**How To Request Issuance of Psychologist License**

**IMPORTANT**: Before you initiate the online application process, be sure you have the required supplemental documentation saved to your device. You will be prompted to upload this documentation toward the end of the process. The list of required documentation can be found [here](https://bhec.texas.gov/texas-state-board-of-examiners-of-psychologists/forms-and-publications/).

**Step 1 – Log In or Create an Account**

* Go to the [[Online Licensing System](https://vo.licensing.hpc.texas.gov/datamart/login.do)] and log in.

A screenshot of a computer

AI-generated content may be incorrect.

* If you do not have an account, you will need to create one. A guide on how to create a new account is available at the top of the webpage.

**Step 2 – Select License Type**

* From the first drop-down, choose **Texas Behavioral Health Executive Council**.
* Then select **Licensed Psychological Associate Online Initial** and click **Select**.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 3 – Begin the Application**

* Read the introduction and click **Next**.

Text, application

Description automatically generated

**Step 4 – Function Questions**

* Answer the function questions to verify you are completing the correct application.

A screenshot of a computer

AI-generated content may be incorrect.

* If your answers indicate another license type, you will receive an error message.



**Step 5 – Personal Details**

* Enter or update your personal information, then click **Next**.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 6 – Contact Information**

* Enter your contact details and click **Next**.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 7 – Military Status**

* Select your military status (if applicable). This affects aspects of the process, so answer accurately.

A screenshot of a computer screen

AI-generated content may be incorrect.

**Step 8–12 – Education, Citizenship, and License History**

* Provide your education details.

A screenshot of a computer

AI-generated content may be incorrect.

* Enter your citizenship and employment status.

A screenshot of a computer screen

AI-generated content may be incorrect.

* Answer questions about past professional licenses (if any).

Graphical user interface, text, application

Description automatically generated

* Answer competence-related questions.

A screenshot of a computer

AI-generated content may be incorrect.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 13 – Upload Supplemental Documents**

* Upload documents such as your jurisprudence exam certificate.
* Click **Choose File**, select the file, and click **Open**.
* Add a brief description in the **Notes** section, then click **Attach**.
* Repeat as needed for additional files.
* Ensure total size does not exceed 20MB.
* You may view or remove files before continuing.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 14 – Review Application**

* Review all information for accuracy.
* Click **Submit** to save and move to the affirmation page.

Graphical user interface

Description automatically generated

Graphical user interface, text, application, Word

Description automatically generated

**Step 15 – Affirmation**

* Select **Yes** to agree to the affirmation and click **Next**.
* You will receive a confirmation email with a PDF summary and fingerprinting instructions.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 16–23 – Payment**

* Click **Pay Now** to begin payment.

A screenshot of a computer

AI-generated content may be incorrect.

* If you selected a military option, Texas law exempts you from fees and you will skip payment.
* Select the **“Licensed Psychological Associate Online Initial”** checkbox and then **“Next”**

A screenshot of a computer

AI-generated content may be incorrect.

* Otherwise:
  1. Enter customer information.
  2. Enter credit card details.
  3. Complete CAPTCHA verification.
  4. Submit payment.

A screenshot of a computer

AI-generated content may be incorrect.

* After payment, you will be redirected to a success page and receive an email confirmation. Save both for your records.

Graphical user interface, text, application, email

Description automatically generated

**After Submission**

* Your application will be reviewed in the order received.
* Staff may contact you if additional documentation is needed.
* If complete, your license will be issued.
* Due to high volume, please allow at least **six weeks** before contacting BHEC for a status update.