

How To Request Your License be Moved to Retired Status

⚠️ **Applies to all license types regulated by BHEC.**

This guide walks you through the process of moving your license to **Retired** status through the BHEC online licensing system.

Step 1: Log Into Your Online Licensing Account

Online Licensing System

If you do not have an account yet, follow the instructions in the **first “How To” guide** at the top of the “How to User Guides” webpage: <https://bhec.texas.gov/how-to-user-guides/>

Step 2: Start the Retired License Application

From the **Quick Start Menu**:

1. Open the **Manage your license information** dropdown
2. Select **Set License to Retired**
3. 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.

License Information Show Details

License Number: #000001
License Type: Licensed Professional Counselor

Manage your license information

Licensed Professional Counselor #000001

- Request for Inactive Status
- <Choose Application>
- Add Supervisor Designation
- Duplicate Permit
- Duplicate Wall Certificate
- Mailing Address Change
- Name Change (Online Trx)
- Request for Inactive Status
- Set License to Retired**
- State Verification
- View My LPC Supervisor - Licensed Professional Counselor Associate Relations

Select

Start a New Application

What are you applying for?

Step 3: Follow the On-Screen Prompts

Introduction

- Read the instructions and click **Next**

Introduction

Set License to Retired - Introduction

This application is to set your license to a Retired status. Please note the following:

1. You cannot retire your license if you have a current pending complaint against you.
2. Once you submit this application, your license will be set to Retired as of the current date.
3. Once you retire your license, should you choose to practice again, you will need to submit an application for Reinstatement of that license.

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

Next **Cancel App**

Suitability Questions

- Answer each question carefully
- These questions verify that you are accessing the correct function

Introduction

Function Suitability

Set License to Retired - 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 Retire your current license?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you trying to Renew your license?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous **Next** **Cancel**

⚠ If your answers indicate the wrong process, an error message will appear.

Review Contact Information

- Make any necessary edits
- Click **Next**

Introduction	Set License to Retired - Contact Information
Function Suitability	Please review the address information below and make any corrections.
Contact Information	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.
Attachments	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.
Summary (pre-fees)	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.
	<div><p><input type="checkbox"/> Main Address</p><p>Street Number: <input type="text" value="123"/></p><p>* Address: <input type="text" value="PSEUDONYM DR"/> <input type="text"/> <input type="text"/></p><p>Zip Code: <input type="text" value="75991"/> <input type="button" value="Lookup"/></p><p>* City: <input type="text" value="QUERY"/></p><p>* State: <input type="text" value="TEXAS"/> ▼</p><p>County: <input type="text" value="UPSHUR"/> ▼</p><p>* Country: <input type="text" value="United States"/> ▼</p><p>Phone Number: <input type="text" value="(409) 847-1171"/> (999) 999-9999</p><p>Extension: <input type="text"/></p><p>* E-mail: <input type="text" value="sampuhl@netscape.com"/></p><p>Contact #: <input type="text"/></p><p>Web Address: <input type="text"/></p></div> <p>Add Another Contact</p> <p>Contact Type: <input type="text"/> <input type="button" value="Add"/></p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/></p>

Optional Document Upload

- Attach any relevant documents (not required)
- Click **Next** when you have finished attaching documents.

Set License to Retired - Attachments

You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.

Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit. Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

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

File Name: No file chosen

Notes:

Step 4: Review & Submit

Summary Page

- Review your entries carefully
- If something needs to be corrected, click **Edit** in the relevant section
- Once everything is accurate, click **Submit**

Set License to Retired - Application Summary

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.

Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

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

Application	License Type: Application Date:	Licensed Clinical Social Worker (LCSW) 08/17/2022
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General Addresses	Main Address	123 PSEUDONYM DR QUERY, TEXAS 75991 US	<input type="button" value="Edit"/>
	Phone Number:	(409) 847-1171	
	E-mail:	sampuhl@netscape.com	
	Contact #:		
	Web Address:		

Confirmation Email

- You'll receive an email confirming that your application was received
- The email will include a copy of your application summary — **save this for your records**

Step 5: Final Attestation

- Read and answer the attestation question
- Click **Next**

Introduction

Function Suitability

Contact Information

Attachments

Summary (pre-fees)

Set License to Retired - Attestation

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

By checking this box, I hereby certify the following:

1. I understand that I am placing my license on a Retired status effective as of the current date.
2. I understand that should I choose to practice again I must submit an application for Reinstatement of my license
3. I certify that I do not have a pending complaint against me.

Yes
 No


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

Step 6: Save Final Summary

- You will be taken to a summary page where you can **view and save a copy of your transaction**. Clicking next will return you to the **“Quick Start Menu”**

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Press "Return" to return to the main menu.

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

- ⚠ You will also receive another confirmation email verifying your license has been retired.

When Is My License Retired?

Your license will be placed in **Retired** status effective the date you submit the online request.