



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE OPERATOR TRAINING SCHOOL APPLICATION INSTRUCTIONS

Each entity looking to obtain a Motorcycle Operator Training School license shall provide an application for approval that shall be in compliance with 16 TAC Chapter 98, Transportation Code, Chapter 662 and all TDLR established guidelines and criteria.

1. Name of School – Enter the assumed, legal or DBA name of the school.
2. School Application Fee – \$100.00
3. Organization Type – Select the organization type for your business.
4. School Mailing Address and Contact Information – Enter the school's mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
5. Physical Address – Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
6. Location of Classroom – Enter the physical address of the classroom. This address is the actual location where classroom instruction will be conducted. A post office box is not acceptable for the physical address.
7. Location of Range – Enter the physical address of the range. A post office box is not acceptable for the physical address.
8. Controlling Person's Information – List the name, title, date of birth, Social Security Number and contact information for each controlling person of the school as defined by §98.10(4). All controlling persons listed on the application must undergo and successfully pass a criminal history background check. Indicate if you have ever been convicted of or placed on deferred adjudication for any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#) for each offense. If you are concerned your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a [Criminal History Evaluation Letter](#), a completed [Criminal History Questionnaire \(PDF\)](#) for each crime you were convicted of or placed on deferred adjudication for and a \$10.00 fee.
9. Insurance Requirement – Indicate if school carries insurance in accordance with 16 TAC §98.40.
10. Curriculum Information – Indicate the curriculum used for operator instruction.
11. Statement of Applicant – Application must be signed by the owner, officer, or other authorized individual.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the [Texas Department of Licensing & Regulation](http://www.tdlr.texas.gov) website at or reach the [Education and Examination Division](#) via webform where you can submit your request for assistance and include attachments as needed.

REQUIRED DOCUMENTS

The following must be submitted along with the application, and approved prior to conducting training:

- \$100.00 School Application Fee
- Completed School Application (this form must be completed in its entirety where applicable)
- Instructor Roster - List the full name and license number for each current instructor employed at the school.
- Motorcycle Fleet Form - List the make, model and VIN of each motorcycle to be used instruction.
- Provide a list of all real property that will be used to meet the training site requirements of §98.100 and proof that the applicant owns, or possesses written authorization by the owner to use, each property.
- List of the department-approved courses the applicant intends to offer and proof of ownership of, or authority to offer, each course.
- Range form

IMPORTANT INFORMATION

- Schools may use an approved curricula from a curriculum provider, the school must include an approval letter from the provider that indicates the type of curricula the school is approved to teach.
- Schools may develop their own curricula that meets [NHTSA's National Standards for Entry-Level Motorcycle Rider Training \(August 2011\)](#). Schools creating their own Curricula must submit a completed [course approval application](#). The curricula must be approved by the department before the school may begin using it.



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE OPERATOR TRAINING SCHOOL APPLICATION

1. Name of School:

2. School Application Fee:

\$100.00

3. Organization Type (check one) and Federal Tax ID:

☐ Sole Proprietor

☐ Partnership

☐ Corporation

☐ LLC

Federal Tax ID: _____

4. School Mailing Address and Contact Information: (Used to receive mail from TDLR, P.O. BOX is allowed)

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

School Email Address

School Web Address

School Phone Number

Contact Person's Name

Phone Number

Email Address

5. Physical Address: (Where permanent records are kept, P.O. BOX is not allowed)

Number, Street Name, Suite Number/Apartment Number

City, State Zip Code

6. Location of Classroom:

Number, Street Name, Suite Number/Apartment Number

City, State Zip Code

County

7. Location of Range:

Number, Street Name, Suite Number/Apartment Number

City, State Zip Code

County

8. Controlling Person's information:

Business Name/Owner Name

Ownership % (if applicable)

Date of Birth: _____

Social Security Number: _____

Mailing Address: _____

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

Phone Number

Email Address

Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

☐ Yes ☐ No

If YES, complete and submit a [Criminal History Questionnaire \(PDF\)](#) for each offense.

Business Name/Owner Name _____

Ownership % (if applicable) _____

Date of Birth: _____

Social Security Number: _____

Mailing Address: _____

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

Phone Number _____

Email Address _____

Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? ☐ Yes ☐ No

If YES, complete and submit a [Criminal History Questionnaire \(PDF\)](#) for each offense.

9. Insurance Requirement:

- ☐ This motorcycle school is covered by an insurance policy that provides at least \$2 million in liability coverage and \$10,000 in medical payments coverage in accordance with 16 TAC §98.40.

10. Curriculum Information:

☐ Please indicate what curriculum your school is using: _____

TDLR pre-approved curriculum: (indicate which curriculum)

☐ Entry-Level Course (See 16 TAC 98.112)

☐ Non-Entry-Level Course (See 16 TAC 98.114)

Independent curriculum developed by the school (submit this curriculum with the application)

☐ Entry-Level Course (See 16 TAC 98.112)

☐ Non-Entry-Level Course (See 16 TAC 98.114)

11.

STATEMENT OF APPLICANT

By signing this application, I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Transportation Code, Chapter 662) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 98). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature or Owner, Officer, or Authorized Representative

Date Signed

Printed Name or Owner, Officer, or Authorized Representative

Title



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE FLEET FORM

School License Number: _____

School Name: _____

Instructions:

1. List the Year, Make, Model and Vehicle Identification Number (VIN) for all Motorcycles used for instruction.
2. A motorcycle school must notify the department of any change to the information provided for initial licensure under §98.26 or for license renewal under §98.27, within 15 days from the date of the change.

Year	Make	Model	VIN Number	Add	Remove
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Signature of Owner and or Authorized Representative

Date Signed

Printed Name of Owner and/or Authorized Representative

Title



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE OPERATOR TRAINING SCHOOL STAFF ROSTER

School License Number: _____

School Name: _____

Instructions:

Write name(s) and license number(s) for every instructor to be added or removed from your staff roster. A separate staff roster must be submitted for each branch location.

Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor.

First and Last Name of Instructor(s)	Instructor License #	Adding	Removing
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>

Signature of Owner and or Authorized Representative

Date Signed

Printed Name of Owner and/or Authorized Representative

Title



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE OPERATOR TRAINING SCHOOL RANGE APPLICATION INSTRUCTIONS

Each entity looking to obtain approval for Motorcycle Operator Training School Range shall provide an application for approval that shall be in compliance with 16 TAC Chapter 98, Transportation Code, Chapter 662 and all TDLR established guidelines and criteria. Complete one Range Application for each range.

1. Name of School – Enter the assumed, legal or DBA name of the school.
2. School License Number – Schools must have a current license.
3. School Mailing Address and Contact Information – Enter the school's mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box. Email addresses are a part of the key information required to transact business with TDLR. Your personal email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
4. Location of Range – Enter the physical address of the range. A post office box is not acceptable for the physical address.
5. Range Information – Identify range type and range curriculum information.
6. Location of Classroom – Enter the physical address of the classroom. This address is the actual location where the classroom instruction will be conducted. A post office is not acceptable for the physical address.
7. Statement of Applicant – Application must be signed by the controlling person or other authorized individual.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application and all attachments.

For additional information and questions, please visit the [Texas Department of Licensing & Regulation](http://www.tdlr.texas.gov) website at or reach the [Education and Examination Division](#) via web form where you can submit your request for assistance and include attachments as needed.

Customer Service can also be reached at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a school application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

REQUIRED DOCUMENTS

The following must be submitted along with the application, and approved prior to conducting training:

- Completed Range Application (this form must be completed in its entirety where applicable)
- List of all real property that will be used and proof that the applicant owns or possesses written authorization by the owner to use each property.
- Must provide an approval letter from each course provider authorizing your school to teach the range curriculum specifically for the range you are requesting approval for.
- Photographs of Range - Before taking photos, place a visible marker (i.e.: large traffic cones, people, chairs) at each corner of the proposed range. Only four markers are needed, using extra markers makes it difficult for the reviewer to identify the actual range area. Be sure there are no vehicles, snow, equipment, etc. on the range and run-off.
 - ✓ Photos must have been taken within the last six months
 - ✓ Include photos of drains and other surface conditions located on the range or run-off
 - ✓ Satellite images are not acceptable as replacements for ground level photos
 - ✓ Digital files only (scanned pdf files of photos are not acceptable)
 - ✓ Photos must be clear and sharp
 - ✓ Use descriptive file names when saving each photo (e.g., C-longside.jpg)
 - ✓ At least eight color photos, two from each of the four corners Photograph 1: long side view must include 3 markers: the corner nearest the photographer and the two farthest corners. Photograph 2 short side view must include 2 markers, the corner nearest the photographer and the next closest corner are required. Photographer should stand 20 feet back from each corner.

RANGE REQUIREMENTS CHECKLIST

PLEASE USE THIS CHECKLIST PRIOR TO SUBMITTING YOUR APPLICATION

- ✓ Range is secured from incursions and intrusion by other traffic (pedestrian and vehicular) and free of obstacles or hazardous surface conditions.
- ✓ Range has a paved surface, including asphalt, concrete, or another all-weather surface of suitable traction and is reasonably free of incline.
- ✓ Range is free of surface hazards and obstacles.
- ✓ Range is large enough to safely accommodate all courses conducted by the motorcycle school.
- ✓ Range is surrounded by a paved run-off area, free of surface hazards and obstacles, of at least 20 feet from the perimeter of the range.
- ✓ For two-wheeled motorcycle courses a separate motorcycle must be available for each student. For three wheeled motorcycle courses, no more than two students may share a motorcycle.
- ✓ All motorcycles used must be intended by the manufacturer for street use.
- ✓ Motorcycles must be maintained in safe operating condition.
- ✓ Class A fire extinguisher and First Aid Kit in close proximity to the riding area during range instruction
- ✓ Ensure all instructors and students wear protective gear when participating in the range portion of the course in accordance with 98.108(f).
- ✓ Ensure there are not more than 12 students on a range during any phase of range instruction.



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MOTORCYCLE OPERATOR TRAINING RANGE APPLICATION

1. Name of School:

2. School License Number:

3. School Mailing Address and Contact Information:

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

School Email Address

School Phone Number

4. Location of Range:

Physical Description of Location (i.e., Parking lot at church)

Number, Street Name

City, State, Zip Code

County

5. Range Information:

Range Size: Length: _____

Width: _____

Range Curriculum Information:

Please indicate what entry-level curriculum will be used:

☐ TDLR pre-approved curriculum: (indicate which curriculum) _____

☐ Independent curriculum developed by the school

6. Location of Classroom:

Number, Street Name

City, State, Zip Code

County

7. STATEMENT OF APPLICANT

By signing this application, I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Transportation Code, Chapter 662) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 98). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Controlling Person or Authorized Representative

Date Signed

Printed Name of Controlling Person or Authorized Representative

Title