

Transfer Policy for Driver Education

Policy Interpretation:

This policy is implemented by the Education and Examination Division regarding acceptable documentation and procedures for the transfer of hours for Driver Education.

Out-of-State Transfer of Hours:

A driver education school, traditional or AMI, will not accept partial driving or classroom out-of-state driver education hours. A student must follow the Department of Public Safety rules/laws to obtain a Texas learner or provisional license and abide by any restrictions placed on that license.

In-State Transfer of Hours:

To transfer hours, the instructor of the course in which the student was originally enrolled shall complete the applicable portion of a DE-964 and include copies of the individual student records. The documentation should be mailed, emailed, or sent to the chief school official of the driver education school or Alternative Method of Instruction (AMI) to which the student is transferring, or to the instructor of the parent taught driver education program. In the instance in which a student has not determined which school or program type they will complete their driver education requirements with, the transferring school will complete the transfer to the parent of the student.

Partial Transfer of Hours:

Complete or partial hours may transfer to another driver education school, AMI, or a public-school hour-for-hour. If transferring to or from the parent taught driver education program, only the first 6 hours (Module 1) are transferable, no other partial classroom hours can be transferred. Partial driving hours may transfer between driver education schools and public schools' hour-for-hour but are not transferable from parent taught driver education to a driver education school or public school or vice versa. Parent taught course providers will transfer the certificate and proof of completed hours.

Receiving a Transfer:

The receiving school or instructor must maintain the transfer documentation in the student file and may proceed with the remaining training to complete the student's driver education requirements. A driver education school or AMI may accept a DE-964 that was transferred to a parent, a copy must be kept in the student's individual student classroom record.

Certificate of Completion:

During a transfer, the provider has the option to only issue one DE-964 for the classroom phase and the new provider will issue a DE-964 for the in-car phase, in this instance, the transfer portion of the DE-964 is not required to be filled out.

Legal Authority:

16 TAC Sec. 84.500. Courses of Instruction (b)(1)(L) When a student changes schools, the school must follow the current transfer policy developed by the Department and the Texas Department of Public Safety (DPS).

This interpretation will remain in effect until revised in writing.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at www.tdlr.texas.gov or reach the Education and Examination division via webform where you can submit your request for assistance and include attachments as needed at <https://ga.tdlr.texas.gov:1443/form/education>.