

Printable Checklist for Upgrade from Associate to LPC

Applications are reviewed in the order they are received. In the event your application is found to be incomplete, or agency staff have questions regarding your upgrade application, a staff member will contact you by email listed on your file/application. In the event you have not heard from the agency within six weeks of submitting your upgrade application, you may contact agency staff, preferably via email. To check on the status email: counseling@bhec.texas.gov

Below is a checklist of documentation that is required for the full LPC license. (Please attach your documentation to your application for a faster processing time).

☐ Completed online application – Apply here: www.bhec.texas.gov/applying-for-a-license
THERE IS NO FEE FOR THE UPGRADE APPLICATION.

☐ Self-query report from NPDB – Either a certified self-query report sent by email or a printed report from NPDB in sealed envelope.

<https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp>

Please note NPDBs expire after 6 months.

☐ Proof of Completion of Texas Jurisprudence Exam for Professional Counselors – please note certificates expire after 6 months.

☐ Completed Supervised Experience documentation form(s) – please note, supervision logs will not be accepted. Please make sure the form is properly completed.

The confirmation email you receive after submitting your online application includes a link to information on how to submit your fingerprints for the background check if you have not yet completed a background check.