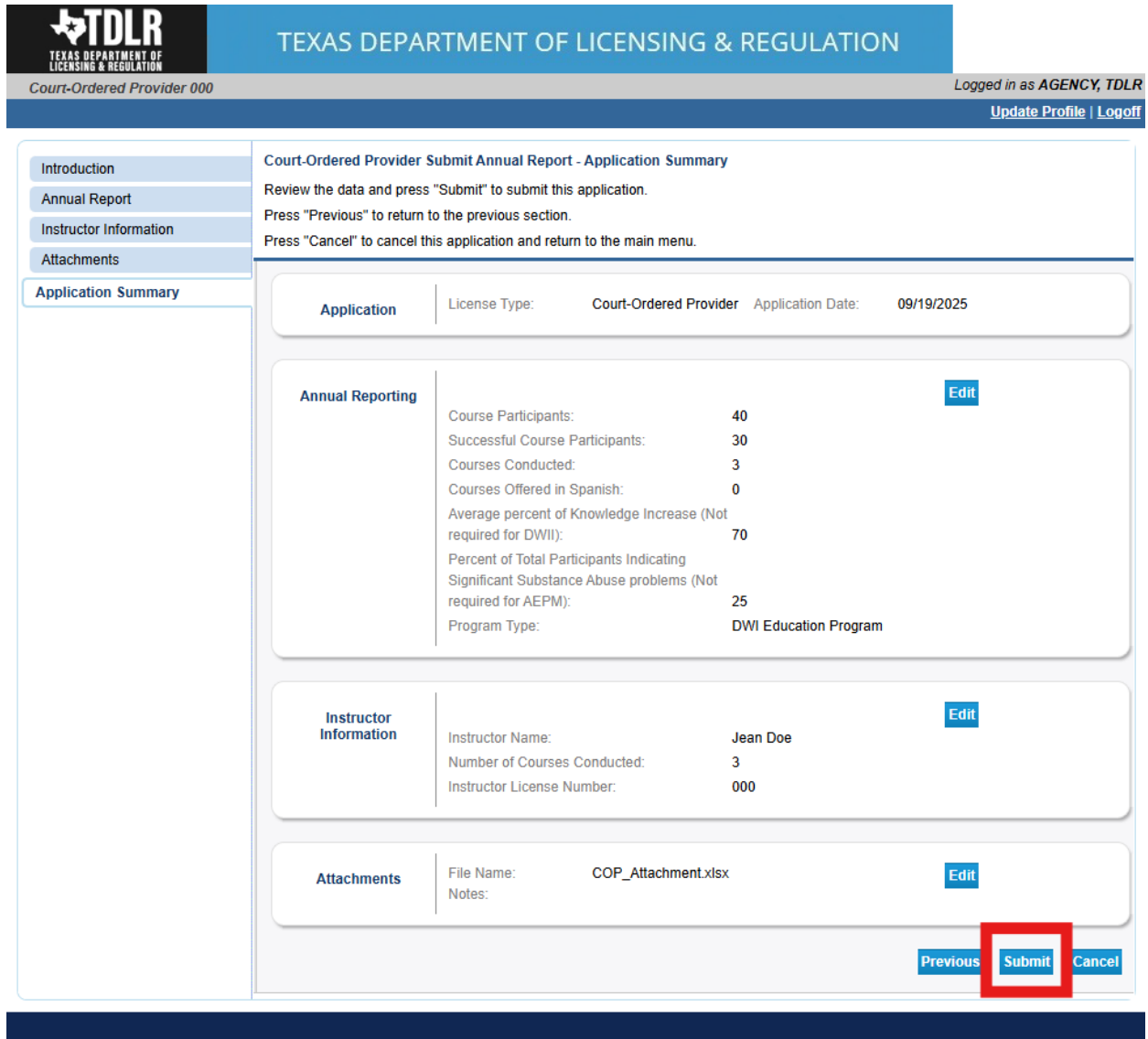
Total Size of Attached Files: 19553

File Name: No file chosen
Notes:

PLEASE NOTE: Attach a list of all participants driver's license numbers of all participants, or, in the absence of a driver's license number, the date of birth of each participant that has completed the course.

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11. You will be taken to the **Court-Ordered Provider Submit Annual Report - Application Summary**. Ensure that all information entered previously is correct. If you need to correct any information, you can click the **“Edit”** button next to each section or navigate to the bottom right corner and click the **“Previous”** button to go back to the previous pages. Once you are finished, navigate to the bottom right corner and click the **“Submit”** button.



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Introduction
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Application Summary

Court-Ordered Provider Submit Annual Report - Application Summary
Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application | License Type: Court-Ordered Provider | Application Date: 09/19/2025

Annual Reporting | [Edit](#)

Course Participants: 40
Successful Course Participants: 30
Courses Conducted: 3
Courses Offered in Spanish: 0
Average percent of Knowledge Increase (Not required for DWII): 70
Percent of Total Participants Indicating Significant Substance Abuse problems (Not required for AEPM): 25
Program Type: DWI Education Program

Instructor Information | [Edit](#)

Instructor Name: Jean Doe
Number of Courses Conducted: 3
Instructor License Number: 000

Attachments | [Edit](#)

File Name: COP_Attachment.xlsx
Notes:

[Previous](#) [Submit](#) [Cancel](#)

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12. You will be taken to the **Court-Ordered Provider Submit Annual Report - Attestation** screen. Navigate to the middle of the screen and click **“Yes”**.

Introduction	Court-Ordered Provider Submit Annual Report - Attestation
Annual Report	Press "Previous" to return to the previous section.
Instructor Information	Press "Submit" to continue.
Attachments	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	<p>If your application requires document attachments, please attach the necessary documents during this session to avoid delays. Press "Previous" to add documents.</p> <p>By selecting "Yes" and submitting this application I certify that all information submitted on this Annual Report application is true and accurate. I certify that I will comply with all applicable rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 90). I understand that providing false information on this Annual Report and all attachments may result in the imposition of administrative penalties.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Previous Submit Cancel</p>

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13. Navigate to the bottom right corner of the screen and click the "Submit" button.

Introduction	Court-Ordered Provider Submit Annual Report - Attestation
Annual Report	Press "Previous" to return to the previous section.
Instructor Information	Press "Submit" to continue.
Attachments	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	<p>If your application requires document attachments, please attach the necessary documents during this session to avoid delays. Press "Previous" to add documents.</p> <p>By selecting "Yes" and submitting this application I certify that all information submitted on this Annual Report application is true and accurate. I certify that I will comply with all applicable rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 90). I understand that providing false information on this Annual Report and all attachments may result in the imposition of administrative penalties.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Previous Submit Cancel</p>

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Congratulations! You have uploaded your annual report successfully. You can navigate to the bottom of the screen and click the **“View PDF Summary Report”** button to download or print a summary of your application for your records.



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Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Press "Return" to return to the main menu.

[Return](#)

[View PDF Summary Report](#)





Licensing and Regulation

Application Summary

9/19/25, 1:59 PM

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Application Detail

License Type:	Court-Ordered Provider
Application:	Court-Ordered Provider Submit Annual Report
Application Date:	09/19/2025 (mm/dd/yyyy)

Annual Reporting

Course Participants:	40
Successful Course Participants:	30
Courses Conducted:	3
Courses Offered in Spanish:	0
Average percent of Knowledge Increase (Not required for DWII):	70
Percent of Total Participants Indicating Significant Substance Abuse problems (Not required for AEPM):	25
Program Type:	DWI Education Program

Instructor Information

Instructor Name:	Jean Doe
Number of Courses Conducted:	3
Instructor License Number:	000

Attachments

COP_Attachment.xlsx

Attestation

By selecting "Yes" and submitting this application I certify that all information submitted on this Annual Report application is true and accurate. I certify that I will comply with all applicable rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 90). I understand that providing false information on this Annual Report and all attachments may result in the imposition of administrative penalties.

Signature:

Date: