



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157  
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512  
www.tdlr.texas.gov education@tdlr.texas.gov

**DRUG AND ALCOHOL DRIVING AWARENESS FEE SHEET**

**DO NOT WRITE ABOVE THIS LINE**

ALL FEES ARE NONREFUNDABLE.

(DA) \_\_\_\_\_  
Course Provider # \_\_\_\_\_ Name of Course \_\_\_\_\_

(C) \_\_\_\_\_  
School # \_\_\_\_\_ Name of School \_\_\_\_\_

\_\_\_\_\_  
Street Address City State ZIP Code

Total amount of money transmitted with this sheet: \$ \_\_\_\_\_

**DRUG AND ALCOHOL DRIVING AWARENESS SCHOOL FEES:**

- @ \$ 150.00 – Original drug and alcohol driving awareness school license
- @ \$ 150.00 – Change of ownership of a drug and alcohol driving awareness school
- @ \$ 100.00 – Late renewal fee for a school
- @ \$ 50.00 – Change in the name of the school or school owner
- @ \$ 50.00 – Change in physical address of the school
- @ \$ 25.00 – Each additional course

**COURSE FEES:**

- @ \$ 9,000.00 – Application fee for approval of course

**MAKE CHECKS PAYABLE TO: Texas Department of Licensing and Regulation**  
**MAIL CHECKS AND ALL DOCUMENTATION WITH THIS FEE SHEET TO:**

**REGULAR MAIL:**

TX DEPT OF LICENSING AND REGULATION  
P O BOX 12157  
AUSTIN TEXAS 78711-2157

**FOR OVERNIGHT EXPRESS MAIL:**

TX DEPT OF LICENSING AND REGULATION  
920 COLORADO STREET  
AUSTIN TEXAS 78701

QUESTIONS? (800) 803-9202 (512) 463-6599



# **TEXAS DEPARTMENT OF LICENSING AND REGULATION**

## *Education and Examination Division*

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## **Texas Drug & Alcohol Driving Awareness School Application Instructions** **AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED.**

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with cashier's check, check, or money order on top. **Please do not use staples.**

1. **Assumed Name/DBA of School** - Enter the official name of the school. This must be the name used in advertisements.
2. **Organization Type** – Indicate how your business/school is organized.
3. **School Mailing Address and Contact Information** - Enter the mailing address for the school. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone number, fax number and email address. Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
4. **Physical Address** - Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
5. **Name and License Number of Program Course Provider** – List the name and license number to the approved drug and alcohol driving awareness program
6. **Owner Information** –Enter the name of the owner and complete the ownership information page
7. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

## **REQUIRED DOCUMENTATION FOR DRUG AND ALCOHOL AWARENESS APPLICATION**

- **DADAP School License Application- DA-201**
- **Fee and Fee Sheet**
- **Staff Roster**-List the name and license number to each current instructor employed at the school/branch. A Separate staff roster must be submitted for each branch location.
- **Multiple Classroom Location**

## **REVIEW PROCESS**

Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a new school application. During the review process you will be notified in writing of any discrepancies/requirements not met.

**Schools may not enroll students until the license has been received.**

## **RESPONSIBILITIES OF A DRUG & ALCOHOL AWARENESS SCHOOL**

- Ensure that instruction of the program is provided in schools currently approved to offer the program, and in the manner in which the program was approved
- Ensure that the program is provided by persons who have a valid current instructor license with the proper endorsement issued by the division, except as provided in subsection (a) of this section;
- Ensure that schools and instructors are provided with the most recent approved program materials and relevant data and information pertaining to the program within 60 days of approval. Instructor training may be required and shall be addressed in the approval notice;
- Not falsify driver training records
- Develop and maintain a means to ensure the security and integrity of student information, especially financial and personal information, in transit and at rest
- Develop and maintain a means to ensure the privacy of student data, including personal and financial data, and make the corporate privacy policy available to all course students
- Ensure that each certificate of program completion contains TDLR complaint contact information.
- Prohibit an instructor from giving instruction or prohibit a student from receiving instruction if that instructor or student is using or exhibits any evidence or effect of an alcoholic beverage, controlled substance, drug, abusable glue, aerosol paint, or other volatile chemical.
- Provide instruction or allow instruction to be provided only in courses that are currently on the school's list of approved courses
- Complete, issue, or validate a certificate of program completion only for a person who has successfully completed the entire course
- Evaluate instructor performance in accordance with the course provider plan
- Develop and maintain a means to ensure the security and integrity of student information, especially financial and personal information, in transit and at rest
- Develop and maintain a means to ensure the privacy of student data, including personal and financial data, and make the corporate privacy policy available to all course students.



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## Texas Drug & Alcohol Driving Awareness School Application

PURSUANT TO TITLE 5, EDUCATION CODE, CHAPTER 1001

### Do NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT	PMT. AMOUNT	MONEY TYPE
DADAP			\$150		

PAYMENTS MUST BE IN THE FORM OF A CHECK OR MONEY ORDER PAYABLE TO TDLR.  
(Fees are Non-refundable)

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF FILING DATE, OR THE APPLICATION WILL BE TERMINATED

#### 1. Assumed Name and or DBA of School

#### 2. Organization Type ( Check one)

Sole Proprietor     
 Partnership     
 Corporation     
 Limited Liability Corporation

#### 3. School's Mailing Address and Contact Information (USED FOR ALL CORRESPONDENCE)

Number, Street and Apt. No \_\_\_\_\_ -OR- PO Box Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (johndoe@aol.com for example) \_\_\_\_\_ School's Website Address \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Business Phone Number Area Code Fax Number

#### 4. School's Physical Address (WHERE PERMANENT RECORDS ARE KEPT)

Number, Street and Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

#### 5. Name and License Number of Program Course Provider

THIS FORM CONSISTS OF 2 PAGES



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**DADAP SCHOOL  
OWNERSHIP INFORMATION PAGE**

**6.Corporations:** List name, titles of officers and contact number. **Partnerships:** For each partnership, list the name of each general partner and contact number. If any partner is a business entity, then list name and title of officers or partners, along with contact number. Attach an additional sheet if necessary.

Name (full name)	Title	Contact Number	% of Ownership (partnerships)

**STATEMENT OF APPLICANT(S)**

**7. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Title 5, Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.**

\_\_\_\_\_  
Applicant Signature Date Signed

\_\_\_\_\_  
Printed Name Title



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## **DADAP MULTIPLE CLASSROOM LOCATIONS FORM**

School Name: \_\_\_\_\_ School License Number: (**C** \_\_\_\_\_)

**INSTRUCTIONS:** Use this form to notify TDLR when adding or removing multiple classroom locations.

The classroom at each location will be provided in designated instructional areas that promote learning by ensuring that there is sufficient seating for the number of students, arranged so that all students are able to view, hear, and comprehend all instructional aids and the class shall have no more than 50 students. Factors that will be considered in determining whether facilities promote learning include facility layout, visual and hearing distractions, and equipment functionality. All designated instructional areas should be separated from the primary business (unless the class is being offered during non-business hours) and prohibit alcoholic beverages during class time. **No classroom facility shall be located in a private residence. The program shall not be taught in any location where alcohol is present.**

TYPE OF BUSINESS (Restaurant, Insurance Co, Church, Office Building)	NAME OF BUSINESS	ADDRESS OF LOCATION	CITY	ZIP CODE	Instructor Name	TDLR Instructor License #	Add	Remove





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## Drug and Alcohol Driving Awareness School Staff Roster

(C \_\_\_\_\_) \_\_\_\_\_  
School / Branch # Name of School

### **Instructions:**

1. Write the name and license number to each current instructor employed at the school
2. Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor
3. A school will not be renewed unless the instructor listed on file for the school is current

First and Last Name of Instructor	Instructor License Number	Adding	Removing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			