

Printable Checklist for Supervisor Status Designation

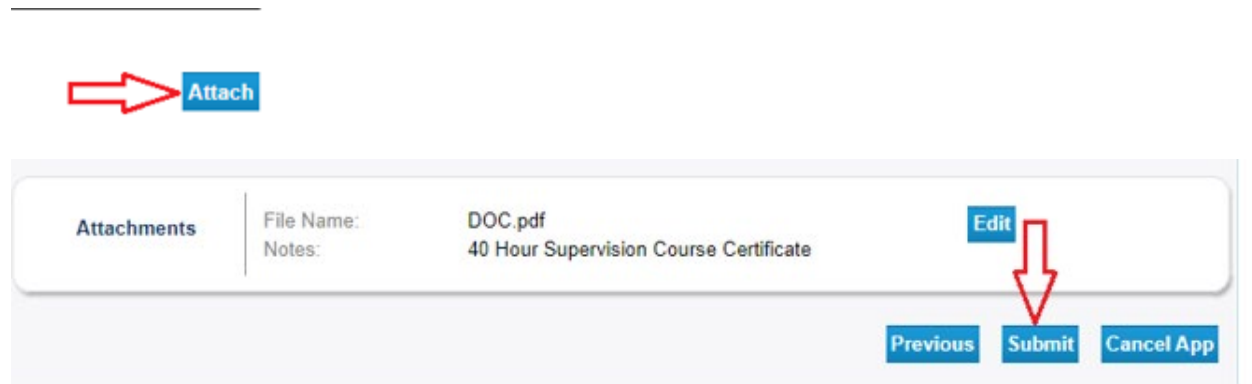
Applications are reviewed in the order they are received. In the event your application is found to be incomplete, or agency staff have questions regarding your supervisor application, a staff member will contact you by email listed on your file/application. In the event you have not heard from the agency,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

Below is a checklist of documentation that is required for the supervisor status application:

- ☐ Completed online application – Apply here: www.bhec.texas.gov/applying-for-a-license
- ☐ Application fee - See 22 TAC 885.1 for a list of the fee amounts.
- ☐ A doctoral level course in the supervision of professional counseling or mental health services which was taken for credit at an accredited school and documented on an official transcript. Please contact your university to send a transcript to: transcripts@bhec.texas.gov or the university can mail to our office. Unofficial transcripts will not be accepted. If you attach your transcript to your application, it will be deemed unofficial and will delay your supervision designation application.

OR

- ☐ A 40-clock-hour supervision course as set forth in §681.147 of this title. Attach the completion certificate to your online application. (Double check the certificate did in fact attach to the application). You will need to select “Attach” for us to receive your certificate. Review the confirmation page to make sure your certificate was attached. If the certificate is not attached, we will not receive it, and it will delay your supervisor designation application.



The screenshot shows a web interface for an application. At the top, there is a red arrow pointing to a blue button labeled 'Attach'. Below this is a section titled 'Attachments' which contains a table with the following information:

File Name:	Notes:
DOC.pdf	40 Hour Supervision Course Certificate

To the right of the table is a blue button labeled 'Edit'. Below the table, there are three blue buttons: 'Previous', 'Submit', and 'Cancel App'. A red arrow points down to the 'Submit' button.

When you are ready to Submit your application, please review your Attachments and make sure your certificate file has in fact been attached.