



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

NINE-SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE (IDC) APPLICATION INSTRUCTIONS

Each entity looking to obtain approval for the Driver Education 9-Semester Hour Instructor Development Course (IDC) 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.

School Name:

School License Number:

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School Mailing Address:

Number, Street Name, Suite Number, City, State, Zip Code

School Physical Address:

Number, Street Name, Suite Number/Building Number, City, State, Zip Code

County

Important Information:

- Prior to enrollment of a trainee, the school owner must obtain proof that the trainee has a high school diploma or equivalent. Proof of high school graduation or equivalent shall be maintained in the trainee's file;
- Does the instructor trainee hold a valid driver's license, other than a learner' license or provisional license, for the preceding three years in the areas for which the individual is to teach (cannot have been suspended or revoked). A copy of the trainee's driver record shall be maintained in the trainee's file.
- A licensed supervising teacher shall teach the instructor development courses but may allow a driver education teacher or a teaching assistant to provide training under the direction of the supervising teacher in areas appropriate for their level of certification and/or licensure.

This form may be submitted to the Education and Examination Division via webform to:

[TDLR webform](#)

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 [Texas Department of Licensing & Regulation website](#) or reach the Education and Examination Division via [TDLR webform](#) where you can submit your request for assistance and include attachments as needed. Customer Service can also be reached at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

CERTIFICATE STATEMENT OF REQUIRED DOCUMENTATION

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51; Texas Administrative Code (TAC), Title 16, Chapter 84; and the Texas Education Code, Title 5, Chapter 1001. I understand that providing false information on this application may result in revocation of the license or denial of approval of the license I am requesting, and the imposition of administrative penalties and/or sanctions. Audit violations may be imposed if I am not in compliance with the following:

Place an (x) in each box confirming compliance with these requirements:

<input type="checkbox"/>	I will conform to the standards set forth in rule and of the Adult Program of Organized Instruction, related to curriculum of an exclusively for adult course and confirm that my course meets all requirements, including all legislative mandates, and certify all materials meet or exceed the minimum standards to be approved in the State of Texas. <i>TAC 84.500</i>
<input type="checkbox"/>	I understand that my course shall meet or exceed the requirements set forth for approved programs offered at colleges, universities, school districts or educational service centers and shall be specific to the area of specialization. <i>TAC 84.500(c)(1)</i>
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<input type="checkbox"/>	I will ensure that the trainees enrolled in my instructor development course have shown proof that they have achieved a high school diploma or equivalent and that a copy will be placed on file with the school. Further, I understand that I must obtain and evaluate the current official driving record from the enrollee for the preceding 36-month period prior to enrollment and will use the standards set forth in §84.50(b)(3) when determining the qualification for enrollment. <i>TAC 84.500(c)(2)</i>
<input type="checkbox"/>	I will maintain for each instructor trainee an instruction record in accordance with rule and the teacher conducting the training will certify one copy of the instruction record for attachment to the trainee's application for licensing while maintaining one copy in a permanent file at the school. <i>TAC 84.500(c)(3)</i>
<input type="checkbox"/>	I will ensure all instructor trainee records submitted for the approved instructor development courses shall be original documents. <i>TAC 84.500(c)(4)</i>
<input type="checkbox"/>	I understand that a licensed supervising teacher shall teach the instructor development courses but may allow a driver education teacher or a teaching assistant to provide training under the direction of the supervising teacher in areas appropriate for their level of certification and/or licensure. <i>TAC 84.500(c)(5)</i>
<input type="checkbox"/>	I understand that the supervising teacher is responsible for certifying all independent study and research assignments that shall not exceed 25 percent of the total training program time. <i>TAC 84.500(c)(6)</i>
<input type="checkbox"/>	I understand that an audit may be conducted without prior notice to determine whether we are complying with the requirements of Texas Administrative Code, Title 16, Chapter 84, and Texas Occupations Code, Chapter 51. No fee will be charged to any Department employees or representative and I will cooperate Fully with the Department.

SIGNATURE OF CERTIFICATION STATEMENT

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