



WHAT TO BRING TO THE DPS

Driver License Checklist

- Your permit:** you have to have this for at least 6 months and be at least 16!
- Classroom Instruction Log - complete with all 12 Modules filled out**
In your PTDE Packet
- Behind-the-Wheel Instruction Log and Behind-the-Wheel Practice Log**
In your PTDE Packet
- Behind-the-Wheel Instruction - Driver Education Affidavit**
In your PTDE Packet
- Verification of Enrollment (VOE) Form**
- DE-964 Certificate of Completion from Aceable**
- Impact Texas Teen Drivers (ITTD) Certificate of Completion:** take a free two-hour video course at impacttexasteendrivers.dps.texas.gov
- Application for Driver License or Identification Card** - get this when you go to the DPS
- A Vehicle:** Also, bring proof of financial responsibility (insurance for car being used), a current registration sticker, a current inspection sticker, and two license plates (for the front and back of the car).
- Glasses or Contacts:** Only if you need to wear them while driving!
- Provisional License Fee:** \$11 payable by cash, credit, check, or money order

Don't wear high heels or flip flops. They frown upon this (for real).

Thanks for being part of the Aceable family!
Questions? Chat online at Aceable.com



How to fill out the PTDE Packet forms? License

Below please find helpful notes ([red](#)) and examples ([blue](#)) on how to fill out the PTDE packet forms. **DO NOT** use these forms at the DPS. **This is just a guide. Use your own PTDE packet** and fill out all the required forms properly.

1. Classroom Instruction Log
2. Behind-the-Wheel Instruction Log - 14 hours
3. Behind-the-Wheel Practice Log - 30 hours
4. Behind-the-Wheel Instruction - Driver Education Affidavit



Driver License Division

Classroom Instruction Log Record

Student's Name: _____ Instructor's Name: _____

Date Classroom Instruction Began: _____ Instructor's Texas Driver License Number: _____

Date Classroom Instruction Completed: Issue date on License Certificate Course Number: 116

Name of TDLR-Approved Course (which was utilized): Aceable Drivers Ed

NOTICE: The classroom portion of the course may not be completed in less than 16 calendar days. An instructor may not provide more than two hours of classroom instruction in any one day.

The classroom instruction must be taught in the following module sequence, and the dates of the instruction must be recorded.

Log only 2 hours per day

Module	Minimum Hours Required	Hour	Date of Instruction
Module 1: Texas Driver Responsibilities – Knowing Texas Traffic Laws	6 Hours (360 Minutes)	Hour 1	Day 1
		Hour 2	Day 1
		Hour 3	Day 2
		Hour 4	Day 2
		Hour 5	Day 3
		Hour 6	Day 3
Module 2: Texas Driver Responsibilities – Preparing to Operate a Vehicle	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 3: Basic Maneuvering Tasks – Vehicle Movements	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 4: Driver Readiness	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 5: Information Processing – Risk Reduction	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 6: Environmental Factors	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 7: Distractions	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 8: Alcohol and Other Drugs	6 Hours (360 Minutes)	Hour 1	
		Hour 2	
		Hour 3	
		Hour 4	
		Hour 5	
		Hour 6	
Module 9: Adverse Conditions	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 10: Vehicle Requirements	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 11: Consumer Responsibility	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
Module 12: Personal Responsibility	2 Hours (120 Minutes)	Hour 1	
		Hour 2	
TOTAL	32 Hours (1,920 Minutes)	32 Hours	

Fill out the rest of the dates as appropriate.

You will be required to present this form at the driver license office when the student applies for a learner license and provisional license.

Concurrent Driver Education Program: The student may apply for and obtain a learner license from the Texas Department of Public Safety upon successful completion and mastery of Module One. This must include a minimum of six hours of classroom instruction for Module One.

Block Driver Education Program: The student must complete and master all of the modules (a minimum of 32 classroom instruction hours) before he/she may apply for and obtain a learner license from the Texas Department of Public Safety.

Under no circumstances may any behind-the-wheel instruction be permitted until a learner license has been issued to the student by the Texas Department of Public Safety.



Driver License Division

Behind-the-Wheel Instruction Log

The basic in-car observation and behind-the-wheel session must be completed by your driver education provider or, for those registered for a parent taught course, completed by the Parent Taught Driver Education Instructor registered with TDLR. For required behind-the-wheel instruction curriculum, locate and follow the behind-the-wheel curriculum from your course provider.

Student observes parent

Parent observes student

In-Car Observation & Behind-The-Wheel Session	Date mm/dd/yyyy	Time (am/pm)	In-Car Observation	Behind-the-Wheel	Parent Taught Instructor Signature Only and DL #
<i>Driver Preparation Pre-drive, Starting, Operation, And Post-Drive Tasks</i>	11/19/2015	10 AM	30 minutes		<p><i>14 observation hours will be done with the student's official parent instructor.</i></p> <p><i>10 hours of night driving will be logged in Appendix G, NOT this log.</i></p> <p><i>Do not list more than 1 hour per day.</i></p>
	11/19/2015	10:30 AM		30 minutes	
<i>Vehicle Movements</i>	11/20/2015	4 PM	60 minutes		
	11/21/2015	7 PM		60 minutes	
<i>Driver Readiness</i>					
<i>Environmental Characteristics and Risk Factors</i>					
<i>Distractions</i>			60 minutes		
				60 minutes	
<i>Vehicle Movements & Reference Points</i>			60 minutes		
				60 minutes	
<i>Adverse Conditions & Vehicle Requirements</i>			60 minutes		
				60 minutes	
<i>Consumer and Personal Responsibility</i>			30 minutes		
				30 minutes	
TOTAL			7 hours	7 hours	

EXAMPLE ONLY



Driver License Division

Behind-the-Wheel Practice Log — 30 Hours

The *Behind-the-Wheel Instruction Guide* may be downloaded or printed from www.tdlr.texas.gov/driver/driverforms.htm

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who meets the requirements of section 521.222(d)(2), Transportation Code before the young driver is eligible for a provisional license. Only one hour of behind-the-wheel instruction per day will count towards the 30 hours regardless of the number of hours the student actually drives in a day.

Student's Name: _____

DL #: _____

To be done any time before sunrise and after sunset

Practice Session	Date	Time (am/pm)	Daytime Hours	Nighttime Hours	Adults Signature and DL #
<i>Getting Ready, Starting, Placing Vehicle in Motion, and Stopping</i> (Recommended 2 hours)	11/19/2015	10 PM		1	
	11/20/2015	8:30 AM	1		
<i>Moving, Stopping, Steering, Knowing Where You Are</i> (Recommended 3 hours)	11/21/2015	1 PM	1		
	11/22/2015	9:30 PM		1	
	11/23/2015				
<i>Backing</i> (Recommended 1 hour)					
<i>Turning, Lane Position, and Visual Skills</i>					
<i>Searching Intended</i> (Recommended 3 hours)					
<i>Parking</i> (Recommended 1 hour)					
<i>Turnabouts</i> (Recommended 2 hours)					
<i>Multiple Lane Roadways</i> (Recommended 4 hours)					
<i>City Driving</i> (Recommended 5 hours)					
<i>Expressway/Freeway Driving</i> (Recommended 5 hours)					

EXAMPLE ONLY

30 practice hours can be done with anyone 21 years old or older with a valid driver license.

10 hours of night driving must be completed.

Do not list more than one hour per day.

I certify and endorse that the above record is true and correct and my student has completed 30 hours of guided practice which includes at least 10 at nighttime.

Instructor's Signature (if over 18 years of age student's signature)

Date

When your teenager is eligible for the provisional license you may be asked to present this log with other required documents to the Department of Public Safety. Required documents: 1) Valid Learner License, 2) Verification of Enrollment and Attendance Form, 3) DE-964 from PTDE course providers (found on Appendix A) which provided the driver education course, 4) The vehicle used for the Road Test must be able to pass an inspection where everything works properly, have a valid inspection sticker, valid registration sticker, and current insurance, 5) Money to pay for license.



Driver License Division

Behind-the-Wheel Instruction – Driver Education Affidavit For Class C Provisional Driver License

All information on this affidavit, except the signature, must be typed or printed in black ink. The signature must be written in black ink.

I, _____, valid driver license number _____, hereby certify that the
(Instructor's Legal Name) (Driver License Number)

following information contained in this form is true and correct. I am the instructor of _____, who is at least
(Student's Legal Name)

16 years of age, whose date of birth is _____, and who has held a Texas learner license or a Texas hardship license for at least six months.
(MM-DD-YYYY)

I further certify that I am the parent, stepparent, foster parent, legal guardian, step-grandparent, or grandparent of the above named student; I have not been convicted of Criminally Negligent Homicide or Driving While Intoxicated; I have possessed a valid license for the preceding three years and my license has not been suspended, revoked, or forfeited in the past three years for traffic related violations.

I further certify that I have instructed the above named student in the following Texas Department of Licensing and Regulation approved course of instruction (mark only one area of instruction):

- 14 hours observation and in-car instruction – **CONCURRENT** with the remainder of the 32 hours of classroom instruction
Behind the Wheel Completion Date Date Appendix F Classroom Completion Date Issue Date on License Certificate
was completed
- 14 hours observation and in-car instruction – **BLOCK**; and
- My student completed 30 hours of guided practice which included at least 10 hours of nighttime driving by an instructor that meets the requirements of Section 521.222 (d) (2), Transportation Code.

Title of TDLR-Approved PTDE Training Course: Aceable Drivers Ed Course Number: 116

Student's Texas Learner License Number: _____

I acknowledge that falsely certifying the information contained in this affidavit will subject me to criminal penalties under Texas Transportation Code 521.454.

DO NOT FILL OUT THIS SECTION UNTIL YOU'RE IN FRONT OF THE DPS CLERK

(Signature)

(Date)

Sworn to and subscribed before me this _____ day of _____, 20_____.

(Notary Public in and for the State of Texas/Authorized Officer)

NOTE: One affidavit is required for each instructor who taught a student in each phase of the course. If there is more than one instructor, this form may be photocopied for use by the other instructor(s). All instructors must accompany the student when applying for a provisional license. This affidavit must be signed either before a Driver License employee at the driver license office or before a Notary Public before coming to the driver license office. The document(s) must be presented when the student applies for a provisional license. The definition of a qualified instructor can be found in the PTDE Information Packet.