Driver Education Provider- Add Endorsement Training Guide

- Select link to Online Licensing Services - TDLR (texas.gov) to log into your Online Services account.

*If you have not created an Online Licensing Services account, please review the training guide titled “How to Complete Online Licensing Services registration.”

- Enter your “Username and password” and select “Sign-In.”
- This will bring you to the “Quick Start Menu.”

- Under the “Manage your license Information” section use the drop-down menu and choose “Add Endorsement.”

- Once you selected your application, choose “Select.”
-You are now in the “Add Endorsements” screen.

-A Driver Education Provider can be approved for up to three endorsements. An initial provider license is $500.00 with one endorsement included at no additional charge. Each endorsement added after is $300.00 each.

-This transaction is also used if you need to add the Teen and Adult course or the Exclusively for Adult course for an endorsement for which you are already approved at no additional cost.

Types of Endorsements:
In-Person
Online
Parent Taught

-Select “Next.”
-In the “Name and Organization Details” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

Under “Tax Number Type” you have the option to choose “Federal Employer Identification Number (FEIN)” or “Social Security Number (SSN).” The Tax Number Type must be nine digits without hyphens.

Please keep in mind: If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names. *

-Once you have completed this screen, select “Next.”
*Useful information:

**TYPE OF OWNERSHIP** – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at [www.sos.state.tx.us/corp/businessstructure.shtml](http://www.sos.state.tx.us/corp/businessstructure.shtml)

**DBA – DOING BUSINESS AS NAME (if applicable)** – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

**NAME AND ADVERTISING** – A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](Chapter%2084.80) for the rule that explains Name and Advertising
- In the “Contact Information” screen, you will have the opportunity to update your Mailing Address and Primary Contact.

- Once you have verified your address select “Next.”
-On the “Select Attributes” screen, select which course(s) your business will offer.

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-In the example below, this provider is currently approved for the “In-Person Exclusively for Adults” course and the “In-Person Minor and Adult” course.

-The endorsement that they are adding is the “Online endorsement.” This includes the “Online Exclusively for Adults” course and “Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online”.

-The example below is adding ONE endorsement (online).

-Once completed, select “Next.”

Note: Only add the courses that your business will be providing.
-In the “Attachments” screen, you can attach documents.

**Note:** There are no required documents for this transaction. You are only required to have one bond on file for all endorsements within the same Driver Education Provider license number. Driver Education Providers are responsible for all curriculum, law and rules requirements for the endorsement type(s) you will offer.

-Once completed select “Next.”
- On the “Application Summary” screen, review the data you entered and verify that it is correct.

- Once you have verified your information select “Submit.”
-On the “Attestation” screen, answer “Yes” and select “Submit.”

After submission, you will receive a copy of your “Application Summary” in your Online Services account email.
-You will now see the “Fee and Summary Report” screen.

*Fees shown in illustration may not reflect the fee you are required to pay.

-Select “Pay Now” to continue to the payment screen.

On the “Online Application Payment” screen, choose your payment method: Credit Card or Electronic Check.

-Once completed, select “Next.”
-Verify that your payment is correct and select “Next.”
-Fill out all required fields and select “Next.”
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-Complete the “I'm not a robot” section and select “Submit Payment.”
-Once you see the “Online Application Payment Success” select “Next” to return to the quick start menu.

-You will receive a “Payment Receipt Confirmation” in your online services account email box.
Note: The Education and Examination Division has received your add endorsement application. All applications are processed in the order received. Once an Accreditation Specialist is assigned to review your application, the Specialist will reach out to you to inform you of the status of your application.

Once the review begins, you may receive emails informing you of any deficiencies found during the review process. Please keep in mind all deficiencies must be resolved before we can approve your endorsement.

-Back on the “Quick Start Menu” you can check “View Application Status.”

-Select “Details.”
Within the “Application details” screen, you will be able to see if there are any deficiencies on your application and you are able to submit additional documents. Select “Done” to leave this screen.

Once the application is completed, you will no longer see “Add Endorsement” listed under “View Application Status.”

Your updated license with the newly added endorsement will be placed in the mail.