Training Guide for Uploading Driving Safety Certificate Data Introduction

This resource guide was created for Texas Driving Safety Providers and contains the steps for reporting student data to the department.

Driving Safety Providers are responsible for the handling, maintenance, and reporting of uniform certificates of course completion as required by the Texas Administrative Code Chapter 84 and Texas Education Code 1001. ***A driving safety provider must electronically submit data to the department within five (5) days of issuance to the student.*** If a provider does not report student data to the department within the required timeframe, TDLR may assess administrative penalties or revoke the driving safety provider license.

Driving safety certificate data upload spreadsheet template.

Download a copy of the Driving Safety Certificate Upload Template (Excel).

Step one:

Format for spreadsheet file name:

Submission files must have a file name with an extension of "csv" (CSV UTF-8 (Comma Delimited) (*csv)). The file name must be formatted in the following manner: license number and date submitted (mm/dd/yyyy). For example, if license number CP123 submits a file on 08/09/2024, the file name would be "CP12308092024.csv"

Note: Each file uploaded must have its own unique file name. If you upload a file with a name that was previously used, then you will get this error: *Do not* use commas in any of the fields or you will receive an error.

Your information could not be submitted due to the following error:
Error
- File Name already has been processed.

Certificate File Processing

Please identify a .csv file to process using "Choose File"

Click "Process Upload File" for the file to be processed

Only a file without errors will be processed. Use "Report" button to review any errors or obtain a document of the records uploaded.

License Type:	**Driving Safety Provider**
License Number:	**CP1025**

*   File Name and Location: [Choose File] No file chosen

[Process Uploaded File]

File Processing Feedback

Result:	
File Name:	
Number of detail Records in file:	
Number of records verified successfully:	
Number of records identified with an error:	

[Report] [Back] [**Main Menu**] [History]

How to complete the spreadsheet:

You will need to use the same file structure and headers as the spreadsheet we provided to you.

File Structure: You will notice that the headers in row one of the spreadsheet provided, is in sequence of the Upload Column Title shown below.

Upload Column Title	Description
CERT NUMBER	DS Certificate control number; 8 digits
CP LICENSE NUMBER	DS Provider's TDLR License Number; CP### or CP####
DELIVERY METHOD	DS Course taught in-person (R) or Online (A)
STUDENT LAST NAME	Last name of student; up to 50 characters
STUDENT FIRST NAME	First name of student; up to 50 characters
STUDENT MIDDLE INITIAL	Middle Initial of student; up to 2 characters
STUDENT ADDRESS	Student's street number and street name; up to 50 characters
STUDENT CITY	Student's physical address city name; up to 25 characters
STUDENT STATE	Student's physical address state initials; 2 characters
STUDENT ZIP CODE	Student's physical address zip code; up to 10 characters
STUDENT DL NUMBER	Student's driver license number; up to 16 characters
STUDENT DL STATE	Student's driver license state initials; 2 characters
STUDENT DATE OF BIRTH	Student's date of birth; mm/dd/yyyy
STUDENT PHONE NUMBER	Student's phone number; ###-###-####
STUDENT GENDER	Student's gender; F -female, M - male
COMPLETION DATE	Date the student completed the DS course; mm/dd/yyyy
ISSUE DATE	Date the certificate was issued to the student; mm/dd/yyyy
COURT NAME	Court name where student must take certificate; required for REASON CODE = T, otherwise optional
REASON CODE	"Reason code for student taking DS course; T - Ticket Dismissal, I - Insurance, E - Education"
VOID CODE	"Code to identify the record type; letter O - Original, R - Replacement, V - Void"
REPLACED CERT NUMBER	Certificate number being replaced; required for void code R
VOID CODE REASON	Reason for void code, when void code is not O. 01 – Court Name Correction 02 – Completion Date Correction 03 – Name Correction 04 – DOB Correction 05 – Driver License Number Correction 06 – Address Correction 07 – Unusable, Damaged in the Mail 08 – Court Copy not received in Envelope 09 – Improperly Printed or Illegible Certificate 10 – Lost in Mail, CP error 11 – Lost in Mail, Reason Unknown 12 – Other
VOID CODE 12 DESCRIPTION	Explanation of reason for voiding cert when void code reason 12 is used.

Step two:

How to Upload Completed Certificate Data

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."

TDLR
TEXAS DEPARTMENT OF
LICENSING & REGULATION

Texas Department of Licensing and Regulation

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: EE.Pleasedonotreply@t(
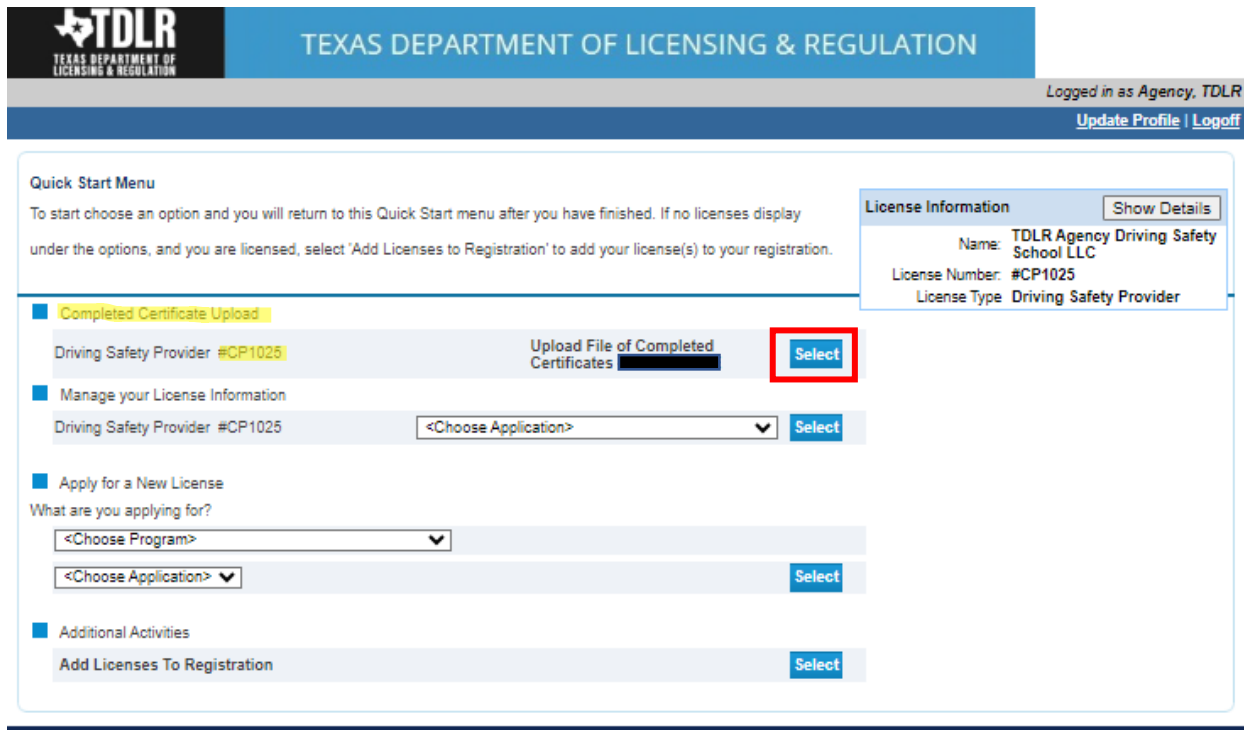
Password: •••••••

Register as a New User
Forgot User ID?
Forgot Password

Sign In

Step three:

This will bring you to the "Quick Start Menu."

Under the "Completed Certificate Upload," find the license number that you are uploading completed certificates for and click on "Select."

Step four:

You are now in the "Certificate File Processing" screen.

In this screen, you will receive File Processing Feedback that will confirm whether your file was accepted. If you have at least one error within your CSV file, none of the records will be uploaded.

Step five:

Now you will upload your spreadsheet.

Note: This spreadsheet **must** be saved as CSV UTF-8 (Comma Delimited) (*csv) as shown in image below.
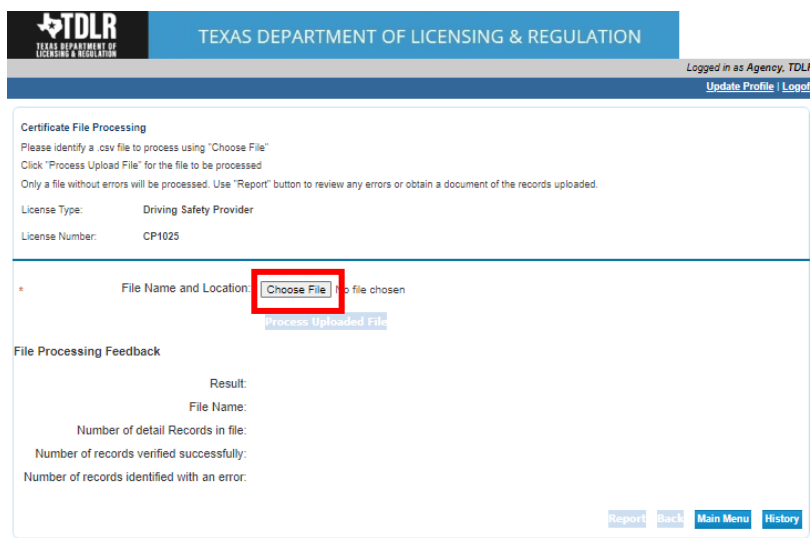

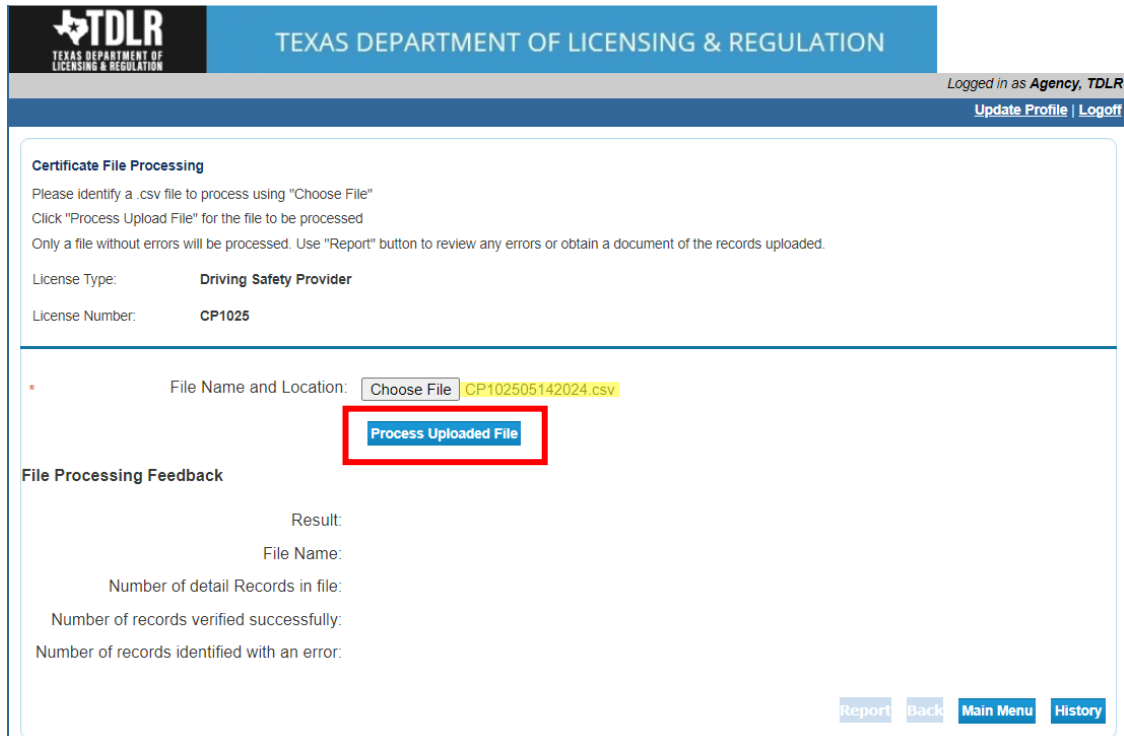If you do not upload the correct extension of csv, you will receive the following error:

Step six:

Select "Choose File."

Step seven:

The file name will appear next to "Choose File." Select "Process Uploaded File."

Step eight:

If your file was successfully uploaded, the result will say File Loaded and your upload is now complete.

Step nine:

If your file was not successfully uploaded, the result will say "The File was processed with an error. No Records were uploaded."

Step ten:

If you have at least one record with an error, select "Report" to view the details.

The error information explains what needs to be corrected. For example, in the image below, the certificate number reported was already used in a previous upload. You will need to make the correction to your file and repeat the upload process.

Driving Safety Provider: Certificate Upload Result

License # CP1025		Records: 1
File Name: CP102505142024.csv		Records Identified with an error: 1
Date and Time: 06/13/2024 10.12.36		Records verified without an error: 0
User ID: EE.		Result: File not loaded

Records Associate with an error

Line#	CertNo	LName	FName	GradDLNo	DOB	CompDate	IssueDate	Void	ReplaceCert	AfterVoidCode	Error Information
1	19683116	SMITH	JANE	11111111	5/12/1965	5/10/2024	5/10/2024	O			Value of CERTNO to be inserted already exists. Duplicate CERTNO to be uploaded.

Step eleven:

Use the chart below to identify the column from the error report that needs to be corrected in your upload spreadsheet.

Error Report Column Title	Upload Column Title
CERTNO	CERT NUMBER
COURSENO	CP LICENSE NUMBER
DELIVERY	DELIVERY METHOD
LNAME	STUDENT LAST NAME
FNAME	STUDENT FIRST NAME
MINITIAL	STUDENT MIDDLE INITIAL
ADDR	STUDENT ADDRESS
CITY	STUDENT CITY
STATE	STUDENT STATE
ZIP	STUDENT ZIP CODE
GRADDLNO	STUDENT DL NUMBER
DLSTATE	STUDENT DL STATE
DOB	STUDENT DATE OF BIRTH
PHONE	STUDENT PHONE NUMBER
SEX	STUDENT GENDER
COMPDATE	COMPLETION DATE
ISSUEDATE	ISSUE DATE
COURT	COURT NAME
REASON	REASON CODE
VOID	VOID CODE
REPLACECERT	REPLACED CERT NUMBER
AFTERVOIDCODE	VOID CODE REASON
AFTERVOIDDESC	VOID CODE 12 DESCRIPTION

Questions/Concerns

If you are unable to successfully upload your certificate completion data or have a question about the process, send an email to the Education and Examination Division webform with the following information:

- Driving Safety Provider name and license number
- Attach a copy of the CSV file that you are attempting to upload
- Copy of the report that details the error information