

How To Apply Online for LCSW Upgrade

Step 1: Log In to Your Online Account

Go to 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:
|

[Sign In](#)

[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 do not yet have an online account, refer to the **“How to Set Up an Online Account”** guide—listed at the top of the How-To Guides page.

Step 2: Access the Upgrade Module

From the “Manage your license information” dropdown, select “Upgrade LMSW to LCSW” and 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!

Manage your license information

Licensed Master Social Worker (LMSW) #67733 Upgrade LMSW to LCSW

Step 3: Begin the Application

You'll be taken to the **Upgrade Application Module**.
Click **Next** to continue.

Introduction

Upgrade LMSW to LCSW - Introduction

Welcome to the online application process for the Texas State Board of Social Worker Examiners (board). Please note: Your information *will not* be saved until you complete the application and *submit* your information and fees. From the time *all* of your application materials and fees are received by the board, you can expect a minimum of four weeks processing time, *if* there are no problems or deficiencies.

This online application is **only** appropriate for individuals who already hold a Texas LMSW and have completed both the supervised experience and the ASWB clinical exam. If you haven't taken the clinical exam, you will need to register directly with ASWB [here](#).

Press "Next" to continue.

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



Step 4: Function Suitability

Answer the function suitability questions to confirm that you are upgrading to **LCSW** and not renewing your license.

Introduction	Upgrade LMSW to LCSW - Function Suitability										
Function Suitability	Answer the following questions below to ensure that you have selected the correct online transaction. 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.										
Exam History	<table border="1"><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>Are you attempting to renew an existing license/registration/permit?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Are you currently licensed as an LBSW or LCSW in the State of Texas?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Have you completed the required 3,000 hours of supervised practice?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Have you passed the ASWB exam that is required for this license?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table>	Question	Answer	Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input type="radio"/> No	Are you currently licensed as an LBSW or LCSW in the State of Texas?	<input type="radio"/> Yes <input type="radio"/> No	Have you completed the required 3,000 hours of supervised practice?	<input type="radio"/> Yes <input type="radio"/> No	Have you passed the ASWB exam that is required for this license?	<input type="radio"/> Yes <input type="radio"/> No
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Have you passed the ASWB exam that is required for this license?	<input type="radio"/> Yes <input type="radio"/> No										
CH Questions for Upgrade Online											
Attachments											
Summary (pre-fees)											

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

⚠ If any questions are answered incorrectly, you'll receive an error message. Review and correct your answers, then click **Next** to proceed.






Your information could not be submitted due to the following error:


Error

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

Step 5: Verify Personal Information


Review and update your **personal details** as needed.
When complete, click **Next**.


Introduction	Upgrade LMSW to LCSW - 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.
Exam History	First Name: 
CH Questions for Upgrade Online	Second Name: 
Attachments	Last Name: 
Summary (pre-fees)	Social Security Number: 
	Date of Birth: 
	Gender: <input type="text" value="v"/>
	Race: <input type="text" value="v"/>
	Previous Next Cancel App



Step 6: Verify Contact Information

Confirm or update your **contact details**, then click **Next**. (click the "+" next to main address to open the dropdown menu with current information)

Introduction	Upgrade LMSW to LCSW - Contact Information
Function Suitability	Please review the address information below and make any necessary changes/corrections.
Name and Personal Details	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.
Contact Information	Your Main Address will be displayed in full unless you have designated it as your home address below in the online licensing system.
Exam History	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.
CH Questions for Upgrade Online	Press "Continue" to go to next page.
Attachments	Press "Previous" if you do not want to save your changes.
Summary (pre-fees)	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.
	 <input type="text" value="Main Address"/>
	Add Another Contact
	Contact Type: <input type="text" value="v"/> Add
	Previous Next Cancel App



Step 7: Enter ASWB Exam Date

Enter the **date you passed the ASWB exam** for this license type. ASWB sends score data weekly, and this date helps identify your record in their data file. Click **Next** to continue.

Introduction	Upgrade LMSW to LCSW - Information
Function Suitability	Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.
Name and Personal Details	Exam History
Contact Information	* Date Appropriate ASWB Exam Passed for Upgrade Purposes: <input type="text"/> (mm/dd/yyyy)
Exam History	
CH Questions for Upgrade Online	Previous Next Cancel App
Attachments	
Summary (pre-fees)	

Step 8: Criminal History Questionnaire

Answer the criminal History Questionnaire and provide an explanation if necessary.

Introduction	Upgrade LMSW to LCSW - Information
Function Suitability	Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.
Name and Personal Details	CH Questions for Upgrade Online
Contact Information	Within the last 24 months have you: (1) received deferred adjudication or been charged or convicted of a crime other than a minor misdemeanor traffic offense, (2) been charged or found guilty of unprofessional conduct in an administrative law or civil court, or (3) settled any such charges, or (4) had any authorization privilege to practice in any setting denied, suspended or revoked?
Exam History	* <input type="radio"/> Yes <input type="radio"/> No
CH Questions for Upgrade Online	If you checked yes , a letter of explanation is required and any other supporting documentation you feel is necessary for the Board to render a decision. Discovery of criminal conviction information not disclosed may result in denial of your license and disclosure of discovered information to other licensing boards.
Attachments	Explanation: <input type="text"/>
Summary (pre-fees)	Previous Next Cancel App

Step 9: Upload Required Documentation


Upload the following supplemental documents to your application:

- **Clinical Supervision Plan(s)**
- **Clinical Supervision Verification Form(s)**
- **Jurisprudence Examination Certificate** (completed within the past six months)


Note:

If your supervisor used the **Online Supervision Management Tool** to submit your verification, you only need to upload your **Jurisprudence Examination Certificate**.

After all files are uploaded, click **Next**.

Introduction	Upgrade LMSW to LCSW - Attachments
Function Suitability	Please attach your proof of completion of the Jurisprudence Exam (within the past 6 months) and all remaining proof of supervision documentation (plans and verifications). Failure to do so will result in a delay in processing your application. Only pdf and Word files may be uploaded.
Name and Personal Details	1. Locate a file using the "Choose File" button. 2. In the "Notes" field, please enter the description of the file you are uploading. 3. Press "Attach" after entering each description.
Contact Information	You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.
Exam History	Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.
CH Questions for Upgrade Online	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
Attachments	Press "Next" when there are no more files to attach.
Summary (pre-fees)	Press "Previous" to return to the previous screen. Press "Cancel" to cancel this application and return to the main menu.
File Name:  <input type="button" value="Choose File"/> No file chosen	
Notes: <input type="text"/>	
<input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>	





Each file you attach will appear above the selection box.

 Be sure not to attach files exceeding the maximum file size limit.


Step 10: Review and Submit

Review your application carefully and edit any incorrect information. When complete, click **Submit**.

Introduction	Upgrade LMSW to LCSW - 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.
Exam History	Press "Cancel" to cancel this application and return to the main menu.
CH Questions for Upgrade Online	
Attachments	
Summary (pre-fees)	

Application	License Type: Licensed Master Social Worker (LMSW) Application Date: 10/13/2025	
Personal Details	Full Name: ASHLEY JADE BRADBERRY Social Security Number: ***** Birthdate: **/**/**** Gender: Race:	Edit 
General Addresses	Main Address: 446 PINEMONT DR SOUR LAKE, TEXAS HARDIN 77659 US Is this your Home Address? Yes Phone Number: (936) 201-0164 E-mail: Test_143ashleyjade@gmail.com Contact #: Web Address:	Edit 
Exam History	Date Appropriate ASWB Exam Passed for Upgrade Purposes: (mm/dd/yyyy) 02/06/2025	Edit 
CH Questions for Upgrade Online	Within the last 24 months have you: (1) received deferred adjudication or been charged or convicted of a crime other than a minor misdemeanor traffic offense, (2) been charged or found guilty of unprofessional conduct in an administrative law or civil court, or (3) settled any such charges, or (4) had any authorization privilege to practice in any setting denied, suspended or revoked? No Explanation:	Edit 

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



Step 11: Attestation

Read and agree to the attestation statement, then click **Next**.

You'll receive a **confirmation email** once your application data has been received. The email will include your **application summary** as an attachment.

Introduction	Upgrade LMSW to LCSW - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Name and Personal Details	Press "Submit" to continue.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Exam History	
CH Questions for Upgrade Online	
Attachments	
Summary (pre-fees)	

The undersigned hereby acknowledge, attest, or affirm the following:

- The responses and information contained in this document are true and correct and that any misrepresentation may constitute a criminal violation under Section 37.10 of the Penal Code or a violation of Title 22, Part 41, Chapter 882, Subchapter C, §882.34 of the Texas Administrative Code.
- I have read, understand, and agree to abide by the laws governing the practice of my profession, including the applicable rules set out in Title 22, Parts 21, 30, 34, 35 and 41 in the Texas Administrative Code and understand my duty to stay abreast of and comply with any future changes to these laws. Moreover, the Texas Behavioral Health Executive Council, together with its member boards, appointed members, agents, employees, and contractors, is not obligated to notify me individually or directly of any such future changes to these laws.
- Neither the Council nor its member boards, appointed members, agents, employees, and contractors can modify, waive, or excuse a qualification for licensure unless expressly authorized to do so by statute or rule.
- I have a duty to comply with Title 22, Part 41, Chapter 882, Subchapter C, §882.32 of the Texas Administrative Code by keeping my address and telephone number on file with the agency current while my application is being processed.
- Pursuant to Section 232.0135 of the Family code, this application or a future renewal may be denied for failure to pay child support;
- Application and examination fees submitted in connection with this application are non-refundable and non-transferrable.
- I have 180 days following receipt of this application by the Council to ensure that all required or requested documentation and information has been submitted. The failure to submit all required or requested documentation and information may delay the processing of my application or result in my application going void or being denied.
- I understand that applications are reviewed in the order in which they are received and that it may take agency staff up to six weeks to process my application. I agree not to inquire about the status of my application or contact agency staff within this six-week period unless I am responding to an inquiry from staff. **In the event an applicant has not heard from the agency after six weeks of submitting his or her application, the applicant may contact agency staff, preferably via email, to check on the status of the application. Telephone calls and emails requesting a status update within the initial six-week review period only serve to increase application processing times for all applicants.**
- I agree to hold the Texas Behavioral Health Executive Council, as well as its member boards, appointed members, agents, employees, and contractors free from any and all actual or potential claims, suits, demands, causes of action, charges, or grievances of any kind or character related to or arising out of (in any way, whether directly or indirectly) this application or materials submitted in support thereof. Furthermore, I expressly authorize the Council to seek and obtain any information or references it deems fit in verifying my credentials and qualifications for licensure.

Yes
 No

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



Step 11: Pay the Application Fee

Click **Pay Now** to move to the online application 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.

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: \$24.00

Deficiencies

1. Insufficient money received

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

Then click **Next** to proceed through the confirmation.

451544	Upgrade LMSW to LCSW	67733	BHEC - Social Worker	BRADBERRY, ASHLEY JADE	\$24.00	<input checked="" type="checkbox"/>
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Payment Method Credit Card

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

Then click **Next** to proceed through the payment processor pages.

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
451544	Upgrade LMSW to LCSW	67733	BHEC - Social Worker	BRADBERRY, ASHLEY JADE	\$24.00
Total					\$24.00

Payment Method: Credit Card

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

Step 12: Complete Payment

You'll be redirected to the payment processor.

Enter your **customer information** and **credit card information**.

**Texas Behavioral Health Executive Council**

Card Information

Card Number*  **Expiration Date*** MM / YYYY **CVV*** 

Billing Address

First Name* **Last Name***

Address Line 1* **Address Line 2**

City* **State***

Zip* **Country***

Phone **Email**

* Required fields

Upgrade LMSW to LCSW	\$ 24.00
Total	\$ 24.00

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



I am human 



Cancel


Submit

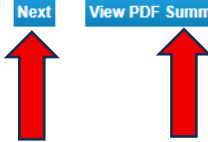
After payment is processed, you'll be redirected to the **Payment Success** page, where you can **view or save a summary of your transaction.**

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: **\$24.00**
Authorization Number: 
Trace Number: 

Application Number	Description	Applicant Name	Fee
	Upgrade LMSW to LCSW		\$24.00

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



You'll also receive two confirmation emails:

- One from the **Online Licensing System**
- One from the **Payment Processor**

Be sure to save both for your records.

 **You're Done!**

This completes the **online portion** of the LCSW upgrade process.

Your application will be reviewed by BHEC staff in the order received.

If additional documentation is needed, staff will contact you.

If everything is complete and correct, your **LCSW license will be issued.**

Due to high volume, please wait **at least six weeks** before contacting BHEC for a status update.