

How to Apply to Add Doctorate Info to License

⚠ Important: This option is available **only** for holders of **LPC** (Licensed Professional Counselor) and **LMFT** (Licensed Marriage and Family Therapist) licenses. Additionally, the doctoral degree must be one that is acceptable for licensure.

Step 1: Log Into Your Account

Visit the online licensing system: <https://vo.licensing.hpc.texas.gov/datamart/login.do>

Welcome to the Online Licensing System | [FAQ](#) | [Public Search](#) | [Contact Us](#)

Returning User
* ** are required.

*User ID:

*Password:

[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)

! New Users (those who have not applied or renewed online since June 2011) must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

Public Search
It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

Sign-up and manage your licenses

Apply for New License: To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

Renew or Maintain Your License: To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.

Maintenance Window: Click [here](#) to see our upcoming maintenance schedule

If you don't have an account, you'll need to create one. A guide titled **"How to Create a New Account"** is available at the top of that webpage.

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Step 2: Start the Doctorate Addition Application

- From the second drop-down, select: **Add Doctoral Degree**

The screenshot shows a web interface for license management. At the top right, there are links for 'Update Profile', 'Logoff', and 'Contact Us'. Below this is a 'Quick Start Menu' with instructions. The main area displays 'Licensed Professional Counselor #00001'. A dropdown menu is open, showing options: '<Choose Application>', '<Choose Application>', 'Add Doctoral Degree' (highlighted), 'Add Supervisor Designation', 'Duplicate Permit', 'Duplicate Wall Certificate', 'Mailing Address Change', 'Name Change (Online Trx)', 'Request for Inactive Status', 'Set License to Retired', and 'State Verification'. A 'Select' button is to the right of the dropdown. A 'License Information' box on the right shows: Name: SAMUEL PUHL, License Number: #00001, License Type: Licensed Professional Counselor. Red arrows point to the dropdown menu (2), the 'Add Doctoral Degree' option (1), and the 'Select' button (3).

- Click **Select** to begin

Step 3: Read and Continue

Read the overview/introduction message and click **Next**.

The screenshot shows the 'Add Doctoral Degree - Introduction' screen. On the left is a navigation menu with 'Introduction' selected, and other options: 'Function Suitability', 'Name and Personal Details', 'Contact Information', and 'Summary (pre-fees)'. The main content area contains the following text: 'Add Doctoral Degree - Introduction', 'This application is for LPC's who have obtained a doctorate in Counseling (or a related degree field) and wish to have that credential added to their license. Only doctorates in Counseling or a related degree field are eligible. Upon completion of this application please contact your doctoral program and request official transcripts be sent to the Council.', 'Press "Next" to continue.', and 'Press "Cancel" to cancel this application and return to the main menu.'. At the bottom right, there are 'Next' and 'Cancel App' buttons. A red arrow points to the 'Next' button.

Step 4: Complete the Function Questions

Answer the brief eligibility questions and click **Next**.

Introduction	Add Doctoral Degree - Function Suitability
Function Suitability	Answer the questions and press "Next".
Name and Personal Details	Press "Previous" to return to the previous section.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Summary (pre-fees)	
Question	
Is your doctorate degree in the field of Counseling (or a related degree field) from a regionally accredited university or college?	
Answer	
<input type="radio"/> Yes	
<input type="radio"/> No	
Previous Next Cancel	

⚠ If your answers indicate you do not qualify, you will receive an error message directing you elsewhere.

Error
▪ This function is not suitable for your situation. Press "Cancel" and select a different function.

Step 5: Confirm/Update Personal Details

Review and update your personal details. Click **Next** to continue.

Introduction	Add Doctoral Degree - Name and Personal Details
Function Suitability	Enter your personal details and press "Next" to continue.
Name and Personal Details	Press "Previous" to return to the previous section.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Summary (pre-fees)	
First Name:	SAMUEL
Second Name:	
Last Name:	PUHL
Social Security Number:	*****
Date of Birth:	01/01/1991 (mm/dd/yyyy)
Gender:	
Race:	
Previous Next Cancel App	

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Step 6: Enter Contact Information

Provide your current contact information and click **Next**.

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

- Introduction
- Function Suitability
- Name and Personal Details
- Contact Information**
- Summary (pre-fees)

Add Doctoral Degree - Contact Information

Please review the address information below and make any corrections. Your Main Address will continue to be your address of record with the Council, and we will send all correspondence, including reminder renewal postcards and renewal certificates, to that address. Your Main Address will only display the city, state, county and zip code on the Public Search feature found on our website. If you would like to display your Business Address to the public, please use the "Add Another Contact" section and select the Business Address (optional) to enter that address. Both addresses will be displayed on the Public Search feature; however, the Business Address will be displayed in full while the Main Address will only display city, state, county and zip code.

Press "Continue" to go to next page.
Press "Previous" if you do not want to save your changes.
Press "Delete" to delete this address.
If Copy Button is available. Press "Copy" to copy a previously entered address.
Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

Main Address

• Is this your Home Address? Yes No

Street Number:

• Address:

• Zip Code:

• City:

• State:

• County:

Country:

Phone Number: (999) 999-9999

Extension:

• E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:

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Step 7: Review Your Information


Double-check your entries for accuracy. Click **Submit** when everything is correct. You will then be taken to the affirmation page.

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction	Add Doctoral Degree - Application Summary
Function Suitability	If you have uploaded and attached files to this application, they will appear in the Attachments section of this application summary. Please check to ensure they appear. If not, you can select the Edit button in that section and attach them.
Name and Personal Details	Review the data and press "Submit" to submit this application.
Contact Information	Press "Previous" to return to the previous section.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.

Application	License Type: Licensed Professional Counselor Application Date: 03/04/2024
Personal Details	Full Name: SAMUEL PUHL Edit Social Security Number: ***** Birthdate: **/**/**** Gender: Race:
General Addresses	Main Address: 123 PSEUDONYM RD QUERY, TEXAS UPSHUR 75991 US Edit Is this your Home Address? Yes Phone Number: (409) 847-1171 E-mail: sampuhl@netscape.com Contact #: Web Address:

[Previous](#) [Submit](#) [Cancel App](#)



Step 8: Affirm and Submit

Select **Yes** to agree to the affirmation, then click **Submit**.

You will receive a confirmation email with a .PDF summary of your application attached.

Update Profile | Logoff | Contact Us

Introduction
Function Suitability
Name and Personal Details
Contact Information
Summary (pre-fees)

Add Doctoral Degree - Attestation

Press "Previous" to return to the previous section.
Press "Submit" to continue.
Press "Cancel" to cancel this application and return to the main menu.

I hereby attest that the information on this form is true and correct.

Yes **1**
 No

Previous Submit **2** Cancel

Step 9: Pay the Fee

Click **Pay Now** to proceed to payment.

Note: If the fee is not paid, your application will remain pending for **30 days** and then be automatically deleted.

Update Profile | Logoff | Contact Us

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Deficiencies that are currently associated with your online application may be listed below.
You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.

Fees	
Total Amount Due:	\$54.00

Deficiencies

1. Insufficient money received

Fix Pay Now View PDF Summary Report

Get ADOBE READER

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Step 10–14: Complete the Payment Process

10. Select the **fee box** and click **Next**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Online Application Payment
Select the applications you wish to pay for and press "Next" to continue.
Press "Main Menu" to return to the main menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee
292051	Add Doctoral Degree	00001	BHEC - Professional Counselor	PUHL, SAMUEL	\$54.00 <input type="checkbox"/>

Payment Method: Credit Card

11. Click **Next** again to be redirected to the payment processor

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Confirm Payment Details
Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.


Application Number	Description	License Number	License Type	Applicant Name	Fee
292051	Add Doctoral Degree	00001	BHEC - Professional Counselor		\$54.00
Total					\$54.00

Payment Method: Credit Card


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12. Fill out your **customer information** and click **Next**



13. Verify you're not a robot and click **Submit Payment**



Texas Behavioral Health Executive Council



Card Information

Card Number*  Expiration Date* CVV* 

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*


Zip* Country*

Phone Email

* Required fields

State Verification	\$ 50.00
Total	\$ 50.00

**Payment includes Texas.gov cost recovery fees for the state of Texas.

I am human 

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Step 15–16: Confirmation

- You'll be redirected to the **Payment Success** page. A summary of the transaction will be available for download.


Transaction successful. Please do not refresh or close your browser until the page redirects completely.

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid:	\$50.00
Authorization Number:	TEST123
Trace Number:	510BH15360ID7

Application Number	Description	Applicant Name	Fee
5202-172380	State Verification	PUHL, SAMUEL	\$50.00

[Next](#) [View PDF Summary Report](#) 

- You'll also receive an email confirming your payment—save this for your records.



BHEC Payment Receipt

Merchant : Texas Behavioral Health Executive Council, 1801 Congress Ave 7.300, Austin, TX 78701, USA, 5123057704
Transaction Amount : 50.00
Paid On : 12/1/2025 11:57:32 AM
Order Number : ██████████

Payment Summary

PG Transaction ID	First Name	Last Name	Transaction Amount	Type	Last 4	Authorization Code	Return Description
██████████	test	test	50.00	VISA	██████	██████	Transaction successful.

Contact Information

Tel: [\(512\)305-7700](tel:5123057700)
Email: SnapPay_Support
[Contact BHEC](#)

[↩ Reply](#) [➦ Forward](#)

What Happens Next?

Your application will be placed in the review queue and processed in the **order it was received**. Staff may reach out if additional documentation is needed. **Please allow up to six weeks** before contacting BHEC regarding the status of your application.