



## Learner License – DPS Checklist

We know you're super excited, but before you go to the DPS, make sure you already have your Parent Taught Drivers Ed packet. If you missed this step, order the packet at the TDLR website by clicking [here](#).

### Proof of Identity & Lawful Presence

You can either provide:

#### **1 Primary Document**

Texas ID, US Passport, or US Citizenship Certificate

**-OR-**

#### **A Birth Certificate AND 2 of the Items Below**

Social Security Card, Immunization Records\*, Hospital-Issued Birth Record\*, Medicare or Medicaid Card\*, Report Card, Photo ID Card\*.

*\*Documents must be issued by an institution, entity, or government agency from a US state or territory.*

### Proof of Texas Residency

Bring two of the following:

Mortgage Statement, Utility Bills, Deed, Report Card, W-2

*Note: Both documents must show same name and address, be dated within 30-90 days, and come from two different sources. The name needs to be your official parent instructor's name.*

*Don't have two proofs? You can sign the Texas Residency Affidavit (DL-5) from your packet.*

### Proof of Social Security

Bring your Social Security card.

### Classroom Instruction Driver Education Affidavit

In your PTDE packet

### Classroom Instruction Log

In your PTDE packet

### Application for Driver License or Identification Card

Get this when you go to the DPS

### DE-964 Certificate from Aceable

### Verification of Enrollment (VOE) Form

Get this filled out and signed by a school administrator. It expires after 30 days!

### Learner License Application Fee

\$16 payable by cash, credit, check, or money order

Thanks for being part of the Aceable family!  
Questions? Chat online at [Aceable.com](#)



## How to fill out the PTDE Packet forms? Permit - Block Program

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 - Driver Education Affidavit
2. Classroom Instruction Log Record

OPTIONAL (Only if your parent cannot provide two forms proving their Texas Residency): Texas Residency Affidavit



# Classroom Instruction – Driver Education Affidavit For Class C Learner 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  
(Instructor's Legal Name) (Driver License Number)

the following information contained in this form is true and correct. I am the instructor of \_\_\_\_\_, whose  
(Student's Legal Name)

date of birth is \_\_\_\_\_, thereby meeting the age requirement to obtain a Class C learner license.  
(MM-DD-YYYY)

I certify that for the above-named student, I am the:

- Parent
- Legal guardian
- Step-parent
- Step-grandparent
- Foster parent
- 

Grandparent I acknowledge if one of the above relationships doesn't apply, then by law, I'm not authorized to teach

Parent Taught Drivers Education.

I certify that I:

1. Have submitted the \$20 fee to enroll in the Texas Department of Licensing and Regulation's Parent Taught Driver Education Program prior to beginning any instruction.
2. Possessed a valid driver license for the preceding three years;
3. Have not been convicted of Criminally Negligent Homicide;
4. Have not been convicted of Driving While Intoxicated;
5. Have not had my driving privileges suspended, revoked or forfeited in the past three years;
6. Had less than six surcharge points assigned to me at the time I began instructing the above-named student; and

I certify that I have instructed my student in the following Texas Department of Licensing and Regulation approved course of instruction:

- 32 hours of classroom instruction under the Block Driver Education Program Issue Date on Permit Certificate  
Completion Date
- 6 hours of classroom instruction under the Concurrent Driver Education Program \_\_\_\_\_  
Completion Date

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

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 learner 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 learner license. Definition of a qualified instructor can be found in the PTDE Information Packet.



Driver License Division

## Classroom Instruction Log Record

Student's Name: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Date Classroom Instruction Began: \_\_\_\_\_ Instructor's Texas Driver License \_\_\_\_\_

Date Classroom Instruction Completed: Issue date on Permit Certificate Number: 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	
<b>TOTAL</b>	<b>32 Hours (1,920 Minutes)</b>	<b>32 Hours</b>	

*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.**



# Texas Residency Affidavit



Instructions for completion are on back of form

To be eligible for a Texas driver license or identification card, the applicant must be a resident of or domiciled in Texas. If the applicant cannot provide two acceptable residency documents from the list found on the back of this form, this affidavit may be used as evidence of residency in Texas.

\*Texas domicile rules are in the Texas Administrative Code (37 TAC §§ 15.49 and 16.15).

The applicant for a Texas driver license or identification card must complete **Section A**.

## A. Applicant Information

Name

*Student's information*

Residence Address

City

State

ZIP Code

I certify that the information provided above is true and correct. I understand that according to Texas law, it is a crime to knowingly make any false statement relating to the application for a driver license or identification card.

Applicant's Signature

Date

A representative who provides services to the applicant at the address in **Section A** must complete **Section B** certifying that the applicant resides or receives services at that address.

The individual who resides at the address in **Section A** must complete **Section B** certifying that the applicant resides at that address and provide two acceptable documents establishing proof of residency. If the individual who completes **Section B** is not related to the applicant, they must accompany the applicant and submit this affidavit in person.

## B. Individual or Representative Information

Name of Individual or Representative

*Resident individual's information*

If a representative, please provide the affiliate organization

Business or Residence Address

City

State

ZIP Code

The applicant and the individual or representative must sign Section B.

The individual or representative for the applicant must certify and sign the following section. I certify the information submitted on behalf of the above applicant is true and correct. The applicant does live at my residence or receives services at the location listed above. I understand that according to Texas law, it is a crime to knowingly make any false statement relating to application for a driver license or identification card.

Certifier's Signature

Date

Notarization (if required) may be provided in the space below