

## How to Request to Return to Active Status from Inactive

- ⚠ Applies to LPC, MFT, and Social Worker license types.
- ⚠ If your license is in **Delinquent** status, you must first complete the renewal process before returning to **Active** status.

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### 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 Online Account” guide here:

<https://bhec.texas.gov/how-to-user-guides/>

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### Step 2: Begin the Return to Active Status Process

- From the “**Manage your license information**” dropdown menu, select “**Request to Return to Active Status from 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.

**License Information** Show Details

License Number: #00001  
License Type: Licensed Professional Counselor

■ Manage your license information

Licensed Professional Counselor #00001

<Choose Application> Select

- <Choose Application>
- Mailing Address Change
- Name Change (Online Trx)
- Request to Return to Active Status from Inactive Status**

## How to Request to Return to Active Status from Inactive

### Step 3: Proceed Through the Application

- Read the **Introduction**, then click **Next**

**Request to Return to Active Status from Inactive Status - Introduction**

This application is used to return a license from inactive status to active status. This application may not be used to reinstate an expired, retired, resigned or revoked license. A license that is reactivated within 60 days prior to its the expiration date will be automatically renewed for the next renewal period.

**Requirements for Reactivation:**

1. An inactive license may be reactivated at any time by submitting this form, together with proof of completion of the continuing education requirements for renewal of the license, and the renewal fee associated with the license. Renewal fees can be found in 22 TAC 885.1.
2. Individuals wishing to reactivate a license that has been on inactive status for four years or more must take and pass the relevant jurisprudence examination, unless the individual holds another license on active status within the same profession.
3. Per Council rule 882.40 individuals who have not undergone a fingerprint based criminal history check for the Council since 9/1/2020, or for the Texas State Board of Examiners of Psychologists since 6/15/2018, must do so prior to reactivation of their license. The Council cannot accept criminal background checks conducted for other governmental entities or employment. Please download the instructions on how to undergo a fingerprint based criminal history check at <https://txbhec.wixsite.com/filesbhec>.

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

**Next** **Cancel App**

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

**Request to Return to Active Status from 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 your Inactive Status?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you trying to bring your Inactive license back to Active status?	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Previous** **Next** **Cancel**

⚠ Incorrect answers will direct you to a different function and may cause an error message.

## How to Request to Return to Active Status from Inactive

### Step 4: Verify Contact Information

- Review and update your **contact details**
- Click **Next**

**Request to Return to Active Status from Inactive Status - Contact Information**

Please review the address information below and make any necessary corrections by selecting the "Main Address Link"

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 now 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 found on our website; however the Business Address will be displayed in full while the Main Address will only display city, state, county and zip code.

Main Address

Street Number:

Address:

Zip Code:  [Lookup](#)

City:

State:  ▼

County:  ▼

Country:  ▼

Phone Number:  (999) 999-9999

Extension:

E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:  ▼ [Add](#)

[Back](#) [Next](#) [Cancel App](#)



## How to Request to Return to Active Status from Inactive

### Step 5: Provide Required Information

- Answer all questions in the “**Required Information**” section
- These questions relate to your eligibility for reactivation
- Click **Next** when complete

**Introduction**

**Function Suitability**

**Contact Information**

**Required Information**

**File Attachments**

**Summary (pre-fees)**


#### Request to Return to Active Status from Inactive Status - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.

##### Required Information

- \* Is there any matter which you are required to report to the Board under Council rule [884.32](#), which you have not reported?
- \* Have you completed the human trafficking prevention training required by Chapter 116 of the Occupations Code?
- \* Have you completed the continuing education requirements for renewal of your license? Please upload and attach copies of your CE certificates on the Attachments page of this application.
- \* If your license has been on inactive status for four years or more, have you completed the Texas Jurisprudence exam required for your license? If yes, please upload and attach a copy of your Juris exam certificate on the Attachments page of this application.
- \* Have you completed electronic fingerprinting required by Chapter 507 of the Occupations Code? If not, information on how to get printed can be found here: <https://texasbhec.wixsite.com/filesbhec>

**Back** **Next** **Cancel App**



## How to Request to Return to Active Status from Inactive

### Step 6: Upload Supporting Documents

- Upload all necessary **supplemental documentation**
- Click **Next** once files are uploaded

**Request to Return to Active Status from Inactive Status - Attachments**

Please upload your Professional Development documents here. You may upload all your courses in one file, or in individual files if you choose. Only pdf and Word files may be uploaded.

If your license has been on inactive status for four years or more, please upload your Texas Jurisprudence exam certificate here.

1. Locate a file using the "Choose File" button.
2. In the "Notes" field, please enter the following description:
  - o Professional Development #1, for the first file uploaded.
  - o Professional Development #2, for the second file uploaded, etc.
3. Press "Attach" after entering each description.

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:  DOC.pdf

Notes:

**Request to Return to Active Status from Inactive Status - Attachments**

Please upload your Professional Development documents here. You may upload all your courses in one file, or in individual files if you choose. Only pdf and Word files may be uploaded.

If your license has been on inactive status for four years or more, please upload your Texas Jurisprudence exam certificate here.

1. Locate a file using the "Choose File" button.
2. In the "Notes" field, please enter the following description:
  - o Professional Development #1, for the first file uploaded.
  - o Professional Development #2, for the second file uploaded, etc.
3. Press "Attach" after entering each description.

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.

Files Uploaded		
DOC.pdf	6 hours ethics	<input type="button" value="View"/> <input type="button" value="Remove"/>

Total Size of Attached Files: 29528

File Name:  No file chosen

Notes:

⚠ Each uploaded file will appear above the selection box. Be sure your files do **not exceed the max file size**.

## How to Request to Return to Active Status from Inactive

### Step 7: Review and Submit

- Carefully review your entire application on the **Summary Page**
- Click the **Edit** button next to any section that needs correction
- Once all information is accurate, click **Submit**

<b>Introduction</b>	<b>Request to Return to Active Status from Inactive Status - Application Summary</b>
<b>Function Suitability</b>	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.
<b>Contact Information</b>	Review the data and press "Submit" to submit this application.
<b>Required Information</b>	Press "Previous" to return to the previous section.
<b>File Attachments</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>Summary (pre-fees)</b>	
<b>Application</b>	License Type: Licensed Professional Counselor Application Date: 09/22/2021
<b>General Addresses</b>	Main Address: 123 Test Way QUERY, TEXAS UPSHUR 75991 US Phone Number: (409) 847-1171 E-mail: sampuhl@netscape.com <b>Edit</b>
<b>Required Information</b>	Is there any matter which you are required to report to the Board under Council rule <a href="#">884.32</a> , which you have not reported? Yes Have you completed the human trafficking <b>Edit</b>

### Step 8: Attestation

- Confirm that the information you've provided is true and correct
- Answer the **Attestation Question**, then click **Next**

<b>Introduction</b>	<b>Request to Return to Active Status from Inactive Status - Attestation</b>
<b>Function Suitability</b>	Press "Previous" to return to the previous section.
<b>Contact Information</b>	Press "Next" to continue.
<b>Required Information</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>File Attachments</b>	
<b>Summary (pre-fees)</b>	
	I hereby attest that: <ul style="list-style-type: none"><li>• The information on this form is true and correct.</li><li>• I have attached proof of completion of the continuing education requirements for renewal of the license in order to bring my status back to Active.</li><li>• If my license has been on Inactive status for four years or more, I have taken the relevant jurisprudence examination and attached proof of passage.</li></ul> <input checked="" type="radio"/> Yes <input type="radio"/> No
	<b>Previous</b> <b>Next</b> <b>Cancel</b>

## How to Request to Return to Active Status from Inactive

### Step 9: Pay the Fee


- Click **Pay Now** to move to the payment screen


**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
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: **\$141.00**

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



- Click **Next** to confirm details



**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
241040	Request to Return to Active Status from Inactive Status	00001	BHEC - Professional Counselor	Puhl, Samuel	\$141.00 <input checked="" type="checkbox"/>

Payment Method  Credit Card

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



- Click **Next** again to proceed to the payment processor


**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
241040	Request to Return to Active Status from Inactive Status	00001	BHEC - Professional Counselor	Puhl, Samuel	\$141.00
Total					\$141.00

Payment Method:  Credit Card

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



 The fee amount depends on your license type.

### Step 10: Enter Payment Details

- Enter your **credit card information**,
- Enter your **billing information**, then click **Next**



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

Request for Inactive Status	\$ 106.00
Total	\$ 106.00

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

I am human  hCaptcha  
Privacy - Terms



## Step 11: Confirmation and Recordkeeping


- After payment, you'll be taken to a **Payment Success Page**
- You'll have the option to **view and save a summary** of your transaction

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: [REDACTED]  
Authorization Number: [REDACTED]  
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	[REDACTED]	AMES, LAURE R.	[REDACTED]

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

- You will also receive **two confirmation emails**:
  - One from the licensing system
  - One from the payment processor



 Save both emails for your records.

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## Processing Timeline

Your license status will typically be updated within **three business days**.

If you are under CE audit or have outstanding fingerprint requirements, processing may take longer.