

Driver Education Provider- Add Endorsement Training Guide

-Select link to [Online Licensing Services - TDLR \(texas.gov\)](#) to log into your Online Services account.

***If you have not created an Online Licensing Services account, please review the training guide titled “[How to Complete Online Licensing Services registration.](#)”**

-Enter your “Username and password” and select “Sign-In.”

TDLR
TEXAS DEPARTMENT OF
LICENSING & REGULATION

Texas Department of Licensing and Regulation

[Contact Customer Service](#)

Online Licensing Services

Renew Your License

Please [login](#) with your existing user ID and password, or [register as a new user](#).

Apply for a New License

Please [login](#) with your existing user ID and password, or [register as a new user](#).

Search the License Database

Begin your [license search](#) here to verify that a person or business has a current license.

Change Your Address

Please [login](#) with your existing user ID and password, or [register as a new user](#).

Pay Fees

Please [login](#) with your existing user ID and password, or [register as a new user](#).

Login or Register

Username:

Password:

[Register as a New User](#) [Forgot User ID?](#) [Forgot Password](#)

-This will bring you to the “Quick Start Menu.”

-Under the “Manage your license Information” section use the drop-down menu and choose “Add Endorsement.”

- Once you selected your application, choose “Select.”

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-If you are currently an Online only or Parent Taught only provider, the title of this application will be “Upgrade to Driver Education Provider- Primary”.

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-You are now in the “**Add Endorsements**” introduction screen.

-A Driver Education Provider can be approved for up to three endorsements. An initial provider license is \$500.00 with one endorsement included at no additional charge. Each endorsement added after is \$300.00 each.

-This transaction is also used if you need to add the Teen and Adult course or the Exclusively for Adult course for an endorsement for which you are already approved at no additional cost.

Types of Endorsements:

In-Person

Online

Parent Taught

-Select “**Next.**”

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TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Introduction Add Endorsements - Introduction

Name and Organizational Details

Contact Information

Select Attributes

Attachments

Application Summary

PLEASE NOTE: To avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

Next **Cancel**

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-In the “Name and Organization Details” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

Under “Tax Number Type” you have the option to choose “Federal Employer Identification Number (FEIN)” or “Social Security Number (SSN).” The Tax Number Type must be nine digits without hyphens.

Organization Name:	TDLR Agency Driving School LLC
Doing Business As Name:	TDLR Agency Driving School
Tax Number Type:	Federal Employer Identification Number (FEIN) ▾
Tax Number:	Federal Employer Identification Number (FEIN)
Confirm Tax Number:	Social Security Number (SSN)

Please keep in mind: If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names. *

-Once you have completed this screen, select “Next.”

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TEXAS DEPARTMENT OF LICENSING & REGULATION
Driver Education Provider - Primary C3497

Logged in as **AGENCY, TDLR**
[Update Profile](#) | [Logoff](#)

Introduction
Name and Organizational Details
Contact Information
Select Attributes
Attachments
Application Summary

Add Endorsements - Name and Organizational Details
Please enter your organizational details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Organization Name: TDLR Agency Driving School LLC
Doing Business As Name: TDLR Agency Driving School
Tax Number Type: Federal Employer Identification Number (FEIN)
Tax Number: *****
Entity Type: LLC

[Previous](#) **Next** [Cancel](#)

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***Useful information:**

TYPE OF OWNERSHIP – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at www.sos.state.tx.us/corp/businessstructure.shtml

DBA – DOING BUSINESS AS NAME (if applicable) – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

NAME AND ADVERTISING – A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](#) for the rule that explains Name and Advertising

-In the “Contact Information” screen, you will have the opportunity to update your Mailing Address and Primary Contact.

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Driver Education Provider - Primary C3497

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Update Profile | Logoff

Introduction
Name and Organizational Details
Contact Information
Select Attributes
Attachments
Application Summary

Add Endorsements - Contact Information
Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available, press "Return to Summary" to return to the summary.
If Delete Button is available, press "Delete" to delete the address.
If Copy Button is available, press "Copy" to copy a previously entered address.
Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

Mailing Address

Copy From: [Copy](#)

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

* County:

* Country:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Fax Number:

-Once you have verified your address select “Next.”

Primary Contact

Copy From: [Copy](#)

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

* County:

* Country:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Fax Number:

Position Title:

Title:

* First Name:

Second Name:

* Last Name:

Add Another Contact

Contact Type: [Add](#)

[Previous](#) [Next](#) [Cancel](#)

-On the “**Select Attributes**” screen, select which course(s) your business will offer.

Types of Endorsements:

In-Person

Online

Parent Taught

-**In the example below**, this provider is currently approved for the “**In-Person Exclusively for Adults**” course and the “**In-Person Minor and Adult**” course.

-The endorsement that they are **adding** is the “**Online endorsement.**” This includes the “**Online Exclusively for Adults**” course and “**Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online**”.

-The example below is adding **ONE** endorsement (online).

-Once completed, select “**Next.**”

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Driver Education Provider - Primary C3513

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Add Endorsements - Select Attributes

Listed below are the license attributes you may add or delete.
Please select/de-select the desired attribute and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	Current License Attribute(s)	Request To Add
Parent Taught Course Type		
Attributes:	<input type="checkbox"/>	<input type="checkbox"/> Parent Taught for Teens
In-Person Course Type		
Attributes:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Exclusively for Adults Course (18 to under 25): 6-hour In Person Classroom Minor and Adult (14 and Older) Course: In Person Classroom
Online Course Type		
Attributes:	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online Online Exclusively for Adults

[Previous](#) [Next](#) [Cancel](#)

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Note: Only add the courses that your business will be providing.

-In the “Attachments” screen, you can attach documents.

Note: There are no required documents for this transaction. You are only required to have one bond on file for all endorsements within the same Driver Education Provider license number. Driver Education Providers are responsible for all curriculum, law and rules requirements for the endorsement type(s) you will offer.

-Once completed select “Next.”

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Driver Education Provider - Primary C3497

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Add Endorsements - Attachments

PLEASE NOTE: to avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

File Name: No file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use cs.transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-On the “**Application Summary**” screen, review the data you entered and verify that it is correct.

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Driver Education Provider - Primary C3497

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Introduction

Name and Organizational Details

Contact Information

Select Attributes

Attachments

Application Summary

Add Endorsements - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application | License Type: Driver Education Provider - Primary
Application Date: 05/27/2023

Organization Detail: | Organization Name: TDLR Agency Driving School LLC [Edit](#)
Doing Business As Name: TDLR Agency Driving School Tax Number: ***** Type: FEIN
Entity Type: LLC

General Addresses | Mailing Address: 920 Colorado St
AUSTIN, Texas
TRAVIS
78701-2332
US [Edit](#)
Phone Number: 999-999-9999
E-mail: EE.Pleasedonotreply@tdlr.texas.gov
Fax Number:

-Once you have verified your information select “**Submit.**”

TRAVIS
78701-2332
US
Phone Number: 999-999-9999
E-mail: EE.Pleasedonotreply@tdlr.texas.gov
Fax Number:
Position Title:
Name: TDLR AGENCY

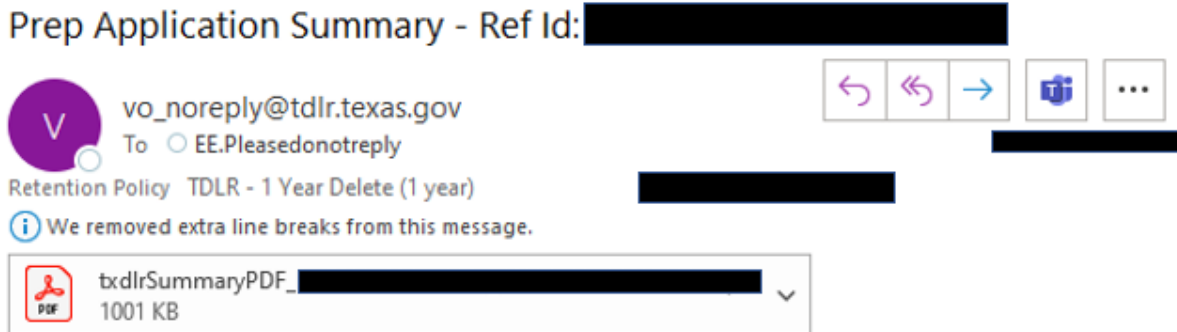
License Attributes Selected [Edit](#)

Online Course Type
Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online
Online Exclusively for Adults

[Previous](#) [Submit](#) [Cancel](#)

-On the “**Attestation**” screen, answer “**Yes**” and select “**Submit**.”

After submission, you will receive a copy of your “**Application Summary**” in your Online Services account email.



-You will now see the “**Fee and Summary Report**” screen.

*Fees shown in illustration may not reflect the fee you are required to pay.

-Select “**Pay Now**” to continue to the payment screen.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.

Fees	
Driver Education Provider - Add Endorsement:	\$300.00
Total Amount Due:	\$300.00

[Pay Now](#) [View PDF Summary Report](#)

On the “**Online Application Payment**” screen, choose your payment method: Credit Card or Electronic Check.

-Once completed, select “**Next.**”

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue
Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
129	Add Endorsements	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$300.00 <input checked="" type="checkbox"/>


Payment Method

Credit Card
 Electronic Check

[Next](#) [Show Fee Details](#) [Main Menu](#)

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-Verify that your payment is correct and select “Next.”

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Driver Education Provider - Primary C3497 Logged in as AGENCY, TDLR

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Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.


Application Number	Description	License Number	License Type	Applicant Name	Fee
129	Add Endorsements	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$300.00
Total					\$300.00

Payment Method:

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-Fill out all required fields and select “Next.”

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1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *
 ✓

First Name *
 ✓

Last Name *
 ✓

Address *
 ✓

Address 2
 ✓

City *
 ✓

State *
 ✓

ZIP/Postal Code *
 ✓

Phone Number *
 ✓

Email * ⓘ
 ✓

Next >

Payment Information


Transaction Summary

TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Need Help?

Please complete the Customer Information Section

-Fill out all required fields and select “Next.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type2 Customer Info3 Payment4 Submit Payment

Payment





Payment Type ✓

Credit/Debit Card

Customer Information ✓

<p>Address TDLR AGENCY 920 Colorado St Austin, TX 78701</p>	<p>Phone Number 9999999999</p>
<p>Country United States</p>	<p>Email Address EE.Pleasedonotreply@tdlr.texas.gov</p>

Payment Information Complete all required fields [*]

<p>Credit Card Number * <input type="text" value="██████████"/> ✓</p>	<p>Credit Card Type</p> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"></div>
<p>Expiration Month * <input type="text" value="██"/> ✓</p>	<p>Expiration Year * <input type="text" value="██"/> ✓</p>
<p>Security Code * <input type="text" value="███"/> <input style="font-size: 0.7em; vertical-align: middle;" type="button" value="?"/></p>	
<p>Name on Credit Card *</p> <input type="text" value="TDLR Agency"/> ✓	

Payment Address is the same as Customer Information *

Next >


Transaction Summary

TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Need Help?

You are paying by credit/debit card. Complete Customer Billing Information and enter Card Information. ***** Please ensure Payment Address ZIP code matches your card billing address ZIP code, or your payment will be declined. *****

-Complete the “I’m not a robot” section and select “Submit Payment.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type2 Customer Info3 Payment4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Edit


Address TDLR AGENCY 920 Colorado St Austin, TX 78701	Phone Number 9999999999
Country United States	Email Address EE.Pleasedonotreply@tdlr.texas.gov

Payment Information ✓

Edit

Credit Card [REDACTED]	Name on Credit Card TDLR Agency
----------------------------------	---

Verification

✓ I'm not a robot 

Cancel**Submit Payment**

Transaction Summary

TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

-Once you see the “**Online Application Payment Success**” select “**Next**” to return to the quick start menu.

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Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR
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Online Application Payment Success
Press "Next" to return to the Main Menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid: \$300.00
Authorization Number: OK2706
Trace Number: [redacted]

Application Number	Description	Applicant Name	Fee
3001-129	Add Endorsements	TDLR Agency Driving School LLC	\$300.00

[Next](#) [View PDF Online Payment Summary Report](#)

-You will receive a “**Payment Receipt Confirmation**” in your online services account email box.

Texas.gov TDLR Health Receipt

noreply@tdlr.texas.gov
To: [redacted]
Retention Policy TDLR - 1 Year Delete (1 year)
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Payment Receipt Confirmation
Your payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the TDLR web site.

Transaction Summary

Description	Amount
TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Customer Information
Customer Name: TDLR AGENCY
Local Reference ID: [redacted]
Receipt Date: [redacted]
Receipt Time: [redacted]

Payment Information
Payment Type: Credit Card
Credit Card Type: [redacted]
Credit Card Number: [redacted]
Order ID: [redacted]
Billing Name: TDLR Agency

Note: The Education and Examination Division has received your add endorsement application. All applications are processed in the order received. Once an Accreditation Specialist is assigned to review your application, the Specialist will reach out to you to inform you of the status of your application.

Once the review begins, you may receive emails informing you of any deficiencies found during the review process. Please keep in mind all deficiencies must be resolved before we can approve your endorsement.

-Back on the “Quick Start Menu” you can check “View Application Status.”

-Select “Details.”

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

- Complete Certificate Upload**
 - Driver Education Provider - Primary #C3497 Upload File of Completed Certificates **Select**
- Manage your License Information**
 - Driver Education Provider - Branch # [REDACTED] <Choose Application> **Select**
 - Driver Education Provider - Primary #C3497 <Choose Application> **Select**
 - Driving Safety Provider #CP1000 <Choose Application> **Select**
- Apply for a New License**

What are you applying for?

<Choose Program> **Select**

<Choose Application> **Select**
- View Application Status**
 - Driver Education and Safety - Add Endorsements Status: Open **Details**
- Additional Activities**
 - Add Licenses To Registration **Select**

License Information **Show Details**

Name: TDLR Agency Driving School I LLC
License Number: [REDACTED]
License Type: Driver Education Provider - Branch

License Information **Show Details**

Name: TDLR Agency Driving School I LLC
License Number: #C3497
License Type: Driver Education Provider - Primary

License Information **Show Details**

Name: TDLR Agency Driving School I LLC
License Number: #CP1000
License Type: Driving Safety Provider

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-Within the “**Application details**” screen, you will be able to see if there are any deficiencies on your application and you are able to submit additional documents.

Select “**Done**” to leave this screen.

The screenshot shows a form with the following fields:

Submission Date	05/27/2023
Application Name	Add Endorsements
Status	Open
Deficiencies	
Notes	

At the bottom right of the form, there are two buttons: "Submit Document(s)" and "Done". The "Done" button is highlighted with a red square.

-Once the application is completed, you will no longer see “**Add Endorsement**” listed under “**View Application Status.**”

-Your updated license with the newly added endorsement will be placed in the mail.

The screenshot shows the TDLR user interface. At the top, there is a header with the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, there is a navigation bar with "Update Profile" and "Logoff" links. The main content area is divided into two columns. The left column contains a "Quick Start Menu" with several options: "Complete Certificate Upload", "Manage your License Information", "Apply for a New License", and "Additional Activities". The right column contains three "License Information" panels, each with a "Show Details" button. The first panel shows "Name: TDLR Agency Driving School I LLC", "License Number: [REDACTED]", and "License Type: Driver Education Provider - Branch". The second panel shows "Name: TDLR Agency Driving School I LLC", "License Number: #C3497", and "License Type: Driver Education Provider - Primary". The third panel shows "Name: TDLR Agency Driving School I LLC", "License Number: #CP1000", and "License Type: Driving Safety Provider".