



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

## DRIVER EDUCATION ALTERNATIVE METHOD OF INSTRUCTION APPLICATION

Each entity looking to obtain approval to offer an Alternative Method of Instruction (AMI) for Driver Education shall provide an application for approval that shall be in compliance with 16 TAC Chapter 84 and Education Code, Chapter 1001 and all Texas Department of Licensing & Regulation (TDLR) established guidelines and criteria for a driver training school. 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.

<b>1. Name of School:</b>	<b>2. School License Number:</b>  C	<b>3. Application Fee:</b> (all fees are non-refundable) Minor & Adult 32-hour AMI - \$9,750.00 Fee
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### Required Documents:

The following must be submitted along with the application:

- \$9,750.00 Application Fee
- Driver Education School License Application and applicable fee (if not a licensed as a TDLR Driver Education School)
- Completed Driver Education AMI 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.
- Cross Reference Form
- Word Count
- DE-964 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.
- For the traditional course, schools must use the Program of Organized Instruction and 16 TAC Chapter 84.500. For the AMI course, schools must use the Program of Organized Instruction, 16 TAC §§85.500 and 84.501 when creating these courses.
- 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](mailto: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



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P.O. Box 12157 • Austin, Texas 78711  
 (512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736  
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## DRIVER EDUCATION SCHOOL STAFF ROSTER

School License Number: 7 \_\_\_\_\_

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.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
**Signature of Owner and or Authorized Representative**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Printed Name of Owner and/or Authorized Representative**

\_\_\_\_\_  
**Title**



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## DRIVER EDUCATION COURSE FOR MINOR AND ADULTS AMI CROSS-REFERENCE

### INSTRUCTIONS

This form is used to cross-reference each of the requirements for Minor and Adult course content to its location in the course materials. Insert the appropriate page number(s) that contain the required information. Please reference 16 Texas Administrative Code Chapter §§84.500, 84.501 and the Program of Organized Instruction when completing this form.

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

School Name: _____	<i>TDLR Use Only</i>
School/Branch Number: <b>C</b> _____	Reviewed By: _____

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
	<b>MODULE ONE: TRAFFICE LAWS</b>	<b>360</b>			
	<b>Traffic Laws.</b> The student legally and responsibly performs Traffic Laws reduced-risk driving practices in the Highway Transportation System (HTS) by accepting driving as a privilege with responsibilities, obligations, and potential consequences; and applying knowledge and understanding of Texas traffic laws including traffic control devices and right-of-way laws.				
1.1.1	<b>Introduction</b>				
1.1.2	<b>Your License to Drive</b>				
1.1.3	<b>Right-of-Way</b>				
1.1.4	<b>Traffic Control Devices</b>				
1.1.5	<b>Controlling Traffic Flow</b>				
1.1.6	<b>Alcohol and Other Drugs</b>				
1.1.7	<b>Cooperating with Other Roadway Users</b>				
1.1.8	<b>Driving Plan</b>				
1.1.9	<b>Classroom Progress Assessment</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
	<b>MODULE 2: DRIVER PREPARATION</b>	<b>120</b>			
	<b>Driver Preparation.</b> The student legally and responsibly performs Driver Preparation reduced-risk driving practices in the Highway Transportation System (HTS) by employing pre-drive tasks, utilizing and requiring passengers to utilize occupant protection and restraint systems, utilizing vehicle symbols and devices, employing starting tasks, performing vehicle operation and control tasks, employing post-drive tasks, utilizing baseline and progress assessment tools to evaluate and improve behind-the-wheel skill level, formulating a Driving Plan, and utilizing a classroom progress assessment.				
2.1.1	<b>Pre-Drive Tasks</b>				
2.1.2	<b>Occupant Protection</b>				
2.1.3	<b>Symbols and Devices</b>				
2.1.4	<b>Starting Tasks</b>				
2.1.5	<b>Vehicle Operation and Control Tasks</b>				
2.1.6	<b>Post-Drive Tasks</b>				
2.1.8	<b>Driving Plan</b>				
2.1.9	<b>Classroom Progress Assessment</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
	<b>MODULE THREE: VEHICLE MOVEMENTS</b>	<b>120</b>			
3	<b>Vehicle Movements.</b> The student legally and responsibly performs Vehicle Movements reduced-risk driving practices in the Highway Transportation System (HTS) by sustaining visual attention, mental attention, and communication, utilizing reference points, managing vehicle balance, and executing vehicle maneuvers.				
3.1.1	<b>Visual Attention, Mental Attention, and Communication</b>				
3.1.2	<b>Reference Points</b>				
3.1.3	<b>Vehicle Balance</b>				
3.1.4	<b>Vehicle Maneuvers</b>				
3.1.5	<b>Driving Plan</b>				
3.1.6	<b>Classroom Progress Assessment</b>				
	<b>MODULE FOUR: DRIVER READINESS</b>	<b>120</b>			
4	<b>Driver Readiness.</b> The student legally and responsibly performs Driver Readiness reduced-risk driving practices in the Highway Transportation System (HTS) by employing legal and responsible driving practices and limiting and managing fatigue and aggressive driving.				
4.1.1	<b>Driving Practices</b>				
4.1.2	<b>Fatigue</b>				
4.1.3	<b>Aggressive Driving</b>				
4.1.4	<b>Driving Plan</b>				
4.1.5	<b>Classroom Progress Assessment</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
	<b>MODULE FIVE: RISK REDUCTION (MANAGEMENT)</b>	<b>120</b>			
5	<b>Risk Reduction (Management).</b> The student legally and responsibly performs Risk Reduction reduced-risk driving practices in the Highway Transportation System by analyzing, predicting, and minimizing risk factors and employing a space management system.				
5.1.1	<b>Risk Factors</b>				
5.1.2	<b>Space Management</b>				
5.1.3	<b>Driving Plan</b>				
5.1.4	<b>Classroom Progress Assessment</b>				
	<b>MODULE SIX: ENVIRONMENTAL FACTORS</b>	<b>120</b>			
6	<b>Environmental Factors.</b> The student legally and responsibly performs Environmental Factors reduced-risk driving practices in the Highway Transportation System (HTS) by identifying and analyzing driving environments and minimizing environmental risk.				
6.1.1	<b>Environmental Characteristics</b>				
6.1.2	<b>Environmental Risk Factors</b>				
6.1.3	<b>Driving Plan</b>				
6.1.4	<b>Classroom Progress Assessment.</b>				
	<b>MODULE SEVEN: DISTRACTIONS</b>	<b>120</b>			
7	<b>Distractions.</b> The student legally and responsibly performs Distractions reduced-risk driving practices in the Highway Transportation System (HTS) by limiting and managing distractions and multi-task performances.				
7.1.1	<b>Distractions</b>				
7.1.2	<b>Multi-task Performances</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
7.1.3	Driving Plan				
7.1.4	Classroom Progress Assessment				
	<b>MODULE EIGHT: ALCOHOL AND OTHER DRUGS</b>	<b>360</b>			
8	<b>Alcohol and Other Drugs.</b> The student legally and responsibly performs Alcohol and Other Drugs reduced-risk driving practices in the Highway Transportation System (HTS) by adopting zero-tolerance practices related to the use of alcohol and other drugs by applying knowledge and understanding of alcohol and other drug laws, regulations, penalties, and consequences to licensing, driving, and lifestyles.				
8.1.1	<b>Introduction to Alcohol and Other Drugs</b>				
8.1.2	<b>Nature of Alcohol-Related Crashes</b>				
8.1.3	<b>Physiological Effects of Alcohol on the Driving Task</b>				
8.1.4	<b>Psychological Effects of Alcohol on the Driving Task</b>				
8.1.5	<b>Effects of Other Drugs on the Driving Task</b>				
8.1.6	<b>Zero-Tolerance in the Driving Environment</b>				
8.1.7	<b>Driving Plan</b>				
8.1.8	<b>Classroom Progress Assessment</b>				
	<b>MODULE NINE: ADVERSE CONDITIONS</b>		<b>120</b>		
9	<b>Adverse Conditions.</b> The student legally and responsibly performs Adverse Conditions reduced-risk driving practices in the Highway Transportation System (HTS) by managing adverse conditions resulting from weather, reduced visibility, traction loss, and emergencies.				
9.1.1	Adverse Weather and Limited-Visibility Conditions				
9.1.2	<b>Traction Loss</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
9.1.4	Driving Plan				
9.1.5	Classroom Progress Assessment				
	<b>MODULE TEN: VEHICLE REQUIREMENTS</b>	<b>120</b>			
10	<b>Vehicle Requirements.</b> The student legally and responsibly performs Vehicle Requirements reduced-risk driving practices in the Highway Transportation System (HTS) by assessing and managing vehicle malfunctions, performing preventative maintenance, and planning trips.				
10.1.2	<b>Vehicle Movements</b>				
10.1.2	<b>Preventative Maintenance</b>				
10.1.3	<b>Trip Planning</b>				
10.1.4	<b>Driving Plan</b>				
10.1.5	<b>Classroom Progress Assessment</b>				
	<b>MODULE ELEVEN: CONSUMER RESPONSIBILITIES</b>	<b>120</b>			
11	<b>Consumer Responsibilities.</b> The student legally and responsibly performs Consumer Responsibilities reduced-risk driving practices in the Highway Transportation System (HTS) by attending to the vehicle requirements by making wise consumer decisions regarding vehicle use and ownership, vehicle insurance, environmental protection and litter prevention, anatomical gifts, and recreational water safety.				
11.1.1	<b>Vehicle Use and Ownership</b>				
11.1.2	<b>Insuring a Vehicle</b>				
11.1.3	<b>Environmental Protection and Litter Prevention</b>				
11.1.4	<b>Anatomical Gifts</b>				
11.1.5	<b>Recreational Water Safety</b>				

	COURSE CONTENT	MINIMUM FOR EACH TOPIC	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	MULTIMEDIA RESOURCES
11.1.7	Classroom Progress Assessment				
<b>MODULE TWELVE: PERSONAL RESPONSIBILITIES</b>		<b>120</b>			
12	<b>Personal Responsibilities.</b> The student legally and responsibly performs Personal Responsibilities reduced-risk driving practices in the Highway Transportation System (HTS) by utilizing the knowledge, skills, and experiences of the Driver Education and Traffic Safety Program, obtaining and using a driver license, and continuing the lifelong learning process of reduced-risk driving practices.				
12.1.1	<b>Comprehensive Classroom Progress Assessment</b>				
12.1.2	<b>Driver Licensing</b>				
12.1.3	<b>Driving Plan</b>				
	<b>TOTAL TIME ASSESSED</b>				