

Online LPC Supervision Management User Guide

Overview

The Texas Behavioral Health Executive Council (BHEC) is pleased to announce the launch of its **online supervision management module**. This module allows supervisors to **add or remove supervisees** and **update accrued supervision hours**.

The initial release of this module is for **Licensed Professional Counselors (LPCs)**. Additional professions will be added as resources allow.

Important Notes

- Once a supervisory relationship is ended, **accrued hours cannot be added**. Be sure to enter all supervise hours **before terminating supervision**.
- If your supervisee has accrued the required hours to upgrade to a full license, **enter those hours** via the online module but **do not terminate supervision**. The system will automatically terminate the supervision once the upgraded license is issued.

Step 1: Go to the Online Licensing Services Login Page

Navigate to the **Online Licensing Services** login page.

- Under “**Returning User**”, enter your **User ID** and **Password**, then click **Sign In**.
- If you are a new user, click “**Begin Here for Sign-Up**” to create an account.

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](#)

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.

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.


(Note: If your license is up for renewal, this menu may appear further down the screen.)

Step 2: Add a Relationship

Scroll down and click “Add Relation.”
This opens the Search Screen.

Manage My LPC Supervisor - Licensed Professional Counselor Associate Relations

***Note: The filter is meant to filter/search through the listed relationships based on certain criteria provided**

Filter List 

License Type License #

License Status Name

Effective Date From: To:

Filtered Current Records: 0
Filtered Historic Records: 0
Current Records: 0
Historic Records: 0

First Page of 0 Go Last Page

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
No records found.							

Step 3: Search for Your Supervisee

1. Select “Professional Counselor.”
2. Enter the Associates license number.
3. Choose “Licensed Professional Counselor Associate.”
4. Select “Texas.”
5. Click Search.

Add Relationship

Press "Search" to look for license.
Press "Clear" to clear search criteria.
Press "Add" to add selected license(s).
Press "Cancel" to return to previous page.

Step 1: Search

* License Type * State

License # City

* License Rank County

First Name Last Name

Step 2: Select

License #	License Expiry	License Type	License Status	Name
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Step 3: Add

Step 4: Confirm and Add

Verify that the correct associate is displayed.

Check the box to the left of the license number and click “Add.”

Add Relationship
Press "Search" to look for license.
Press "Clear" to clear search criteria.
Press "Add" to add selected license(s).
Press "Cancel" to return to previous page.

Step 1: Search

License Type: BHEC - Professional Counselor
License #: [REDACTED]
License Rank: Licensed Professional Counselor Associate
First Name: [REDACTED]
State: TEXAS
City: [REDACTED]
County: [REDACTED]
Last Name: [REDACTED]

Search Clear

Step 2: Select

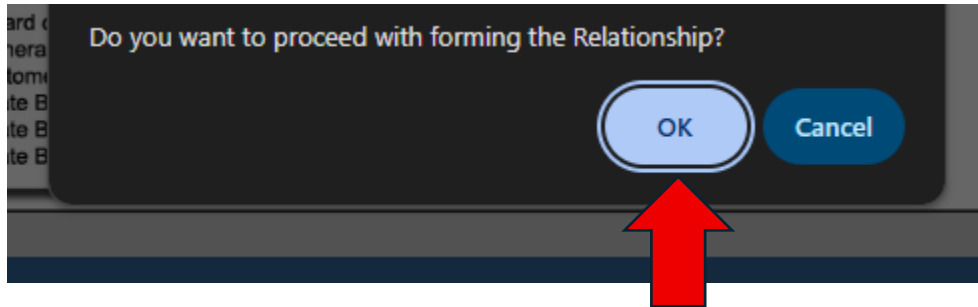
	License #	License Expiry	License Type	License Status	Name
<input checked="" type="checkbox"/>	[REDACTED]	2030-04-09	5261	Active	[REDACTED]

Step 3: Add

Add Cancel



Select “Ok”



Entering Supervision Hours

From the **Current Records** screen:

1. Click “Supervisor Hours.”


Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
[REDACTED]	[REDACTED]	Active	10/09/2025		LPC Supervisor Hours	<input type="checkbox"/>	[REDACTED]




2. On the **Additional Information Screen**, click **“Add.”**

Additional Relation Information - Maintain
Press "Back" to return to previous page.
Press "Save" button to save the information.

Relation Name:	LPC Supervisor
Your Role:	Professional Counselor Supervisor
Other Party Role:	Licensed Professional Counselor Associate
Other Party Information:	PETERS, SARA LYNN
	BHEC - Professional Counselor - 98426

Add LPC Supervisor Hours **Add** 

Save **Back** 

Enter the number of:


- **Direct Client Supervision Hours**
- **Indirect Supervision Hours**

Additional Relation Information - Maintain
Press "Back" to return to previous page.
Press "Save" button to save the information.


Relation Name:	LPC Supervisor
Your Role:	Professional Counselor Supervisor
Other Party Role:	Licensed Professional Counselor Associate
Other Party Information:	PETERS, SARA LYNN
	BHEC - Professional Counselor - 98426

Add LPC Supervisor Hours **Add**

LPC Supervisor Hours

Dir Cont Hours:	<input type="text"/>	
Indirect Cnt Hr:	<input type="text"/>	

Remove

Save **Back** 

Then click **“Save.”**

Note:

If you add hours on more than one occasion, continue to use the **“Add”** button. Each click creates a new entry box for additional hours. If you need to add hours multiple times, click the **Add** button for each entry. Every click will create a new box for additional hours.

Terminating a Supervisory Relationship

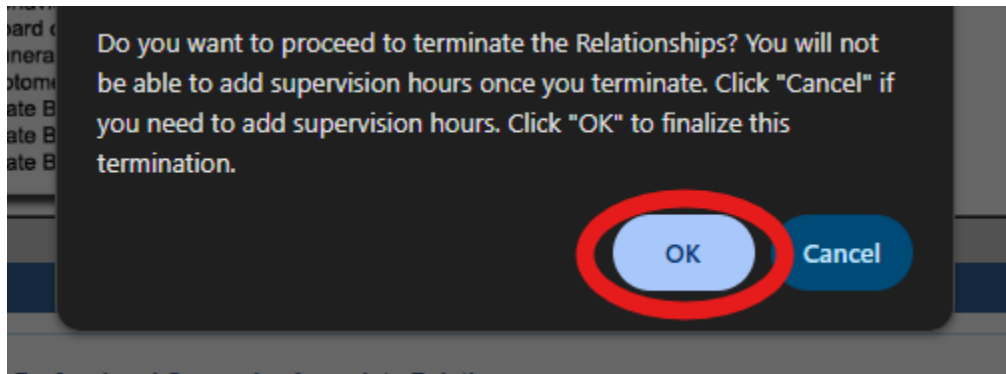
1. From the **Supervision Management Screen**, check the box in the row of the desired associate.

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
Current Records							
PETERS, SARA LYNN		Active	10/09/2025		LPC Supervisor Hours	<input checked="" type="checkbox"/>	<input type="text"/>
Historic Records							
Add Relation		Terminate Relations				Cancel	

2. Click **“Terminate Relations.”**

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
Current Records							
PETERS, SARA LYNN		Active	10/09/2025		LPC Supervisor Hours	<input checked="" type="checkbox"/>	<input type="text"/>
Historic Records							
Add Relation		Terminate Relations				Cancel	

3. A confirmation dialog will appear reminding you that **you cannot add hours after termination.**
4. If all hours have been added, click **“OK.”**



The associate’s supervision will be ended, and the record will move to the **Historic Records** section.

That’s It!

You have successfully managed your supervisee relationships and supervision hours online through BHEC’s Online Licensing System.