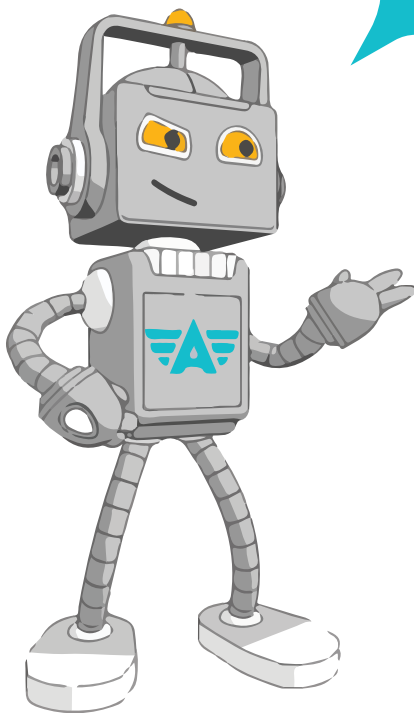




# Pre-DPS Trip Guide

For Getting Your Driver License

Here's everything you get in your guide!



## **PAGE 2 | DPS Checklist**

What to bring to the DPS. Follow this checklist to make your trip as easy and stress free as possible.

## **PAGE 3 - 7 | Examples**

Step-by-step instructions on how to fill out your paperwork.

- Classroom Instruction Log Record
- In-Car Observation & Behind-the-Wheel Instruction Log
- Behind-the-Wheel Practice Log
- Texas Driver Education Certificate

## **PAGE 8 - 11 | Blank Forms**

We've included unmarked copies of logs for you and your parent to use for classroom and behind-the-wheel instruction. You received these when you got your permit certificate, but we've included them again just in case you misplaced them.



# Provisional Driver License - DPS Checklist

Follow this checklist to make your trip to the DPS as easy and stress-free as possible.

## Forms from the PTDE Program Guide from Texas Department of Licensing and Regulation (TDLR)

- PTDE Program Guide Receipt Page - it's just the first page of your Program Guide from TDLR

Lost it? [Download a copy of your Program Guide here.](#)

\*Looking for the Behind-the-Wheel Instruction Driver Education Affidavit? Great news: it's no longer required! Recycle it!

## Forms From Aceable

- License Certificate (DE-964) - Emailed to you!
- Classroom Instruction Log
- Behind-the-Wheel Instruction Log (14 hours)
- Behind-the-Wheel Practice Log (30 hours)

Check out pages 8-10 of this guide or visit [aceable.com/texasdrivinglogs](http://aceable.com/texasdrivinglogs) to download and print.

- Impact Texas Teen Drivers (ITTD) Certificate of Completion**

This certificate is emailed to you after completing the free two-hour video course about safe driving from the DPS website. *Only work on this after you have received your final certificate from Aceable and no earlier than 90 days before your driving test. Learn more and get started [here](#).*

- Verification of Enrollment (VOE) Form**

A blank copy can be found on page 11 of this guide. Get this filled out and signed by a school administrator. It expires after 30 days!

Is your school closed for vacation? Find tips at [aceable.com/voe](http://aceable.com/voe).

- Official Parent Instructor**

This is the person you registered online through the Texas Department of Licensing and Regulation.

Note: If your instructor is a designated individual instead of your parent/grandparent/legal guardian, you do not need to bring the PTDE Instructor Designation Form like you did for the permit.

- Application for Renewal/Replacement/Change of a Texas Driver License or ID Card (DL-43)**

Get this at the DPS office when you are there.

- Your Permit**

You need to have held your permit for at least 6 months and be at least 16 years old.

Note: If you are almost 18, your permit will expire on your 18th birthday. Make sure to renew your permit on your 18th birthday so it will be valid when you apply for your driver license!

- A Vehicle**

Make sure the car you use for driving test has all of these items:

- Proof of financial responsibility (insurance)
- Current registration sticker
- Two license plates (front & back of the car)

If you do not own the car (for example, if it belongs to your parents), you still need to show that the car is insured, but your name does not need to be on the insurance yet.

If you (the student) own the car, you need to bring proof of Texas vehicle registration and proof of financial responsibility.

- Reasonable Shoes**

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

- Glasses or Contacts**

Only if you need to wear them while driving!

- Provisional Driver License Application Fee**

\$11 payable by cash, credit, check or money order



# Filling Out Your PTDE Packet and Certificate

Examples on how to fill out your PTDE packet and certificate.

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## Understanding our Example Pages

- Helpful notes are written in **RED**.
- Examples are written in **BLUE**.
- DO NOT use these example forms at the DPS - this is just a guide. Lost or misplaced your forms? Head over to **TDLR's website** to download a new copy of your program guide packet.



*This is an EXAMPLE.  
A blank copy can be found on page 8 of this document.*

### CLASSROOM INSTRUCTION LOG

Student's Name: <b>Legal name of student getting permit</b>	Instructors Name: <b>Parent/Legal Guardian Instructor's Legal Name</b>
Date Classroom Instruction Began: <b>Date began Level 1</b>	Instructor's Driver License #: <b>^ This person's driver license #</b>
Date Classroom Instruction Completed: <b>Date finished course</b>	TDLR-Approved Course #: <b>116</b>

As you complete each level, fill in the date and have your instructor sign off on it. [Note: 6-hour levels are broken into three 2-hour sections.] You may be required to present this form at the DPS when you apply for your learner license and provisional license.

REMEMBER: Per state requirement, you cannot log more than 2 hours per day. The classroom portion of Parent Taught Drivers Ed cannot be completed in less than 16 days.

Unit	Hours Required	Date Completed	Instructor Signature
Level 1: Ch 1, 2, & 3	2	Day 1	
Level 1: Ch 4 & 5	2	Day 2	
Level 1: Ch 6, 7, 8, & 9	2	Day 3	
Level 2	2	Day 4	
Level 3	2	Day 5	
Level 4	2	Day 6	
Level 5	2	Day 7	
Level 6	2		
Level 7	2		
Level 8: Ch 1 & 2	2		
Level 8: Ch 3 & 4	2		
Level 8: Ch 5 & 6	2		
Level 9	2		
Level 10	2		
Level 11	2		
Level 12	2		
Total	32		

**HOW TO LOG YOUR ONLINE HOURS :**

All dates that you list must be ON or AFTER the date that you ordered the Program Guide packet from TDLR.

For example, Ace Robot ordered his PTDE Program Guide from TDLR on 1/1/2018. This means the first date he can list on this log must be 1/1/2018 OR a later date. Any date listed before 1/1/2018 will not be accepted by DPS.

Fill out the rest of the dates as appropriate. [Hint: They don't need to match your Aceable Progress Log exactly. It's okay to estimate as long as you don't write the same date twice.]

This form is also referred to as the DL-91A.



Dates between both driving logs MUST be different. You should end up with a minimum of 44 different dates for both driving logs combined.

### IN-CAR OBSERVATION & BEHIND-THE-WHEEL INSTRUCTION LOG

Complete the 7 hours of in-car observation and 7 hours of behind-the-wheel instruction with the Parent Taught teacher registered with the Texas Department of Licensing and Regulation (TDLR). The curriculum for this log can be found in the Driving Manager section of your Aceable course. Only one hour of observation or instruction per day can be counted toward the required 14 hours. You may be asked to present this log to the DPS when applying for your provisional license.

Student's Name: Legal Name of Student Getting License Permit #: <- Student's Permit Number

Student observes parent

Parent observes student

Topic	In-Car Observation or Behind-the-Wheel Instruction	Date	Time	Duration	Official Parent Instructor Signature and DL#
Driver Preparation, Starting, Operation, and Post-Drive Tasks	In-Car Observation	Day 1	10 AM	30 minutes	
	Behind-the-Wheel Practice	Day 1	10:30 AM	30 minutes	
Vehicle Movements	In-Car Observation	Day 2	2 PM	60 minutes	
	Behind-the-Wheel Practice	Day 3	6 PM	60 minutes	
Driver Readiness	In-Car Observation			60 minutes	
	Behind-the-Wheel Practice			60 minutes	
Environmental Characteristics & Risk Factors	In-Car Observation			60 minutes	
	Behind-the-Wheel Practice			60 minutes	
Distractions	In-Car Observation			60 minutes	
	Behind-the-Wheel Practice			60 minutes	
Vehicle Movements & Reference Points	In-Car Observation			60 minutes	
	Behind-the-Wheel Practice			60 minutes	
Adverse Conditions & Vehicle Requirements	In-Car Observation			60 minutes	
	Behind-the-Wheel Practice			60 minutes	
Consumer and Personal Responsibility	In-Car Observation			30 minutes	
	Behind-the-Wheel Practice			30 minutes	
TOTAL: 7 hours In-Car Observation + 7 hours Behind-the-Wheel Practice = 14 hours					

**HOW TO FILL OUT THIS LOG:**  
 14 observation hours will be done with the student's official parent instructor.  
 Only one hour can be logged per day: one 60-minute session or two 30-minute sessions.  
 10 hours of nighttime driving will be logged in the Behind-the-Wheel Practice Log, NOT this log.

This form is also referred to as a DL-91B, Appendix F.

The curriculum provided by Aceable to complete this log is called the Driving Manager (located in the menu of your course). These levels are unrelated to the levels from the online course. Level 1 is an intro that explains how the Driving Manager works. Levels 9 and 12 are simply assessments for mastering what the student has learned so far in observation.



**ACEABLE**

Dates between both driving logs MUST be different. You should end up with a minimum of 44 different dates for both driving logs combined.

### BEHIND-THE-WHEEL PRACTICE LOG

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who is 21 years of age or older and has been licensed for at least one year (TRC 521.222) before the student is eligible for a provisional license. Only one hour of behind-the-wheel practice per day will count toward the 30 hours regardless of the number of hours the student actually drives in a day. At least 10 of the 30 hours must be completed at night. You may be asked to present this log to the DPS when applying for your provisional license.

Student's Name: Legal Name of Student Getting License

Permit #: <- Student's Permit #

Practice Session	Date	Time	Daytime Hours	Nighttime Hours	Adult's Signature and DL#
Getting Ready, Starting, Placing Vehicle in Motion, and Stopping (2 hours)	Day 15	7 PM		1	
	Day 16	10 AM	1		
Moving, Stopping, Steering, Knowing Where You Are (3 hours)	Day 17	11 AM	1		
	Day 18	1 PM	1		
	Day 19	10 PM		1	
Backing (1 hour)					
Turning, Lane Position, and Visual Skills (4 hours)					
Searching Intended Path of Travel (3 hours)					
Parking (1 hour)					
Turnabouts (2 hours)					
Multiple Lane Roadways (4 hours)					
City Driving (5 hours)					
Expressway/Freeway Driving (5 hours)					

**HOW TO FILL OUT THIS LOG:**

These 30 practice hours can be done with anyone at least 21 years old who has a valid driver license and at least one year of driving experience.

At least 10 hours of nighttime driving must be completed. Any time before sunrise and after sunset counts as nighttime hours.

Do NOT list more than one hour per day.

Hours from the previous log do not count toward completion of hours on THIS log.

Note: You may be asked to present this log to the Department of Public Safety for a provisional license. This form is also referred to as a DL-91B, Appendix G.

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.

Parent/Legal Guardian's Signature  
 Instructor's Signature (if over 18 years of age student's signature)

Last date on this 30 hour log  
 Date





## CLASSROOM INSTRUCTION LOG

Student's Name:	Instructors Name:
Date Classroom Instruction Began:	Instructor's Driver License #:
Date Classroom Instruction Completed:	TDLR-Approved Course #: <b>116</b>

As you complete each level, fill in the date and have your instructor sign off on it. [Note: 6-hour levels are broken into three 2-hour sections.] You may be required to present this form at the DPS when you apply for your learner license and provisional license.

**REMEMBER:** Per state requirement, you cannot log more than 2 hours per day. The classroom portion of Parent Taught Drivers Ed cannot be completed in less than 16 days.

Unit	Hours Required	Date Completed	Instructor Signature
Level 1: Ch 1, 2, & 3	2		
Level 1: Ch 4 & 5	2		
Level 1: Ch 6, 7, 8, & 9	2		
Level 2	2		
Level 3	2		
Level 4	2		
Level 5	2		
Level 6	2		
Level 7	2		
Level 8: Ch 1 & 2	2		
Level 8: Ch 3 & 4	2		
Level 8: Ch 5 & 6	2		
Level 9	2		
Level 10	2		
Level 11	2		
Level 12	2		
<b>Total</b>	<b>32</b>		

This form is also referred to as the DL-91A.





## IN-CAR OBSERVATION & BEHIND-THE-WHEEL INSTRUCTION LOG

Complete the 7 hours of in-car observation and 7 hours of behind-the-wheel instruction with the Parent Taught teacher registered with the Texas Department of Licensing and Regulation (TDLR). The curriculum for this log can be found in the Driving Manager section of your Aceable course. Only one hour of observation or instruction per day can be counted toward the required 14 hours. You may be asked to present this log to the DPS when applying for your provisional license.

**Student's Name:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

Topic	In-Car Observation or Behind-the-Wheel Instruction	Date	Time	Duration	Official Parent Instructor Signature and DL#
Driver Preparation, Starting, Operation, and Post-Drive Tasks	<b>In-Car Observation</b>			30 minutes	
	<b>Behind-the-Wheel Practice</b>			30 minutes	
Vehicle Movements	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Driver Readiness	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Environmental Characteristics & Risk Factors	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Distractions	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Vehicle Movements & Reference Points	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Adverse Conditions & Vehicle Requirements	<b>In-Car Observation</b>			60 minutes	
	<b>Behind-the-Wheel Practice</b>			60 minutes	
Consumer and Personal Responsibility	<b>In-Car Observation</b>			30 minutes	
	<b>Behind-the-Wheel Practice</b>			30 minutes	
TOTAL: 7 hours In-Car Observation + 7 hours Behind-the-Wheel Practice = 14 hours					

This form is also referred to as a DL-91B, Appendix F.



## BEHIND-THE-WHEEL PRACTICE LOG

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who is 21 years of age or older and has been licensed for at least one year (TRC 521.222) before the student is eligible for a provisional license. Only one hour of behind-the-wheel practice per day will count toward the 30 hours regardless of the number of hours the student actually drives in a day. At least 10 of the 30 hours must be completed at night. You may be asked to present this log to the DPS when applying for your provisional license.

**Student's Name:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_

Practice Session	Date	Time	Daytime Hours	Nighttime Hours	Adult's Initials and DL#
Getting Ready, Starting, Placing Vehicle in Motion, and Stopping (2 hours)					
Moving, Stopping, Steering, Knowing Where You Are (3 hours)					
Backing (1 hour)					
Turning, Lane Position, and Visual Skills (4 hours)					
Searching Intended Path of Travel (3 hours)					
Parking (1 hour)					
Turnabouts (2 hours)					
Multiple Lane Roadways (4 hours)					
City Driving (5 hours)					
Expressway/Freeway Driving (5 hours)					

This form is also referred to as a DL-91B, Appendix G.

**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**

School Name/Home School	<b>Verification of Enrollment and Attendance (VOE) Form</b>	County-District-Campus No. (If Applicable)
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**Planned Use of Data:** To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for a learner's license and/or a license to operate a motor vehicle. The student presents the completed form to DPS. **DO NOT** provide this VOE to the Texas Education Agency (TEA).

**Authority:** Section 521.204 of the Texas Transportation Code requires students under age 18 who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license.

**Contacts:** DPS [www.dps.texas.gov](http://www.dps.texas.gov) or TEA/Driver Training [www.esc13.net/drivers](http://www.esc13.net/drivers).

**Issuing VOE Forms:** The issuance or denial of the VOE is strictly a local school, charter, GED program, or institution decision. Neither DPS nor TEA can alter a VOE decision. **It is recommended that schools, charters, GED programs, and institutions of higher education clearly outline all requirements for issuance of a VOE and establish a formal, published policy to support the requirements.**

Texas Education Code, Section 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The 90% attendance rule applies when determining VOE eligibility. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.).

**VOE Eligibility:**

- 1) The school considers the student currently enrolled at the time the student applies for the VOE, and
- 2) the school awarded the student credit for each class the semester prior to application for the VOE.

If the student was not awarded credit for each class the semester prior to application for the VOE, the school should examine attendance records for the semester prior to application for the VOE and determine whether the student was present 90% of the time each class was offered. If so, the VOE may be issued. If the student did not receive credit and did not attend 90% of their classes, the school attendance committee and/or administration may approve a plan establishing conditions for the student to meet in order to receive a VOE.

**A student must meet one of the following requirements to receive a VOE. The individual certifying attendance verifies on behalf of the school, program, or institution the following as true and correct by marking the appropriate box and affixing a legal signature to this form. Entities may personalize and/or develop their own VOE provided all pertinent information contained on this form is incorporated.**

- Public, charter, home, or private schools:** The public, charter, home, or private school should mark this box and issue the form to any student who is currently enrolled AND either:
  - (1) met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in semester,
  - (2) received credit for all courses taken in the previous semester, **OR**
  - (3) has complied with the conditions established by the school to receive this VOE form.
- GED programs:** GED programs mark this box and issue the VOE to any student who:
  - (1) is currently enrolled,
  - (2) has been enrolled in the program for a minimum of 45 calendar days, and
  - (3) is meeting the attendance requirements prescribed by the GED program.
- Institutions of higher education:** Institutions mark this box and issue the form to students who have not obtained a diploma or its equivalent but are enrolled and attending as prescribed by the institution. Note: Institutions can issue a letter signed by an official of the institution stating that (1) the student is currently enrolled and (2) the student is meeting the institution's attendance requirements instead of issuance of this form.

Typed or Printed Name of Student	Date	Student Signature *
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Typed or Printed Name and Title of Administrator/Designee	Area Code & Telephone	Issuance Date / / Month Day Year	Administrator/Designee Signature
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**Parental/Guardian Permission:** I grant my permission for the Texas Department of Public Safety (1) to access my child's school enrollment records and (2) for a school administrator or law enforcement officer to notify DPS in the event that my child has been absent from school for a at least 20 consecutive instructional days.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Expiration:** Any VOE issued during the school year (traditional, year round, etc.) expires 30 days after issuance. Any VOE issued the last 5 days of the school year will expire the first day of the following school year.

\* A student is not required to sign in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS.

**THE VOE IS A GOVERNMENT RECORD AS DEFINED UNDER TEXAS PENAL CODE, 37.01(2). ANY MISREPRESENTATION BY THE APPLICANT OR PERSON ISSUING THE FORM MAY RESULT IN DENIAL OF AN APPLICATION FOR A TEXAS DRIVER'S LICENSE AND/OR CRIMINAL PROSECUTION.**