



## **Checklist**

### **All Applicants:**

- \_\_\_\_\_ Complete, Signed Application
- \_\_\_\_\_ Application Fee (check, money order). See 22 TAC 885.1 for a list of the fee amounts.
- \_\_\_\_\_ Proof of Completion of Texas Jurisprudence Exam for Social Workers (must be dated within 6 months of application receipt)
- \_\_\_\_\_ Copy of Military Spouse/Dependent Identification Card and/or DD-214
- \_\_\_\_\_ Copy of Spouse's PCS Orders to military installation in Texas
- \_\_\_\_\_ Official Verification of Licensure in other Jurisdiction sent to board by other jurisdiction
- \_\_\_\_\_ Official Transcript showing conferral of degree—must be sent to board by university/sealed envelope from university

### **Additional Items Needed if Applicant Is Licensed in Another Jurisdiction:**

- \_\_\_\_\_ Official Verification of Licensure in other Jurisdiction sent to board by other state
- \_\_\_\_\_ Official examination scores sent to board by other jurisdiction or ASWB
- \_\_\_\_\_ Proof of completed supervised clinical experience submitted (for LCSW)

**Please include your name (or file number) legibly on ALL documents. Submit all documents with application, if possible. If you have applied online, please attach supporting documents electronically to online application. Transcripts, verifications of licensure, and official exam scores must be submitted in an unopened envelope or emailed directly from the school/issuing authority to the Board.**

**Mail to:  
TX BHEC TSBSWE  
333 Guadalupe, Ste. 3-900  
Austin, TX 78701**

Applicant Name: \_\_\_\_\_

**Application for Recognition of Out of State Licensure for Military Spouse**

**TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL**  
**TEXAS STATE BOARD OF SOCIAL WORKER EXAMINERS**  
**Military Supplemental Form**



**MILITARY SERVICE MEMBER, VETERAN, OR MILITARY SPOUSE**  
**SUPPLEMENTAL FORM**

Submit this supplemental application **AS AN ATTACHMENT TO YOUR LICENSE APPLICATION OR RENEWAL FORM** if you are a military service member, veteran, or military spouse.

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Last Name	First Name	Middle Initial
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I am a:      Military Service Member      Veteran      Military Spouse with the armed forces of the United States.

My Social Security Number is: \_\_\_\_\_

The type of license for which I am applying or renewing is: \_\_\_\_\_

For military service members and veterans:

I am a military service member or veteran and want my military experience, knowledge, or training to be considered in an assessment of my minimum requirements for licensure or renewal.     Yes     No

- If yes, I have attached a copy of appropriate documentation of military status, such active duty order, Permanent Change of Station (PCS), or DD-214.
- If yes, I have attached a copy of appropriate documentation of all of the military experience, knowledge, or training I wish to have considered. I understand that each application is considered on a case-by-case basis and that an examination requirement shall not be waived. Documentation may include such things as VMET-2586, military transcripts or training records, evaluation reports, or a letter from my commanding officer describing my relevant duties and training.

For military spouses:

I want my status as a military spouse of an active duty member of the armed forces to be considered in an assessment of my minimum requirements for licensure or renewal.     Yes     No

- If yes, I have attached appropriate documentation of my status as a military spouse such as my military Dependent ID Card, a copy of the spouse’s most recent Permanent Change of Station (PCS) order, or active duty order.
- If yes, I have attached official verification of my out-of-state license from the issuing jurisdiction.

The State of Texas recognizes the contributions of our active duty military service members, their spouses, and veterans. The Texas Behavioral Health Executive Council is spreading the word to military personnel, their spouses, and veterans about licenses for which they may be eligible and which may assist them in their search for work.

Military personnel or veterans may have met some licensing requirements as a result of their military service or other training, knowledge, and experience. Military spouses of current, active duty military service members may also have met some licensing requirements related to this status. While a military service member is deployed minimum requirements for license renewal may be modified.

We extend our heartfelt thanks to military service members, veterans, and their families for their dedicated service to the United States of America and to the State of Texas.

Applicant Name: \_\_\_\_\_