

How to Request Your License be Moved to Inactive Status

- ⚠ Applies to LPC, LP, LSP, MFT, and Social Worker license types only.
- ⚠ If your license is currently **Delinquent**, you must first complete the renewal process before proceeding with this request.

Step 1: Sign Into the Online Licensing System

Go to the Online Licensing System.

If you do not yet have an account, follow the “How to Create an Account” guide at the top of this page.

Click **Sign In** to access your account.



How to Request Your License be Moved to Inactive Status

Step 2: Start the Inactive Status Request

- From the “**Manage your license information**” dropdown, select “**Request for Inactive Status**”
- Click **Select**

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

It is time to Renew!

School Psychologist #30185 **LSP Inactive Renewal** **Select**

Manage your license information

Licensed Professional Counselor #14824 **Request for Inactive Status** **Select**

Step 3: Proceed Through the Application

- Review the **Introduction screen**, then click **Next**

Introduction

Request for Inactive Status - Introduction

Please review section 882.21(b) of the Council's rules for important information on the requirements for maintaining your license while the inactive status is in effect and for guidance on resuming active status. For your convenience click the following link to open the rule. [§882.21\(b\)](#).

Contact Information: Press "Next" to continue.

Summary (pre-fees): Press "Cancel" to cancel this application and return to the main menu.

Next **Cancel App**

- Answer the **Suitability Questions**, then click **Next**

Function Suitability

Request for Inactive Status - Function Suitability

Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you trying to renew an Active license?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you currently have a pending complaint?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous **Next** **Cancel**

How to Request Your License be Moved to Inactive Status

⚠ If you answer in a way that suggests a different online function, the system will issue an error and redirect you.

Step 4: Verify Contact Information

- Review your **contact details**
- Make corrections/additions if needed
- Click **Next**

Request for Inactive Status - Contact Information

Please review the address information below and make any necessary changes/corrections.

Your Main Address will continue to be your address of record with the Board, and we will send all correspondence, including reminder renewal postcards and renewal permits, to that address.

Your Main Address will be displayed in full unless you have designated it as your home address below in the online licensing system.

If you would like to display a Business Address to the public, please use the "Add Another Contact" section and select the Business Address (optional) to enter that address. The Business Address will be displayed in full in public search.

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.

Add Another Contact

Contact Type:

How to Request Your License be Moved to Inactive Status

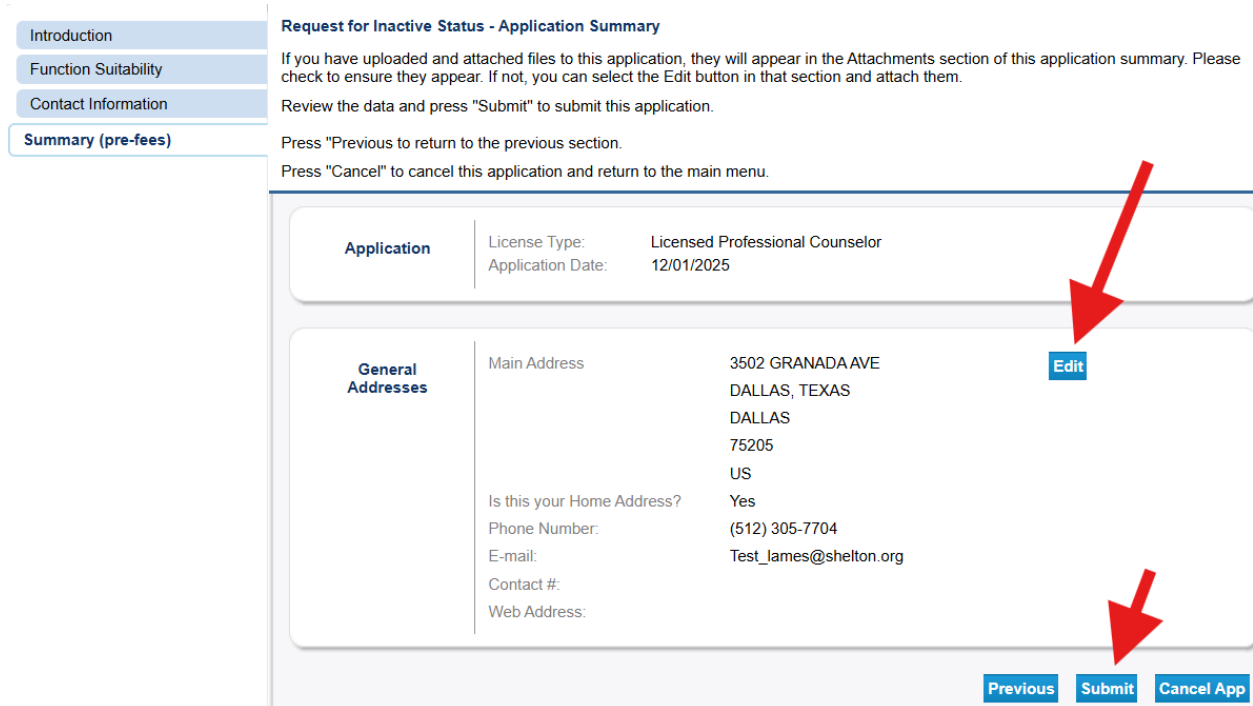
Step 5: Review and Submit

- Review all your entries
- If anything is incorrect, use the **Edit** button to revise
- When you finish, click **Submit**

Introduction	Request for Inactive Status - 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.
Contact Information	Review the data and press "Submit" to submit this application.
Summary (pre-fees)	Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.

Application	License Type: Licensed Professional Counselor Application Date: 12/01/2025
General Addresses	Main Address: 3502 GRANADA AVE DALLAS, TEXAS DALLAS 75205 US Is this your Home Address? Yes Phone Number: (512) 305-7704 E-mail: Test_james@shelton.org Contact #: Web Address:

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



How to Request Your License be Moved to Inactive Status


Step 6: Summary and Submit

- Confirm the accuracy of your submission, click edit to make changes.
- Complete the **Attestation question**, then click **Next**

Introduction	Request for Inactive Status - 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.
Contact Information	Review the data and press "Submit" to submit this application.
Summary (pre-fees)	Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.

Application	License Type: Licensed Professional Counselor Application Date: 12/01/2025
General Addresses	Main Address: 3502 GRANADA AVE DALLAS, TEXAS DALLAS 75205 US Is this your Home Address?: Yes Phone Number: (512) 305-7704 E-mail: Test_james@shelton.org Contact #: Web Address:

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

	Executive Council of Physical Therapy and Occupational Therapy Examiners Texas Behavioral Health Executive Council Texas Board of Professional Geoscientists Texas Funeral Service Commission Texas Optometry Board Texas State Board of Dental Examiners Texas State Board of Pharmacy Texas State Board of Plumbing Examiners
Licensed Professional Counselor License #13486	
Logged in as Noack, Jennifer	
Update Profile Logoff Contact Us	
Introduction	Request for Inactive Status - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Contact Information	Press "Submit" to continue.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.

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

Yes
 No

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

© 2025 Tyler Technologies Version: 2.11.10.11

How to Request Your License be Moved to Inactive Status

Step 7: Pay the Processing Fee

- Click **Pay Now**
- You can also download a **summary report of your application** at this step.

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: \$106.00

Deficiencies

1. Insufficient money received

[Fix](#) [Pay Now](#) [View PDF Summary Report](#)



- Select the appropriate **inactive status fee**

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
374393	Request for Inactive Status	14824	BHEC - Professional Counselor	AMES, LAURE R.	\$106.00 <input checked="" type="checkbox"/>

Payment Method Credit Card

[Next](#) [Main Menu](#)



- Click **Next** to proceed through the confirmation and payment screens

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
374393	Request for Inactive Status	14824	BHEC - Professional Counselor	AMES, LAURE R	\$106.00
Total					\$106.00

Payment Method: **Credit Card**

[Next](#) [Cancel](#)



How to Request Your License be Moved to Inactive Status

- Enter your **billing and payment details**, then click **Submit**



Texas Behavioral Health Executive Council



Card Information

Card Number*	Expiration Date*	CVV*
<input type="text" value="Card Number"/> <small>AMERICAN EXPRESS DISCOVER MASTERCARD VISA</small>	MM <input type="text"/> YY <input type="text"/>	<input type="text" value="CVV"/> <small>EMV</small>

Billing Address

First Name*	Last Name*
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Address Line 1*	Address Line 2
<input type="text" value="Address Line 1"/>	<input type="text" value="Address Line 2"/>
City*	State*
<input type="text" value="City"/>	<input type="text" value="Select"/>
Zip*	Country*
<input type="text" value="Zip"/>	<input type="text" value="United States of America"/>
Phone	Email
<input type="text" value="Phone"/>	<input type="text" value="Email"/>

* Required fields

Request for Inactive Status	\$ 106.00
Total	\$ 106.00

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

<input type="checkbox"/> I am human	
-------------------------------------	--

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
---------------------------------------	---------------------------------------




Step 8: Confirmation and Recordkeeping

- After payment, you will be redirected to a **Summary Report** page

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: \$106.00
Authorization Number: [REDACTED]
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
5261-374393	Request for Inactive Status	AMES, LAURE R.	\$106.00

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

- Save or download your transaction summary
- You will also receive **two emails**:
 - One from the licensing system
 - One from the payment processor

⚠ Save both emails for your records.

Processing Timeline

Your license status will typically update within **three business days**.

⚠ If you are under **Continuing Education audit** or have **outstanding fingerprint requirements**, processing may take longer.