Driver Education Provider- Initial Online Only Application 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.”

-To view the available initial applications, view the “Apply for a New License” section.
- The first dropdown is “Choose Program.” You will choose “Driver Education and Safety.”

- The second dropdown is “Choose Application” You will choose “Initial Online Only Driver Education Provider.”

- After you choose the program and application, you will click “Select.”

Please keep in mind: If you also want to add the In-Person endorsement to your provider license, you will do so in a separate transaction after initial license approval.

- If you intend to only offer the In-Person endorsement, please see the training guide titled “Driver Education Provider- Initial In-Person Application Training Guide.”
-You are now in the “Driver Education Provider Online Only Application Introduction” screen. Please carefully read the instructions prior to proceeding.

-Once you have read the instructions, select “Next.”
-You are now in the “Function Suitability” screen. You will need to answer both questions. If you answer “No” to all questions, you have confirmed that you are in the correct application and may proceed.

-If you answer “Yes” to at least one question, please cancel this application and return to the quick start menu to find the appropriate application that applies to your needs.

-Once you have answered all the questions, select “Next.”
- In the “Application Questions” screen, you will need to answer the question “Have you assumed control of a Driver Education Provider business?”

- If you have not assumed control of an established Driver Education Provider business, you will answer “No.”

- You would only answer “Yes” to this question if you assumed control of a Driver Education Provider business in the event of a “Change of Ownership.” Please view Chapter §84.2 (6) for the definition of Change of Ownership.

- Once you indicated your answer, select “Next.”
In the “Name and Organization Details” Screen, you will need to complete all required fields.

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.

- Once you have completed this screen, select “Next.”

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. *
*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 for the rule that explains Name and Advertising
- In the “Contact Information” screen, you will need to complete all required fields.
- The required address types include: Main Address, Provider Mailing Address, Contact Person and Physical Address.

**Note:** After you enter your first address, you may use the “Copy” button if the same address needs to be entered for different address types.
- After you have completed the address page, select “Next.”

Note: If your Physical Address is not located within Texas, you must identify the name and address of your Registered Agent within the State of Texas.
-The addresses entered will then be validated against the United States Postal Service (USPS) database. If the address suggested is correct, choose “Select” for each.

Once completed, select “Ok.”
- In the “Website URL” screen you have the option to “Add Website URL.”

- If your business has a website, you will select “Add.”

- If you have entered or do not have a website to enter, you will select “Next.”
- In the “Ownership Information” screen, you will enter all owners associated with this business.

Under “Type of Owner,” you may choose “Individual” or “Organization.”
-If there are multiple owners, you will need to “Add Owner.”

Note: As a first-time user for this application, the “Tax number” and “Tax Number Type” are required fields for all owners listed.

Useful information:

TYPE OF OWNERSHIP – You can find a description of the various types of business structures at www.sos.state.tx.us/corp/businessstructure.shtml If the business is a sole proprietorship or partnership, write your name, social security number, date of birth, mailing address and other requested information in the space provided. This information is required.
-Once you have entered the ownership information, select “Next.”
In the “Bond Information” screen, you will provide the information from your Original Bond.

The original document must be submitted with this application. Click here for the bond template. The minimum amount for the security device is $10,000.00.

-Once completed, you will select “Next.”
-On the “Document Certification” screen, you must answer “Yes” to all statements.
- You will then answer “Yes” or “No” to indicate if you have developed your own curriculum for Minor/Adult Courses.

- Once complete, you will select “Next.”
-In the “Related Licenses Listing” screen, you will add all Driver Education Instructors that will be on your staff roster. You must enter at least one instructor for license approval.

-Select “Add.”
-Next to “License Number,” you will enter the TDLR issued instructor number.
-Select “Save.”

-If you have more instructors to add, you will select “Add.”
-Once you have added all instructors, you will select “Next.”
- On the “Select Attributes” screen, select which course(s) your business will offer.
- Once completed, select “Next.”
- In the “Attachments” screen, you will attach all required documents.

**Note:** Please carefully read the required documents instructions. The application will not be approved if the documents listed are not attached and submitted.

- In order to add an attachment, you will select “Choose File.”
-Once you chose your file, you must select “Attach.”

Important: If you do not attach the document, it will not save to your application.
-Verify that your documents are attached and 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.”
- Fill out all required fields and select “Next.”
-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.

```
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDLR Health Professional</td>
<td>$515.00</td>
</tr>
<tr>
<td>Texas.gov Price</td>
<td>$515.00</td>
</tr>
</tbody>
</table>
```

```
Customer Information
Customer Name
Local Reference ID
Receipt Date
Receipt Time

Payment Information
Payment Type
Credit Card Type
Credit Card Number
Order ID
Billing Name
```

Driver Education Provider- Initial Online Only Application Training Guide
**Note:** The Education and Examination Division has received your school 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 prior to approval.

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

- **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 we approve your application, you will no longer see the “View Application Status” section.

-We will then email you an approval letter and your license will be placed in the mail.

Example approval email:

License Approval Notification

To: [Name]

From: no-reply@tdlr.texas.gov

Subject: License Approval Notice

Licenses: 1

Status: Approved

License Approval Notice

Congratulations! Your license application has been approved. Please see the attached letter for additional information relating to your license.

Once approved, you will see your newly approved license in the top right-hand corner of the Quick Start menu under “License Information.”