Driver Education Provider- Renewal 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 open your renewal application, view the “It’s time to Renew!” section.

- Look for the provider license number for which you need to complete the renewal and choose “Select.”
-You are now in the “Driver Education Provider Renewal Application Introduction” screen. Please carefully read the instructions prior to proceeding.

-Once you have read the instructions, select “Next.”
In the “Name and Organization Details” screen, for your first renewal, you 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](http://www.sos.state.tx.us/corp/businessstructure.shtml) 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.

-If you are changing the physical address of the business, you must first submit and pay for this renewal transaction, then submit a "Request Change of Location" transaction.
-Once you have verified your address select "Next."

<table>
<thead>
<tr>
<th>Primary Contact</th>
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<tbody>
<tr>
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</tr>
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</table>

Add Another Contact

Contact Type: [ ] Add

If you are changing the physical address of the school, you must first submit and pay for this renewal transaction, then submit a "Request Change of Location" transaction.
- In the “Website URL” screen you have the option to “Add Website URL.”
- If you have entered or do not have a website to enter, you will select “Next.”
-In the “Existing Ownership” screen, you will enter all owners associated with this business. This will include a FEIN or SSN for each owner entered.

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

-Once you have completed this screen select “Next.”
- In the “Motor Vehicle Requirement” screen, you must answer “Yes.”

**Note:** Providers must answer “Yes” to this attestation. The attestation is not stating that you must provide in-car instruction, but if you do decide to provide in-car instruction, then you are aware of the requirements.

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

- Select “Add” if you have any instructors to add to your roster.

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

- Select “Save.”
-Once you have added all instructors, you will select “Next.”
- In the “Attachments” screen, you will attach all required documents.

**Note:** Please carefully read the bond requirements. The application will not be approved if the bond does not meet requirements.

- 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.

Hello AGENCY, TDLR

TDLR Entity Number: [redacted]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.

To upload additional application documents, go to https://www.tdlr.texas.gov/help/ fill out the form and upload your attachments.
-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.
**Note:** The Education and Examination Division has received your renewal 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 renewal.

- **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.

[Table]

-Once we approve your application, you will no longer see the “It’s Time to renew!” and “View Application Status” sections. Your renewal has now been completed.

-Your updated license will be placed in the mail.