



# READ THIS FIRST

Texas Supplement to

## Help for the Teenager Who Wants to Drive Online Program

STEP BY STEP GUIDE  
For Approved Course 102  
State of Texas

These details address the unique and special driver education requirements  
for the State of Texas Department of Public Safety

A FORMAL, PARENT-CERTIFIED, PARENT TAUGHT  
DRIVER EDUCATION COURSE

Revised 7/31/17

Dear Valued Customer,

Thank you for choosing our program, "Help for the Teenager Who Wants to Drive." You have just purchased the finest, and most complete, driver education and training program available in the country.

We consider it an honor that you have chosen us to help you teach your teen how to drive. Our program will give them the structure, discipline, and skills to truly become a Safe Driver For Life.

Please review this guide before you begin this course. The following are the contents of this package:

- Quick Reference Checklist
- Detailed Texas Supplement Step-by-Step Guide
- Additional DPS forms

Texas has strict rules that govern Parent-Taught Driver Education. Before you begin the course, please verify that the intended instructor is eligible to teach under Texas rules. In accordance with our refund policy, we can not issue a refund after 15 days or after permit qualifying documentation has been issued--even if the instructor is found to be ineligible to teach. Requirements include:

- Student must be 14 years of age prior to beginning the classroom portion, however they may not test for an instruction permit until their 15th birthday and must complete the entire program prior to their 18th birthday.
- Instructor must be the student's parent, step-parent, grandparent, step-grandparent, foster parent or legal guardian appointed by a court of competent jurisdiction. A power of attorney is not legally sufficient.
- The instructor must have a valid driver license for the preceding three years; or if active military personnel or spouse, a valid driver license from state of permanent residency or last duty station for the preceding three years.
- The instructor cannot have a conviction (including a probated sentence) of criminally negligent homicide or driving while intoxicated. In addition, the instructor must not have had their driving privileges suspended, revoked or forfeited for traffic related violations in the past three years. It is the responsibility of the instructor to check both their criminal or driver records prior to requesting the packet. The Department will check the instructor's record at the time of processing the student's instruction permit and also at the time of processing the student's provisional driver license. If at that time, it is determined that the instructor does not meet the requirements, the instruction permit or provisional driver license will be denied and all prior classroom instruction or behind the wheel/in car instruction provided by the ineligible instructor will be invalid.
- The instructor may not be disabled due to mental illness. Questions as to mental stability will be forwarded to the Medical Advisory Board for determination.

As you work through our program and the licensing process, we welcome your calls anytime on whatever issue or question may arise @ 1-800-942-2050 (voice only). Again, thank you for choosing our program.

Sincerely,

The Entire Staff at National Driver Training Inc.



1901 Ranch Road 620 N

Lakeway, TX 78734

1-800-942-2050

[www.NationalDriverTraining.com](http://www.NationalDriverTraining.com)

# Texas Quick Reference Checklist:

Print this page to use as a quick reference. ***Please read your welcome pack thoroughly*** for detailed instructions for the use of your driver education program.

## Prepare for the Permit (steps 1-4 of your step-by-step guide on the next page)

- ☐ Register with the TDLR using at <https://www.tdlr.texas.gov/ParentTaught/PTSelect.aspx>
- ☐ Study for Permit Test: Complete "Your 1st 6 Hours".  
(6 hour minimum with no more than 2 hours per day)
- ☐ Take your Permit Test online.  
*After completing the first section, the "Online Written Exam" will appear so the student can take the Permit Test*
- ☐ Download your Permit Packet from the "DPS Forms & Certificates" link in the course.

## Obtain the Permit (step 5 of step-by-step guide)

To Apply for the Permit, you need:

- ☐ DE 964 E Texas Driver Education Certificate (most students download this from the student home page)
- ☐ Completed VOE (Verification of Enrollment and Attendance in School form)
- ☐ First Page of TDLR Parent Taught Driver Ed Program Guide (proof of registration with TDLR)
- ☐ The License Application form (unsigned)
- ☐ "Raised seal" birth certificate
- ☐ Social Security card for your teen
- ☐ Proof of Registration and Auto Insurance policy/statement for your vehicle (to prove residency)
- ☐ DPS fee for the permit

## Complete the Program **\*\*You must obtain the permit before completing the program.\*\***

- ☐ Work through Sections 2-8 completing class and driving requirements and passing all 7 tests (step 6 of step-by-step guide)
- ☐ After class and driving requirements are complete, download License Packet from the "DPS Forms & Certificates" link in the course.
- ☐ Before obtaining a license, all students are required to take the 2-hour Impact Texas Teen Drivers (ITTD) program.  
Take it online for free at <https://impacttexasteendrivers.dps.texas.gov/>

## Take a Driving Test to get Your License (step 9 of step-by-step guide)

To apply for the license you need:

- ☐ to hold the permit for 6 months
- ☐ be at least 16 years old
- ☐ DE 964E Texas Driver Education Certificate from NDT
- ☐ 14-hour driving log
- ☐ 30-hour driving log
- ☐ 2 proofs of residency (see page 6 for more information)
- ☐ An up-to-date VOE Form
- ☐ Social Security card
- ☐ ITTD Certificate of Completion
- ☐ Your Valid Learners Permit

# STEP-BY-STEP INSTRUCTION GUIDE - COURSE 102

## Step 1: Verify that you have the proper course materials

NDT provides TDLR approved course 102 in an online format with a variety of available upgrades. Your customer enrollment form and receipt will identify the program materials you purchased. All enrollees have access to our online program. Access to the online program requires a login ID/customer ID and password (provided on your receipt).

Your ID is your email address.

Your password is your 8 digit date of birth formatted MMDDYYYY.

## Step 2: Register with the Texas Department of Licensing and Regulation (TDLR)

If you have not already sent the Request for a Parent Taught Driver Education Packet, Form DL-92 (use this link: <https://www.tdlr.texas.gov/ParentTaught/PTSelect.aspx> or page 13 of this document), along with \$20.00 to the TDLR in Austin, do so now (allow 3-6 weeks to process paper registrations). Including your e-mail address on the form may shorten processing times. List names of all parents / legal guardians who will be teaching your teen on this form. The TDLR will enter your teen in the DPS computer system to open a file on your teen in preparation for your teen's permit test. You will receive a PTDE pack from TDLR and you will need to take the first page (see image) when you apply for the permit.

The image shows a receipt from the Texas Department of Licensing and Regulation (TDLR) for a Parent Taught Driver Education (PTDE) program. The receipt is titled "TEXAS DEPARTMENT OF LICENSING AND REGULATION Parent Taught Driver Education Program Guide" and "Receipt for Student:". It includes fields for "Email:", "Date:", "Receipt Number:", and "Nonrefundable Payment: \$20.00". Below the receipt, there is a section titled "Please read this program guide in its entirety before beginning." which lists the contents of the guide: "Instructions on how to administer the Parent Taught program training", "Information on where to purchase a Parent Taught course. The list of approved courses can be found on the TDLR website at <https://www.tdlr.texas.gov/DL33.html> and on page 10 in this guide (this guide is not a Parent Taught course)", "Instructions on how to apply for a learner license and provisional license for your student.", and "Training logs and forms." A "Please Note:" section at the bottom states: "Each student who wishes to participate in the Parent Taught training program is required to purchase a Parent Taught Driver Education Program Guide from TDLR. If you received this guide from a source other than TDLR, please visit <https://www.tdlr.texas.gov/Driver33.html> and purchase the required guide for your student." The footer includes the TDLR logo, the text "TDLR (Rev. 11/2016)", and the contact information "Phone: 800-688-6868, 512-261-6868, 512-261-6869, 512-261-6870, 512-261-6871, 512-261-6872, 512-261-6873, 512-261-6874, 512-261-6875, 512-261-6876, 512-261-6877, 512-261-6878, 512-261-6879, 512-261-6880, 512-261-6881, 512-261-6882, 512-261-6883, 512-261-6884, 512-261-6885, 512-261-6886, 512-261-6887, 512-261-6888, 512-261-6889, 512-261-6890, 512-261-6891, 512-261-6892, 512-261-6893, 512-261-6894, 512-261-6895, 512-261-6896, 512-261-6897, 512-261-6898, 512-261-6899, 512-261-6900, 512-261-6901, 512-261-6902, 512-261-6903, 512-261-6904, 512-261-6905, 512-261-6906, 512-261-6907, 512-261-6908, 512-261-6909, 512-261-6910, 512-261-6911, 512-261-6912, 512-261-6913, 512-261-6914, 512-261-6915, 512-261-6916, 512-261-6917, 512-261-6918, 512-261-6919, 512-261-6920, 512-261-6921, 512-261-6922, 512-261-6923, 512-261-6924, 512-261-6925, 512-261-6926, 512-261-6927, 512-261-6928, 512-261-6929, 512-261-6930, 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Upon completion of the 1st 6 Hours, you may take your permit test online and download your DE 964E.

### Step 5: To the DPS for the Learners Permit

Collect the following documents to take to the DPS:

- DE 964E Texas Driver Education Certificate for 6 hours of study
- Completed VOE (Verification of Enrollment and Attendance in School form)
- First Page of TDLR Parent Taught Driver Ed Program Guide (see step 2 above)
- The License Application form (unsigned)
- “Raised seal” birth certificate
- Social Security card for your teen
- Two proofs of residency. We recommend Proof of Registration and Auto Insurance policy/statement for your vehicle. A complete list of approved documents may be found on our website.
- DPS fee for the permit

### Step 6: Behind the Wheel

When you have obtained the permit, you are ready to begin behind-the-wheel instruction from level 1. Instruct your teen in the car according to the Level 1 BTW instructions. Upon passing Level 1, have your teen graduate to Level 2 and begin reading, testing, and then in-car instruction. Each level should be completed in this way. BTW guidelines are available to download and print from the online program. For your convenience, in-car guidelines are available from the “Parent Info” section of the online program. As your teen works through the program, you will have the opportunity to your driving hours using the links in the program that say, “14-Hour Behind The Wheel Instruction Log” and “30-Hour Behind The Wheel Instruction Log”. These forms help you organize and account for the dates on which you instruct and train.

### Step 7: Course Completion

Upon completion of Section 8, you may download your License Packet in the "DPS Forms & Certificates" section of the course.

### Step 8: Impact Texas Teen Drivers Course

ATTENTION: Prior to obtaining a license, all students will be required to take the 2-hour Impact Texas Teen Drivers (ITTD) program. You may take the program free of charge. Register online at <https://impacttexasteendrivers.dps.texas.gov/>

If you visit a DPS location and have any issues concerning this please call the Driver Education section (512-424-5623) at DPS before leaving the station so they can help without having to make a return visit.

### Step 9: Applying for the License

Take the following items with you to the DPS for the teen's driver license:

- DE 964E Texas Driver Education Certificate for course completion
- Social Security card
- An up-to-date VOE Form
- ITTD Certificate of Completion
- Your Valid Learners Permit
- Proof of Insurance
- Driving Logs
- Two proofs of residency. We recommend Proof of Registration and Auto Insurance policy/statement for your vehicle. A complete list of approved documents may be found on the state's website: <https://www.txdps.state.tx.us/DriverLicense/residencyReqNonCDL.htm>
- DPS fee for printing the driver's license.