TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 ▪ Austin, Texas 78711-2157
des@tdlr.texas.gov ▪ www.tdlr.texas.gov

DRIVER EDUCATION ONLINE COURSE FOR ADULTS (6-HOUR) APPLICATION

Each entity looking to obtain approval for the Adult Driver Education course shall provide an application for approval that shall be in compliance with 16 TAC Chapter 84, Education Code, Chapter 1001 and all TDLR established guidelines and criteria for a driver education course. An entity offering an AMI only course must have a DE school license. If applying for the first time, a Driver Education School Application must be included with this AMI application.

1. Name of School:	2. School License Number:	3. Application Fee: **$200.00** (all fees are non-refundable)
	C	☐ Exempt Entity: No fee (Proof of exemption required)

Required Documents:
The following must be submitted along with the application:

- $200.00 Application Fee (If not exempt)
- Driver Education School License Application and applicable fee (if not a licensed as a TDLR Driver Education School)
- Completed Application (this form must be completed in its entirety; where applicable)
- Instructor Roster - List the full name and TDLR Driver Education instructor license number of each current instructor employed at the school. You must employ a driver education teacher or a supervising teacher.
- Login and Password to the on-line course - courses submitted to the department must be an established course and ready for the program specialist to review.
- Completed Adult 6-Hour Cross Reference Chart - Complete all areas of the chart for references and cites.
- Word Count - The course shall contain the total number of words in the written sections of the course. This word count shall be divided by 180, the average number of words that a typical student reads per minute. The result is the time associated with the written material for the sections.
- ADE-1317 Certificate Sample - Please request the certificate specifications from des@tdlr.texas.gov
- Schools offering an on-line only course must submit a traditional course that meets the requirements outlined under 16 TAC Chapter §85.500.

Important Information:

- Driver education sample school forms are available on the TDLR website.
- Schools may not enroll students until the license has been received.
- If a driver education school is conducting driver education instruction through AMI, department employees may conduct an audit of the courses offered by the school. Audits may be conducted without prior notice to the provider, and department employees and representatives may enroll and attend a course without identifying themselves as employees or representatives of the department.

Send your completed application and required documents to:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the TDLR website at https://www.tdlr.texas.gov or contact us at des@tdlr.texas.gov where you can submit your request for assistance and include attachments as needed.

STATEMENT OF APPLICANT

4. By signing this application I certify that all information submitted on this application is true and accurate. 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.

Signature of Owner, Officer, or Authorized Representative	Date Signed
Printed Name of Owner, Officer or Authorized Representative	Title

TDLR Form DES0014N Sept 2020

TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 ▪ Austin, Texas 78711-2157

des@tdlr.texas.gov ▪ www.tdlr.texas.gov

DRIVER EDUCATION ONLINE COURSE FOR ADULTS (6-HOUR)
EDUCATIONAL OBJECTIVES

The student legally and responsibly recognizes the necessity for reduced risk driving practices by accepting driving as a privilege with responsibilities, obligations, and potential consequences; and applying knowledge and understanding about alcohol and drug awareness; the traffic laws of this state; highway signs, signals, and markings that regulate, warn, or direct traffic; and the issues commonly associated with motor vehicle accidents, including poor decision making, risk taking, impaired driving, distractions, speed, failure to use a safety belt, driving at night, failure to yield the right-of-way, and using a wireless communication device while operating a vehicle.

- Online approval process. The department may approve a driver education course exclusively for adults to be offered online if the course meets all of the following requirements in accordance to Texas Administrative Code Chapter 84, section 84.500 (B)
- Students shall receive classroom instruction from a licensed supervising teacher or driver education teacher.
- A copy of the current edition of the "Texas Driver Handbook" or study material that is equivalent shall be furnished to each student enrolled in the course.
- Self-study assignments, motion picture films, photographic slides, videos, tape recordings, guest speakers, and other instructional media that present topics required in the course shall not exceed 150 minutes of instruction.
- Editing. The material presented in the online course shall be edited for grammar, punctuation, and spelling and be of such quality that it does not detract from the subject matter.
- Irrelevant material. Advertisement of goods and services shall not appear during the actual instructional times of the course. Distracting material that is not related to the topic being presented shall not appear during the actual instructional times of the course.
- Thirty minutes of time, exclusive of the 330 minutes of instruction, shall be dedicated to break periods or to the topics included in the minimum course content**.**
- Total length of course, including breaks, is 360 minutes.
- Students shall not receive a driver education certificate of completion unless the student receives a grade of at least 70% on the highway signs examination and at least 70% on the traffic laws examination as required

OTHER REQUIREMENTS FOR ADULT DRIVER LICENSE AND INSTRUCTION PERMIT

The adult driver education course must fulfill the requirements under Transportation Code, §§521.1601, 521.222(c) and Title 16, Texas Administrative Code, Chapter 84.500(b)(2) to receive course approval.

After gaining department approval for the 6-Hour Adult Classroom curriculum, the driver education school owner or representative should contact their local Department of Public Safety (DPS) Office to complete any additional requirements and procedures required by DPS to comply with Transportation Code, §521.1655 and §521.167.

TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 ▪ Austin, Texas 78711
(512) 539-5735 ▪ (800) 803-9202 ▪ FAX (512) 539-5736
des@tdlr.texas.gov ▪ www.tdlr.texas.gov

DRIVER EDUCATION SCHOOL STAFF ROSTER

School License Number: **C**_____ School Name: _____

Instructions:

Write name(s) and license number(s) for every instructor to be added or removed from your staff roster. A separate staff roster must be submitted for each branch location.

Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor.

Schools offering classroom instructional phase must have a current Supervising Driver Education Teacher or Driver Education Teacher on file ***before*** the school license will be processed.

First and Last Name of Instructor(s)	Instructor License #	Add	Remove
1.		☐	☐
2.		☐	☐
3.		☐	☐
4.		☐	☐
5.		☐	☐
6.		☐	☐
7.		☐	☐
8.		☐	☐
9.		☐	☐
10.		☐	☐

_____ _____
Signature of Owner and or Authorized Representative **Date Signed**

_____ _____
Printed Name of Owner and/or Authorized Representative **Title**

TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 ▪ Austin, Texas 78711-2157

des@tdlr.texas.gov ▪ www.tdlr.texas.gov

DRIVER EDUCATION COURSE EXCLUSIVELY FOR ADULTS CROSS-REFERENCE

INSTRUCTIONS

This form is used to cross-reference each of the requirements for Adult Driver Education course content to its location in the course materials. Insert the appropriate page number(s) that contain the required information.

THIS FORM MUST BE COMPLETED BY THE APPLICANT OR THE APPLICATION WILL BE REJECTED

School Name:_____

School/Branch Number: C_____

TDLR Use Only

Reviewed By: _____

COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	WORD COUNT	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
Recognize how an adult driver education course provides a novice driver the foundation of knowledge, understanding, skills and experiences necessary to continue the life long learning process of reduced risk driving;	10				
Know that basic knowledge of traffic laws provides a driver the foundation to formulate informed, legal and responsible decisions to reduce risk;					
Recognize that driving is a privilege with risk, responsibilities, obligations and potential consequences requiring the knowledge, understanding, and application of legal and responsible reduced risk driving practices;					
Reduce risk by recognizing the value of legal and responsible reduced risk driving practices and accepting driving as a privilege with responsibilities, obligations and potential consequences					
TOPIC 2: YOUR LICENSE TO DRIVE					
Describe the process, responsibility and obligation of obtaining, possessing, and renewing a Texas driver license;	20				
Recognize driver license types, restrictions, endorsements, and special information;					
List and describe suspensions and revocations placed on driving privileges.					
List and describe guidelines and procedures to inspect and register a motor vehicle in Texas					
Recognize the benefits and obligations of the Safety Responsibility Act					
Reduce risk and accept driving as a privilege by legally and responsibly possessing a driver license, registering and having a current inspection on a motor vehicle, and obeying the Safety Responsibility Act					

COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	WORD COUNT	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
TOPIC 3: RIGHT OF WAY					
Define right-of-way and list the responsibilities, obligations and potential consequences for failure to accept or yield the right-of-way, including yielding the right-of-way to motorcyclists	45				
Define traditional and non-traditional intersections					
Describe when and the procedures to accept or yield the right-of-way at controlled intersections, uncontrolled intersections, intersecting roads with lesser or greater number of lanes, intersecting roads with different pavement surfaces, T-intersections, controlled access roads, railroad grade crossings, turns, and entering a public road from a private road;					
Know when and the procedure to yield the right-of-way to emergency vehicles, school buses, and pedestrians					
State the law and describe risk reducing procedures when passing an emergency vehicle stopped on or by a roadway					
Know how the basic knowledge of right-of-way laws provide a driver the foundation to formulate and implement informed, legal and responsible decisions to reduce risk					
Reduce risk by legally and responsibly accepting or yielding the right-of-way					
TOPIC 4: TRAFFIC CONTROL DEVICES					
List and explain the meanings of the colors and shapes of signs, signals and pavement markings;	40				
Recognize and describe the purpose and appropriate response for traffic control devices including signs, signals and pavement markings based on law, consequences and driving conditions;					
Recognize how basic knowledge of traffic control devices provides a driver the foundation to formulate and implement informed, legal and responsible decisions to reduce risk					
Reduce risk by legally and responsibly responding to traffic control devices					
TOPIC 5: CONTROLLING TRAFFIC FLOW	35				
Define traffic flow					
Relate how traffic flow is managed by traffic control devices, law enforcement and other persons;					
State the laws for passing and being passed, basic and special turning situations, and for stopping, standing, parking, leaving a space, backing and coasting					
Define and explain how to avoid blind spot driving					
Know the importance and how to establish a safe following interval.					
Relate speed to stopping a vehicle based on roadway conditions					
Know the importance of adjusting speed, route planning, or not driving during poor driving conditions including traffic, weather, visibility, roadway, vehicle and driver					
State the legal minimum and maximum speed limits for Texas roadways and beaches					
State the law and purpose of vehicle lights					

COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	WORD COUNT	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
TOPIC 5: CONTROLLING TRAFFIC FLOW Continued					
State the laws and potential dangers for freeway entry, travel and exit					
Know the importance of avoiding driving when fatigued including highway hypnosis					
Describe procedures for managing a vehicle breakdown;					
Describe procedures for controlling a vehicle in a skid, brake failure, running off pavement, blowout, or driving down a steep hill					
Explain Potential dangers and countermeasures associated with winter driving					
Reduce risk by legally and responsibly applying knowledge and understanding of laws and procedures for controlling traffic flow					
TOPIC 6: ALCOHOL AND OTHER DRUGS					
Know the legal definition of intoxication in Texas;					
Summarize how alcohol and other drugs affect driving ability;					
Know laws, regulations and penalties applicable to adults over 21 for improper use of a driver license, Driving under the Influence, Public Intoxication, Driving While Intoxicated, Intoxication Assault, and Intoxication Manslaughter violations					
Know laws, regulations, and penalties applicable to minors and adults for Open Container Law, Open Container Enhancement Law, and Consumption Law violations	**40**				
Know laws, regulations, and penalties applicable to minors and adults for Administrative License Revocation and Implied Consent violations					
Reduce risk by legally and responsibly performing reduced-risk practices and adopt zero-tolderance practices related to the use of alcohol and other drugs by applying knowledge and understanding of alcohol and other drug laws, regulations, and consequences to driving and lifestyles					
TOPIC 7: COOPERATING WITH OTHER ROADWAY USERS					
Summarize and categorize roadway users					
Understand the Good Samaritan Law and responsibilities at the scene of a traffic crash including aiding the injured;					
List the laws and responsibilities of sharing the road with other roadway users such as bicyclists, trucks, motorcyclists, light rail, person on horseback, horse driven conveyance, slow-moving vehicles, work zone/construction workers, and pedestrians					
Describe the responsibilities of a defensive driver	**50**				
State the laws and responsibilities regarding occupant restraints and open truck beds.					
Describe the responsibilities if stopped by law enforcement					
Show and explain the Community Safety Act Video					
Define aggressive driving and list ways to avoid personal or other roadway users aggressive driving					
Explain the responsibilities for transporting cargo, using safety chains, and towing					

COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	WORD COUNT	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
TOPIC 7: COOPERATING WITH OTHER ROADWAY USERS Continued					
List the causes and consequences of carbon monoxide poisoning and state avoidance procedures					
Reduce risk by legally and responsibly cooperating with law enforcement and other roadway users including vulnerable roadway users including emergency and potential emergency situations					
TOPIC 8: MANAGING RISK					
Recognize the value of responsible reduced risk driving practices to manage issues commonly associated with motor vehicle collisions;					
Recognize how poor decision making and risk-taking increase the possibility of a collision;					
Understand the dangers of impaired driving					
List distractions that affect driving					
Understand the dangers of speed and its impact on reduced risk driving practices	**40**				
Recognize how failure to use a safety belt while driving increases risk					
Explain the potential dangers associated with driving at night					
Understand the effect of using a wireless communications device or engaging in other actions that distract a driver in the safe or effective operation of a motor vehicle					
Reduce risk by legally and responsibly applying knowledge, understanding and safe driving practices to manage issues common associated with motor vehicle collisions					
TOPIC 9: CLASSROOM PROGRESS ASSESSMENT					
The student reduces risk by legally and responsibly completing a Progress Assessment to evaluate classroom knowledge and understanding and measure progress (mastery equals 70% or above)	**25**				
TOTAL TIME ASSESSED					