

# How To Apply Online for MFT Upgrade

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## Step 1: Log In to Your Online Account

- Log into your online account.
- If you **do not yet have an account** or have not yet **linked your MFT Associate license**, you will need to do so before proceeding.

Go to the online licensing system:

 <https://vo.licensing.hpc.texas.gov/datamart/login.do>



**Welcome to the Online Licensing System**

**Returning User**  
" \* " are required.

\*User ID:   
\*Password:

This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[Forgot password?](#)  
[Forgot user ID?](#)

**Sign In**

**New User**  
[Begin Here For Sign-up](#)

 New Users must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

## Step 2: Access the Upgrade Module

From the “**Manage your license information**” dropdown, select “**Upgrade to MFT**”, then click **Select**.

### ■ It is time to Renew!


School Psychologist #30185	LSP Inactive Renewal	Select
School Psychologist #71370	LSP Renewal	Select

### ■ Manage your license information

Marriage and Family Therapist Associate #204807	Upgrade to MFT	Select
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## Step 3: Begin the Application

You will be taken to the **Upgrade Application Module**.  
Click **Next** to begin.

<b>Introduction</b>	<b>Upgrade to MFT - Introduction</b>
<b>Function Suitability</b>	Welcome to the online application process for the Texas State Board of Examiners of Marriage and Family Therapists (board). Please note: Your information <i>will not be saved</i> until you complete the application and <i>submit</i> your information and fees. This online application is appropriate for use for an application only for a license <i>upgrade</i> from a Licensed Marriage and Family Associate (LMFT Associate) to a Licensed Marriage and Family Therapist (LMFT).
<b>Name and Personal Details</b>	
<b>Contact Information</b>	If you are already licensed as an LMFT or LMFT Associate in the State of Texas, and you need to: renew your license, change the status of your license (e.g. inactive status, reinstatement of your license, etc.), or apply to be a board-approved supervisor, you must complete those transactions separately from completion of this online application process. Please see the board's website at <a href="http://www.bhec.texas.gov">www.bhec.texas.gov</a> for requirements.
<b>Online Supervision Hours Requested</b>	
<b>CH Questions for Upgrade Online</b>	If you need to change your name, please submit the Name Change/Duplicate License form found on the board's website with proof of your name change to the Texas State Board of Examiners of Marriage and Family Therapists before you apply for an upgrade, in order to ensure that your card bears your correct name.
<b>Attachments</b>	Press "Next" to continue.
<b>Summary (pre-fees)</b>	Press "Cancel" to cancel this application and return to the main menu.
	 <b>Next</b> <b>Cancel App</b>

## Step 4: Function Suitability

Answer the function suitability questions to confirm that you are upgrading to **MFT** rather than renewing your license.

Introduction	<b>Upgrade to MFT - Function Suitability</b>
Function Suitability	Answer the 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.
Online Supervision Hours Requested	<b>Question</b>
CH Questions for Upgrade Online	<b>Answer</b>
Attachments	Are you attempting to renew an existing license/registration/permit? <input type="radio"/> Yes <input type="radio"/> No
Summary (pre-fees)	Are you currently a Licensed Marriage and Family Therapist Associate? <input type="radio"/> Yes <input type="radio"/> No
	Do you need to submit a revised Supervisory Agreement Form? <input type="radio"/> Yes <input type="radio"/> No
	Are you applying for Board-approved Supervisor status? <input type="radio"/> Yes <input type="radio"/> No
	Are you trying to convert your license to/from inactive status? <input type="radio"/> Yes <input type="radio"/> No
	Do you have a valid social security number? <input type="radio"/> Yes <input type="radio"/> No
	Are you trying to reinstate a license which is currently suspended based on a default on student loans, or failure to comply with child support or child custody orders or agreements? <input type="radio"/> Yes <input type="radio"/> No
	Are you trying to submit a criminal history evaluation request? <input type="radio"/> Yes <input type="radio"/> No
	Are you trying to submit information to the board related to: change of name, address, contact information, or employment; an arrest, deferred adjudication, or criminal conviction other than for a Class C misdemeanor traffic offense (a DWI is not considered a traffic offense); the filing of a criminal case; a settlement or judgment in a civil lawsuit related to your marriage and family therapy practice; or complaints, investigations, or actions against you by a government agency or licensing or certification body? <input type="radio"/> Yes <input type="radio"/> No
	<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel</a>


⚠ If any questions are answered incorrectly, an error message will appear. Review your responses carefully before proceeding.



## Step 5: Verify Personal Information

Review and update your **personal information** as needed, then click **Next**.



<b>Introduction</b>	<b>Upgrade to MFT - Name and Personal Details</b>
<b>Function Suitability</b>	Enter your personal details and press "Next" to continue.
<b>Name and Personal Details</b>	Press "Previous" to return to the previous section.
<b>Contact Information</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>Online Supervision Hours Requested</b>	Title: <input type="text"/>
<b>CH Questions for Upgrade Online</b>	First Name: <input type="text"/>
<b>Attachments</b>	Second Name: <input type="text"/>
<b>Summary (pre-fees)</b>	Last Name: <input type="text"/>
	Professional Qualifier: <input type="text"/>
	Doing Business As Name: <input type="text"/>
	Social Security Number: <input type="text"/>
	Date of Birth: <input type="text"/>
	Gender: <input type="text"/>
	Race: <input type="text"/>
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>



## Step 6: Verify Contact Information

Confirm or update your **contact details**, then click **Next**.

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



## Step 7: Enter Supervised Experience Information

Enter your **supervised experience details**.

**Note:** You must still upload the **Verification of Supervised Experience** form even after entering your hours.

Upgrade to MFT - Information

Add Online Supervision Hours Requested [Add](#)

**Online Supervision Hours Requested**

Total Practice Hours with this Supervisor:

Total Direct Clinical Services Hours:

Total Couples/Families Hours:

\* Supervision Start Date:  (mm/dd/yyyy)

\* Supervision End Date:  (mm/dd/yyyy)

Ind Suprv Hrs:

Group Supv Hrs:

\* Supervisor Name:

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



## Step 8: Answer Criminal History Question

Answer the **criminal history** question accurately.

Upgrade to MFT - Information

**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?  Yes  No

If you answered yes to the question above, have you previously reported it to the board?  Yes  No  Not Applicable

If you have not previously reported it to the board, a letter of explanation and any other supporting documentation regarding your legal status is required. The Board may contact you for further information.

Discovery of criminal conviction information not disclosed may result in denial of your license, or disciplinary action, and disclosure of discovered information to other licensing boards.

Explanation:

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



**⚠ Important:** Providing false information—such as answering “No” when you have a record—may be considered falsification of your application and could result in denial.

Click **Next** to continue.




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## Step 9: Upload Required Documentation

Upload your **supplemental documentation** to your application.

**⚠** *Please attach your application form and any required documentation for the license you are applying for in accordance with the instructions on the application checklist. A list of the required documentation and their submission methods can be found on the application checklist included in the application packet. Failure to do so will result in a delay in processing your application. Only pdf and Word files may be uploaded.*

- Each file you attach will appear above the selection boxes. Avoid attaching files that exceed the maximum file size (20MB)
- Once all files are uploaded, click **Next**.


<b>Introduction</b>	<b>Upgrade to MFT - Attachments</b>
<b>Function Suitability</b>	Please attach your application form and any required documentation for the license you are applying for in accordance with the instructions on the application checklist. A list of the required documentation and their submission methods can be found on the application checklist included in the application packet. Failure to do so will result in a delay in processing your application. Only pdf and Word files may be uploaded.
<b>Name and Personal Details</b>	<ol style="list-style-type: none"><li>1. Locate a file using the "Choose File" button.</li><li>2. In the "Notes" field, please enter the description of the file you are uploading.</li><li>3. Press "Attach" after entering each description.</li></ol>
<b>Contact Information</b>	You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.
<b>Online Supervision Hours Requested</b>	Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.
<b>CH Questions for Upgrade Online</b>	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
<b>Attachments</b>	Press "Next" when there are no more files to attach.
<b>Summary (pre-fees)</b>	Press "Previous" to return to the previous screen.
	Press "Cancel" to cancel this application and return to the main menu.
	File Name:  Choose File No file chosen
	Notes: 
	 <b>Attach</b> <b>Previous</b> <b>Next</b> <b>Cancel App</b>

Review the summary and click **Submit**

<b>Introduction</b>	<b>Upgrade to MFT - 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>Name and Personal Details</b>	Review the data and press "Submit" to submit this application.
<b>Contact Information</b>	Press "Previous" to return to the previous section.
<b>Online Supervision Hours Requested</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>CH Questions for Upgrade Online</b>	
<b>Attachments</b>	
<b>Summary (pre-fees)</b>	

<b>Application</b>	License Type: Marriage and Family Therapist Associate
	Application Date: 10/15/2025

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



## Step 10: Attestation

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


<b>Introduction</b>	<b>Upgrade to MFT - Attestation</b>
<b>Function Suitability</b>	Press "Previous" to return to the previous section.
<b>Name and Personal Details</b>	Press "Submit" to continue.
<b>Contact Information</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>Online Supervision Hours Requested</b>	
<b>CH Questions for Upgrade Online</b>	
<b>Attachments</b>	
<b>Summary (pre-fees)</b>	

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: Payment

Click **Pay Now** to proceed to the payment processor.

**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.

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**Fees**



Total Amount Due: \$90.00

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**Deficiencies**

1. Insufficient money received

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



Fill in the checkbox next to the correct application then click **Next** twice.



**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
65793	Upgrade to MFT	205481	BHEC - Marriage and Family Therapist	BROWN, LAKAYLA	\$90.00 <input type="checkbox"/>

Payment Method  Credit Card

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



Enter your **credit card and billing information** into the payment processor

**Texas Behavioral Health Executive Council**

**Card Information**

Card Number\* Expiration Date\* CVV\*

Card Number [Icons: American Express, Discover, Mastercard, Visa] MM YYYY CVV [Icon: American Express]

**Billing Address**

First Name\* Last Name\*

Address Line 1\* Address Line 2\*

City\* State\*

City Select

Zip\* Country\*

Zip United States of America

Phone Email

Phone Email

\* Required fields

Upgrade to MFT	\$ 90.00
Total	\$ 90.00

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

I am human

Cancel Submit

## Step 12: Save Your Application Summary

After completing your payment, click **“View PDF Summary Report”** to download and save your application for your records.

**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: \$90.00

Authorization Number: [Redacted]

Trace Number: [Redacted]

Application Number	Description	Applicant Name	Fee
[Redacted]	Upgrade to MFT	[Redacted]	\$90.00

Next View PDF Summary Report

 **You're Done!**

This completes the **online portion** of the MFT upgrade application process.

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

If additional documentation is required, staff will contact you.

If everything is complete and accurate, your **MFT license** will be issued.

Please allow up to **six weeks** for processing before contacting BHEC for a status update.