

Training Guide for Uploading Driver Education Certificate Data Introduction

This resource guide was created for Texas Driver Education Providers and contains the steps for reporting certificate data to the department.

PURPOSE

A Driver Education Provider is required to upload completed certificate information to TDLR in order to identify which student has completed which components of a specified course at which licensed Driver Education Provider.

Driver Education Providers are responsible for the handling, maintenance, and reporting of student certificate data as required by the [Texas Administrative Code Chapter 84](#) and [Texas Education Code 1001](#). ***Driver Education providers are required to submit data to the Department after the certificate of completion is issued to a student per Texas Admin Code Rule §84.81.*** If a provider does not report student certificate data to the department within the required timeframe, TDLR may assess administrative penalties or revoke the driver education provider license.

DRIVER EDUCATION CERTIFICATE DATA UPLOAD SPREADSHEET TEMPLATE:

Download a copy of the [certificate upload template](#)

CONTENT OVERVIEW

- CERTIFICATE DATA UPLOAD SPREADSHEET TEMPLATE
- FORMATTING AND COMPLETING SPREADSHEET
- UPLOAD CERTIFICATE DATA
- SCENARIOS WITH EXAMPLES
 - [A student enrolls in in-person course to complete all classroom and in-car hours.](#)
 - [Teen completes classroom portion online and completes driving portion in-person with same provider](#)
 - [Parent-taught student completes all classroom and driving hours](#)
 - [Adult student completes classroom hours in-person or online](#)
 - [Student completes all classroom hours with your provider, then transfers to another provider for the driving portion.](#)
 - [Student does not complete at least Module 1, and transfers to another provider with partial in-person classroom hours, with no driving hours](#)
 - [Student completed at least Module 1, but not all classroom hours, then transfers](#)
 - [Teen completes all in-person classroom hours and partial driving hours, transfers out](#)
 - [Teen with out of state permit completes driving portion](#)

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 C1234 submits a file on 08/09/2026, the file name would be “C123408092026.csv”

Note: Each file uploaded must have its own unique file name. To upload more than one file with the same date, add a letter to the end of the file name in alphabetical order, C12308092026A.csv, C12308092026B.csv, etc. If you upload a file with a name that was previously used, then you will get this error: **File Name already has been processed. Do not add commas anywhere within the spreadsheet, or you will receive errors on all columns after the comma.**

Your information could not be submitted due to the following error:

Error

- File Name already has been processed.

Certificate 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: Driver Education Provider - Primary

License Number: C1928

* File Name and Location: No file chosen

File Processing Feedback

Result:

File Name:

Number of detail Records in file:

Number of records verified successfully:

Number of records identified with an error:

[Department of Licensing and Regulation](#)

The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.

Last Updated Jan 01, 2017

NOTE: If you also have a driving safety provider license, then the uniform certificate data upload spreadsheet will not upload in the driver education certificate upload process.

Driver education providers will not need to upload certificate data for certificates issued prior to implementation date of this driver education certificate upload process.

How to complete the spreadsheet:

You must use the same file structure and headers as included in the provided spreadsheet template on page 2.

Upload Column Title	Description	Required
Record Type	FDLO – For Driver License Only FLLO – For Learner License Only ADE – Adult Driver Education	Always required
Certificate Type	ADE, ADEE, DE, DEE	Always required
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	Always required
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Always required
Course Type	IN-CAR ONLY, IN-PERSON TEEN, IN-PERSON ADULT, ONLINE TEEN, ONLINE ADULT, PARENT-TAUGHT	Required except when Void Code is NI (Not Issued)
LNAME	Student's last name	Required except when Void Code is NI (Not Issued)
FNAME	Student's first name	Required except when Void Code is NI (Not Issued)
INITIAL	Student's middle initial	Optional if student does not have middle name or initial
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Required except when Void Code is NI (Not Issued)
Gender	Student's gender; M – Male, F – Female	Required except when Void Code is NI (Not Issued)
Classroom Hours	Number of classroom hours completed by the student	Required except when Void Code is NI (Not Issued)
Classroom Completion Date	Date the student completed classroom hours; mm/dd/yyyy (include slashes)	Required when all classroom hours were completed, except when Void Code is NI (Not Issued)
7Hrs_Observation Hours	Number of observation hours completed by the student	Required when Record Type is FDLO; partial hours accepted when Void Code is

		TR (Transfer); not required when Void Code is NI (Not Issued)
7Hrs_Behind_The_Wheel Hours	Number of behind the wheel hours completed by the student	Required when Record Type is FDLO; Partial hours accepted when Void Code is TR (Transfer); not required when Void Code is NI (Not Issued)
Laboratory Completion Date	Date the student completed all required behind the wheel and observation hours; mm/dd/yyyy (include slashes)	Required when record type is FDLO and all driving hours were completed; not required when Void Code is NI (Not Issued)
Cert. Issue Date	Date the certificate was issued; mm/dd/yyyy (include slashes)	Required except when Void Code is NI (Not Issued)
Instructor Last Name	Last name of the instructor or parent / guardian on the certificate	Required except when Void Code is NI (Not Issued)
Instructor First Name	First name of the instructor or parent / guardian on the certificate	Required except when Void Code is NI (Not Issued)
Instructor License Number	TDLR License number of the instructor, or driver license number of parent / guardian	Required except when Void Code is NI (Not Issued)
Void Code	Reason for voiding certificate; DU – Duplicate, NI – Not issued, OS – Out of State, TR - transfer	Optional
Replaced Certificate Number	Certificate number of the certificate that is being replaced	Required when Void Code is DU (Duplicate)

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

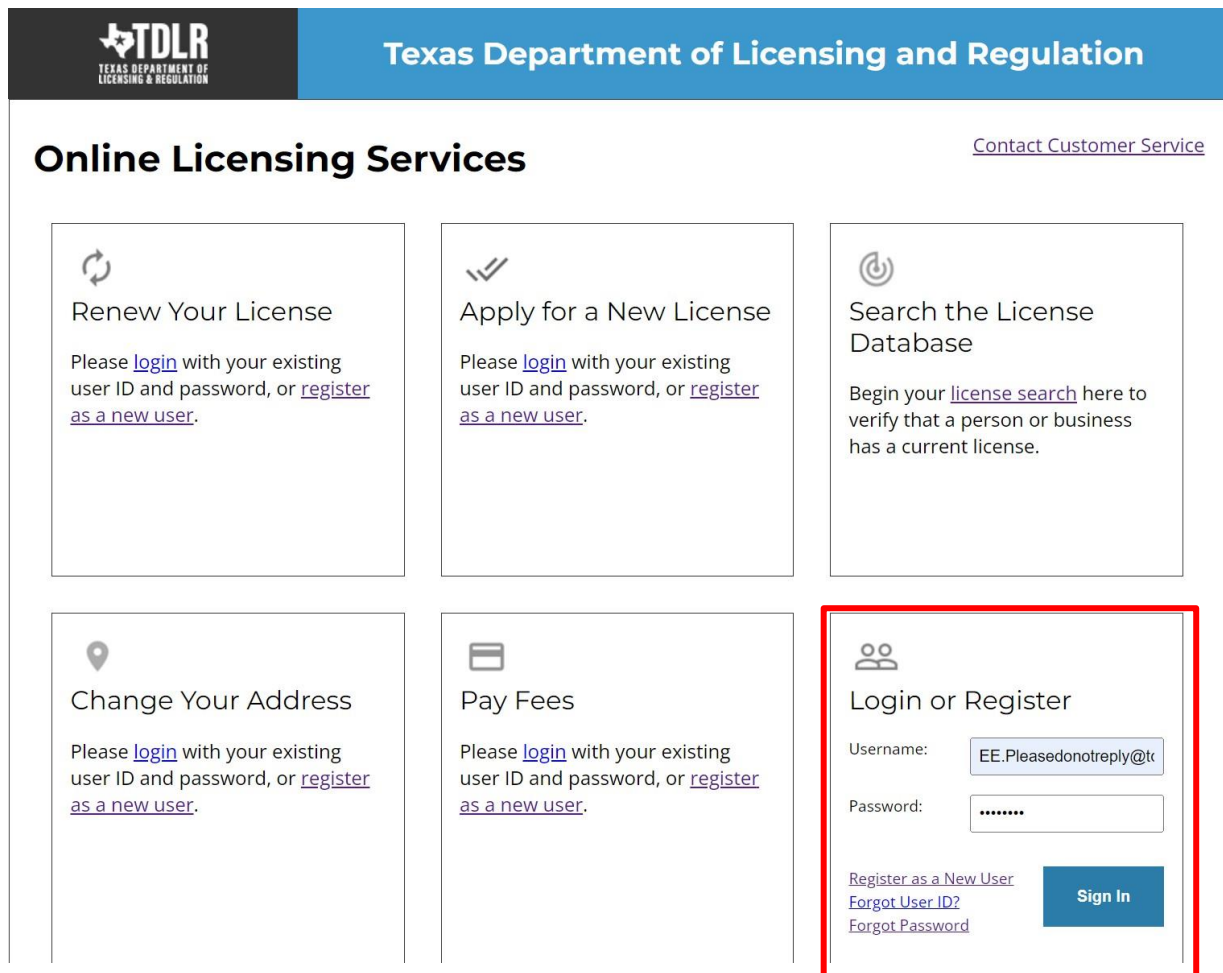
Step two:

How to Upload Completed Certificate Data

Select link to [Online Licensing Services – TDLR \(texas.gov\)](https://www.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.”



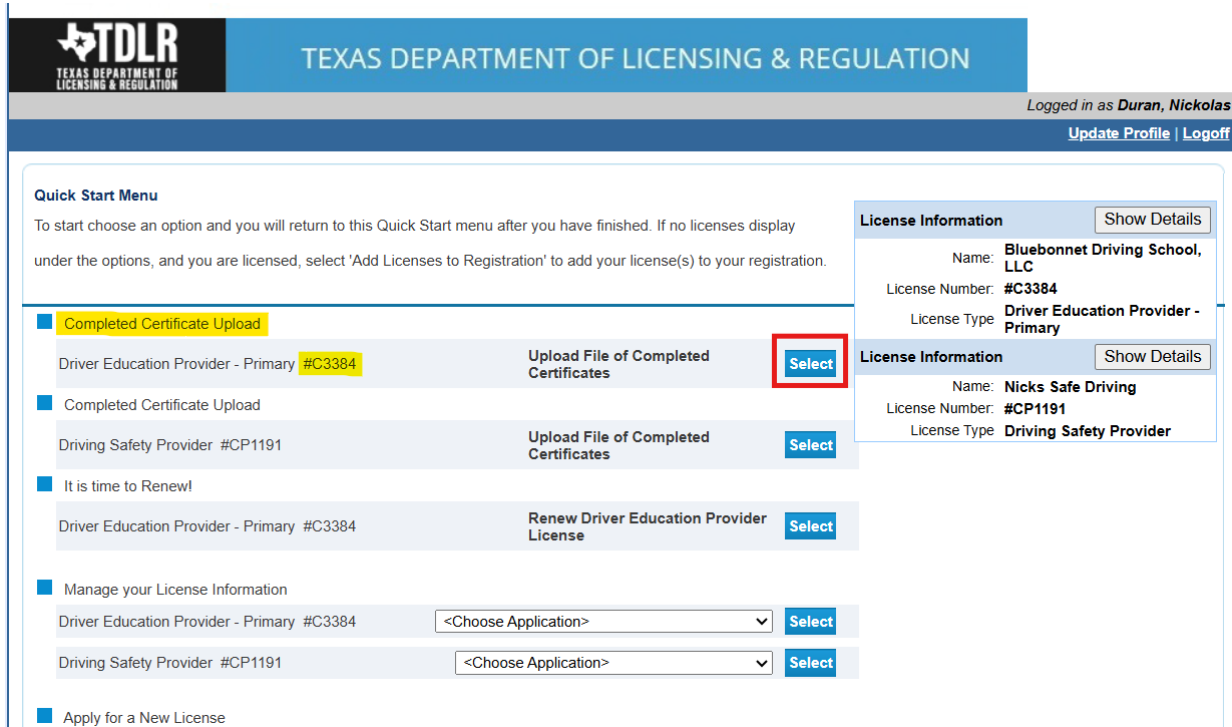
The screenshot shows the Texas Department of Licensing and Regulation (TDLR) website. The header includes the TDLR logo and the text "Texas Department of Licensing and Regulation". The main heading is "Online Licensing Services" with a link for "Contact Customer Service". There are six service tiles: "Renew Your License", "Apply for a New License", "Search the License Database", "Change Your Address", "Pay Fees", and "Login or Register". The "Login or Register" tile is highlighted with a red border and contains a form with the following fields and options:

- Username:
- Password:
- Buttons: [Register as a New User](#), [Forgot User ID?](#), [Forgot Password](#), and a blue "Sign In" button.

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.”



The screenshot shows the Texas Department of Licensing & Regulation (TDLR) Quick Start Menu. The header includes the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". The user is logged in as "Duran, Nicolas" and has links for "Update Profile" and "Logoff".

The main content area is titled "Quick Start Menu" and contains the following instructions: "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."

The menu lists several options:

- Completed Certificate Upload** (highlighted in yellow):
 - Driver Education Provider - Primary #C3384: Upload File of Completed Certificates. A red box highlights the "Select" button.
 - Completed Certificate Upload: Upload File of Completed Certificates. "Select" button.
 - Driving Safety Provider #CP1191: Upload File of Completed Certificates. "Select" button.
- It is time to Renew!**
 - Driver Education Provider - Primary #C3384: Renew Driver Education Provider License. "Select" button.
- Manage your License Information**
 - Driver Education Provider - Primary #C3384: <Choose Application> dropdown. "Select" button.
 - Driving Safety Provider #CP1191: <Choose Application> dropdown. "Select" button.
- Apply for a New License**

On the right side, there are two "License Information" panels, each with a "Show Details" button:

- License Information 1:** Name: Bluebonnet Driving School, LLC; License Number: #C3384; License Type: Driver Education Provider - Primary.
- License Information 2:** Name: Nicks Safe Driving; License Number: #CP1191; License Type: Driving Safety Provider.

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.

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: **Driver Education Provider - Primary**
License Number: **C3384**

* File Name and Location: No file chosen

File Processing Feedback

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

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:

Your information could not be submitted due to the following error:
Error

- Invalid .csv file.

Certificate 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: Driver Education Provider - Primary
License Number: C1928

* File Name and Location: No file chosen

File Processing Feedback

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

Step six:

Select "Choose File."

Certificate 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: Driver Education Provider - Primary

License Number: C3680

* File Name and Location: No file chosen

File Processing Feedback

 Result:

 File Name:

 Number of detail Records in file:

 Number of records verified successfully:

 Number of records identified with an error:

Step seven:

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

Certificate 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: Driver Education Provider - Primary
License Number: C3680

* File Name and Location:

File Processing Feedback

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

Step eight:

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

Certificate 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: **Driver Education Provider - Primary**
License Number: **C3680**

* File Name and Location: No file chosen

File Processing Feedback

Result:	File loaded
File Name:	C123408092026.csv
Number of detail Records in file:	2
Number of records verified successfully:	2
Number of records identified with an error:	0

Step nine:

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

Certificate 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: Driver Education Provider - Primary
License Number: C3680

* File Name and Location: No file chosen

File Processing Feedback

Result: **The file was processed with an error. No records were uploaded.**

File Name: **C123408092026A.csv**

Number of detail Records in file: **2**

Number of records verified successfully: **0**

Number of records identified with an error: **2**

Step ten:

If you have at least one record with an error, select "Report" to view the details. If the report has an error, the data will not be uploaded to the system until all errors have been fixed within the report.

Certificate 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: **Driver Education Provider - Primary**

License Number: **C3680**

File Name and Location: No file chosen

File Processing Feedback

Result: **The file was processed with an error. No records were uploaded.**

File Name: **C123408092026A.csv**

Number of detail Records in file: **2**

Number of records verified successfully: **0**

Number of records identified with an error: 2

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.

Driver Education Provider - Primary: Certificate Upload Result

License #C3680
 File Name:C123408092026A.csv
 Date and Time:05/15/2026 10.13.38
 User ID:AGENT_ONE

Records: 2
 Records Identified with an error: 2
 Records verified without an error: 0
 Result: File not loaded

Records Associate with an error

Line#	Record Type	Certificate Number	Provider Number	Course Type	Student Last Name	Student First Name	Student MI	Void Code	Replace Certificate Number	Error Information
1	FLLO	10106241	C3680	IN-PERSON TEEN	CAMPBELL	AARON	B			FLLO - Certificate has already been uploaded. Duplicate Certificate Number to be uploaded.
2	FLLO	10106242	C3680	IN-PERSON TEEN	SMITH	JON	A			FLLO - Instructor License Number doesn't correspond to a current DE Instructor license within TDLR's system. FLLO - Certificate has already been uploaded. Duplicate Certificate Number to be uploaded.

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:

- Driver Education 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

SCENARIOS WITH EXAMPLES

A student enrolls in in-person course to complete all classroom and in-car hours.

When a student enrolls into your in-person teen course, you will report the FLLO cert data once they've completed either Module One or all of the classroom hours. On a separate spreadsheet, you will report the FDLO cert data once the student has completed all of the classroom hours and all the in-car lessons. Examples below:

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON TEEN	IN-PERSON TEEN
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
INITIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter 6 hours if only module 1 was completed. Enter 24 or 32 hours if the student completed all required classroom hours	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course
Classroom Completion Date	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)

Upload Column Title	For Learner License Only	For Driver License Only
7Hrs_Observation Hours	Leave blank	Enter 7 hours when student completes all observation hours
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 7 hours when student completes all behind-the-wheel hours
Laboratory Completion Date	Leave Blank	Date the student completed all in-car-lesson hours; mm/dd/yyyy (include slashes)
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate	TDLR License number of the instructor on the certificate
Void Code	Leave Blank	Leave Blank
Replaced Certificate Number	Leave Blank	Leave Blank

Teen completes classroom portion online and completes driving portion in-person with same provider

When a student enrolls into your online teen course, you will report the FLLO cert data once they've completed either Module One or all of the classroom hours. On a separate spreadsheet, you will report the FDLO cert data once the student has completed all of the classroom hours and all the in-car lessons. Examples below:

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	ONLINE TEEN	IN-PERSON TEEN (Not IN-CAR Only)
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
MINITAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter 6 hours if only module 1 was completed. Enter 24 or 32 hours if the student completed all required classroom hours	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course
Classroom Completion Date	Date the student completed all classroom hours;	Date the student completed all classroom hours;

Upload Column Title	For Learner License Only	For Driver License Only
	mm/dd/yyyy (include slashes)	mm/dd/yyyy (include slashes)
7Hrs_Observation Hours	Leave blank	Enter 7 hours when student completes all observation hours
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 7 hours when student completes all behind-the-wheel hours
Laboratory Completion Date	Leave Blank	Date the student completed all in-car-lesson hours; mm/dd/yyyy (include slashes)
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate	TDLR License number of the instructor on the certificate
Void Code	Leave Blank	Leave Blank
Replaced Certificate Number	Leave Blank	Leave Blank

Parent-taught student completes all classroom and driving hours

When a student enrolls into your parent-taught course, you will report the FLLO cert data once they've completed either Module One or all of the classroom hours. On a separate spreadsheet, you will report the FDLO cert data once the student has completed all of the classroom hours and all the in-car lessons. Examples below:

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	PARENT-TAUGHT	PARENT-TAUGHT
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
INITIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter 6 hours if only module 1 was completed. Enter 24 or 32 hours if the student completed all required classroom hours	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course
Classroom Completion Date	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)
7Hrs_Observation Hours	Leave blank	Enter 7 hours when student completes all observation hours

Upload Column Title	For Learner License Only	For Driver License Only
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 7 hours when student completes all behind-the-wheel hours
Laboratory Completion Date	Leave Blank	Date the student completed all in-car-lesson hours; mm/dd/yyyy (include slashes)
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of parent or legal guardian	Last name of parent or legal guardian
Instructor First Name	First name of parent or legal guardian	First name of parent or legal guardian
Instructor License Number	Driver License number of parent or legal guardian	Driver License number of parent or legal guardian
Void Code	Leave Blank	Leave Blank
Replaced Certificate Number	Leave Blank	Leave Blank

Adult student completes classroom hours in-person or online

When a student enrolls into your adult education course, you will report the certificate data once they have completed all of the classroom hours. Example below:

Upload Column Title	Adult Driver Education Certificate
Record Type	ADE
Certificate Type	ADE or ADEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's
Provider Number	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON ADULT or ONLINE ADULT
LNAME	Student's last name
FNAME	Student's first name
MINITIAL	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female
Classroom Hours	Enter 6 hours if the student completed all required classroom hours
Classroom Completion Date	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)
7Hrs_Observation Hours	Leave blank
7Hrs_Behind_The_Wheel Hours	Leave Blank
Laboratory Completion Date	Leave Blank
Cert. Issue Date	Date the ADE or ADEE certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the

Upload Column Title	Adult Driver Education Certificate
	certificate
Instructor License Number	TDLR License number of the instructor on the certificate
Void Code	Leave Blank
Replaced Certificate Number	Leave Blank

Student completes all classroom hours, then transfers to another provider for the driving portion.

When a student enrolls into your teen course, you will report the FLLO cert data once they've completed either Module One or all of the classroom hours. On a separate spreadsheet, you will report the necessary FDLO cert data once the student has completed all of the classroom hours and before they have transferred to the other provider. Examples below:

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON TEEN, ONLINE TEEN, or PARENT-TAUGHT	IN-PERSON TEEN, ONLINE TEEN, or PARENT-TAUGHT
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
INITIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course
Classroom Completion Date	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)
7Hrs_ Observation Hours	Leave Blank	Enter 0

Upload Column Title	For Learner License Only	For Driver License Only
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 0
Laboratory Completion Date	Leave Blank	Leave Blank
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate	TDLR License number of the instructor on the certificate
Void Code	Leave Blank	Enter TR for transfer
Replaced Certificate Number	Leave Blank	Leave Blank

Note: when the FLDO certificate is marked transfer, that certificate is no longer a certificate of completion, rather it becomes a transfer certificate.

Student does not complete at least Module 1, and transfers to another provider with partial classroom hours and no driving hours

For driver education providers who have the topics of Module One scattered throughout their course, when a student enrolls into your teen course, you will report the FDLO cert data with all of the classroom hours the student completed before they have transferred to the other provider. The FLLO cert data is not required to be reported. Example below:

Upload Column Title	For Driver License Only
Record Type	FDLO
Certificate Type	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON TEEN
LNAME	Student's last name
FNAME	Student's first name
INITIAL	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female
Classroom Hours	Enter the number of hours the student has completed; must not be 24 for your 24-hour course or 32 for your 32-hour course
Classroom Completion Date	Leave Blank
7Hrs_Observation Hours	Enter 0
7Hrs_Behind_The_Wheel Hours	Enter 0
Laboratory Completion Date	Leave Blank

Upload Column Title	For Driver License Only
Cert. Issue Date	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate
Void Code	Enter TR for transfer
Replaced Certificate Number	Leave Blank

Student completed at least Module 1, but not all classroom hours, then transfers

If transferring to or from the parent taught course, only Module One is transferable, no other partial classroom hours can be transferred. Partial driving hours may transfer between an online or an in-person Driver Education Provider and public schools hour-for-hour but are not transferable to a Driver Education Provider with the parent taught endorsement or vice versa.

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON TEEN, ONLINE TEEN, or PARENT-TAUGHT	IN-PERSON TEEN, ONLINE TEEN, or PARENT-TAUGHT
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
INITIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter at least 6 hours but less than 24 hours for a 24-hour course, or less than 32 hours for a 32-hour course	Enter at least 6 hours but less than 24 hours for a 24-hour course, or less than 32 hours for a 32-hour course
Classroom Completion Date	Leave Blank	Leave Blank
7Hrs_Observation Hours	Leave Blank	Enter a number less than 7 (PTDE driving hours are not transferrable, enter 0)
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter a number less than 7 (PTDE driving hours are not transferrable, enter 0)
Laboratory Completion Date	Leave Blank	Leave Blank

Upload Column Title	For Learner License Only	For Driver License Only
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate	TDLR License number of the instructor on the certificate
Void Code	Leave Blank	Enter TR for transfer
Replaced Certificate Number	Leave Blank	Leave Blank

Teen completes all in-person classroom hours and partial driving hours, transfers out

When a student enrolls into your in-person teen course, you will report the FLLO cert data once they've completed either Module One or all of the classroom hours. On a separate spreadsheet, you will report the FDLO cert data with all of the completed classroom hours and the number of driving hours the student completed before they have transferred to the other provider. Examples below:

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-PERSON TEEN	IN-PERSON TEEN
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
MINICIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Enter 6 hours if only module 1 was completed. Enter 24 or 32 hours if the student completed all required classroom hours	Enter 24 or 32 hours when the student has completed all of your 24-hour course or 32-hour course
Classroom Completion Date	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)	Date the student completed all classroom hours; mm/dd/yyyy (include slashes)
7Hrs_Observation Hours	Leave Blank	Enter 0 or a number less than 7

Upload Column Title	For Learner License Only	For Driver License Only
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 0 or a number less than 7
Laboratory Completion Date	Leave Blank	Leave Blank
Cert. Issue Date	Date the FLLO certificate was issued; mm/dd/yyyy (include slashes)	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Last name of the instructor on the certificate	Last name of the instructor on the certificate
Instructor First Name	First name of the instructor on the certificate	First name of the instructor on the certificate
Instructor License Number	TDLR License number of the instructor on the certificate	TDLR License number of the instructor on the certificate
Void Code	Leave Blank	Enter TR for transfer
Replaced Certificate Number	Leave Blank	Leave Blank

Teen with out of state permit completes driving portion

If student brings permit from out of state, you will document this by using void code OS (out of state) for the FLLO. Refer student to DPS if student brings out of state permit. Here is the DPS rule for out of state permit/license [Home - Rules & Meetings](#) on a separate spreadsheet, you will report the FDLO cert data once the student has completed all of the in-car lessons.

Upload Column Title	For Learner License Only	For Driver License Only
Record Type	FLLO	FDLO
Certificate Type	DE or DEE	DE or DEE
CertNo	6 to 8 digit certificate number; Numbers only, no leading 0's	6 to 8 digit certificate number; Numbers only, no leading 0's; Use same certificate number issued on FLLO
Provider Number	Provider's TDLR license number (primary location only); include the leading C	Provider's TDLR license number (primary location only); include the leading C
Course Type	IN-CAR ONLY	IN-CAR ONLY
LNAME	Student's last name	Student's last name
FNAME	Student's first name	Student's first name
INITIAL	Student's middle initial (optional)	Student's middle initial (optional)
DOB	Student's date of birth; mm/dd/yyyy (include slashes)	Student's date of birth; mm/dd/yyyy (include slashes)
Gender	Student's gender; M – Male, F – Female	Student's gender; M – Male, F – Female
Classroom Hours	Leave Blank	Leave Blank
Classroom Completion Date	Leave Blank	Leave Blank
7Hrs_Observation Hours	Leave Blank	Enter 7
7Hrs_Behind_The_Wheel Hours	Leave Blank	Enter 7
Laboratory Completion Date	Leave Blank	Date the student completed all in-car-lesson hours; mm/dd/yyyy (include

Upload Column Title	For Learner License Only	For Driver License Only
		slashes)
Cert. Issue Date	Leave Blank	Date the FDLO certificate was issued; mm/dd/yyyy (include slashes)
Instructor Last Name	Leave Blank	Last name of the instructor on the certificate
Instructor First Name	Leave Blank	First name of the instructor on the certificate
Instructor License Number	Leave Blank	TDLR License number of the instructor on the certificate
Void Code	OS (Out of State)	Leave Blank
Replaced Certificate Number	Leave Blank	Leave Blank

Note: driver education providers are not required to keep the driver education certificate until the parent brings proof the 30 hours of supervised practice have been completed, unless agreed upon in the student enrollment contract.