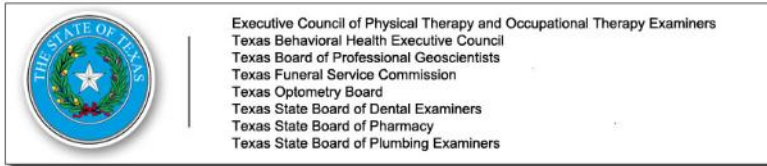


How To Apply Online for LPC Supervisor Designation

Step 1: Log in to the Online Licensing System

Log into your existing online account.



Welcome to the Online Licensing System

[FAQ](#) | [Public Search](#) | [Contact Us](#)


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?](#)

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.



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 account** or haven't **linked to your LPC Associate license**, you must do so first.

Step 2: Access the Supervisor Designation Application

From the “**Manage your license information**” dropdown menu, choose “**Add Supervisor Designation**” 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!



A large black rectangular area is redacted with a red border. To the right of this area are three blue buttons, each labeled "Select".

■ Manage your license information



A large black rectangular area is redacted with a red border. To the right of this area are four blue buttons, each labeled "Select".


Licensed Professional Counselor #11579

Add Supervisor Designation

Step 3: Begin the Application

You'll be taken to the application module. Click **Next** to proceed.

Introduction	Add Supervisor Designation - Introduction
Function Suitability	Welcome to the State Board of Examiners of Professional Counselors online application for supervisor designation. This online application is not for renewals or upgrades. Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information and fees.
Name and Personal Details	Press "Next" to continue.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Attachments	
Summary (pre-fees)	

 **Next** **Cancel App**


Step 4: Complete the Function Suitability Section


Answer the questions to confirm you are applying to **add supervisor designation**.

Introduction	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.
Function Suitability	Add Supervisor Designation - Function Suitability
Name and Personal Details	Answer the following questions below to ensure that you have selected the correct online transaction.
Contact Information	Answer the questions and press "Next".
Attachments	Press "Previous" to return to the previous section.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you applying for a license renewal?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you trying to upgrade your current LPC Associate to full LPC?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you held a full, unrestricted license as a professional counselor for at least five years?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Previous **Next** **Cancel**




 If any answers are incorrect, an **error message** will appear. Review and correct your responses, then click **Next**.

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, then click **Next**.

<p>Introduction</p> <p>Function Suitability</p> <p>Name and Personal Details</p> <p>Contact Information</p> <p>Attachments</p> <p>Summary (pre-fees)</p>	<p>Add Supervisor Designation - Name and Personal Details</p> <p>Enter your personal details and press "Next" to continue.</p> <p>Press "Previous" to return to the previous section.</p> <p>Press "Cancel" to cancel this application and return to the main menu.</p> <p>First Name: <input type="text"/></p> <p>Second Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> <p>Date of Birth: <input type="text"/></p> <p>Gender: <input type="text"/></p> <p>Race: <input type="text"/></p> <p>Previous Next Cancel App</p>
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Step 6: Verify Contact Information

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

Introduction	Add Supervisor Designation - 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.
Attachments	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.
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.

Main Address

- Is this your Home Address? Yes No
- Street Number:
- Address:
- Zip Code:
- City:
- State:
- County:
- Country:
- Phone Number: (99) 999-9999
- Extension:
- E-mail:
- Contact #:
- Web Address:

Add Another Contact

Contact Type:

Step 7: Upload Required Documentation

Upload your **40-Hour Supervisor Training Certificate**.

1. Click **Choose File**, select your document, and click **Open**.

The screenshot shows the 'Add Supervisor Designation - Attachments' screen. On the left is a navigation menu with 'File Attachments' selected. The main content area contains instructions for uploading a 40-hour course completion certificate. Below the instructions, there is a 'File Name' field with a 'Choose File' button and a text input containing 'DOC.pdf'. Below that is a 'Notes' field with a text input containing '40 Hour Supervision Course Certificate'. At the bottom right, there are four buttons: 'Attach', 'Back', 'Next', and 'Cancel App'. Red arrows point to the 'Choose File' button, the 'Notes' input, and the 'Attach' button.

2. The file name will appear above the selection box.








The screenshot shows the 'Add Supervisor Designation - Attachments' screen after a file has been uploaded. The 'Files Uploaded' table now lists 'DOC.pdf' with the file name '40 Hour Supervision Course Certificate' and 'View' and 'Remove' buttons. The 'Total Size of Attached Files' is shown as '28975'. Below the table, the 'File Name' field now shows 'Choose File' and 'No file chosen'. The 'Notes' field is empty. At the bottom right, there are four buttons: 'Attach', 'Back', 'Next', and 'Cancel App'. A red arrow points to the 'Next' button.

⚠️ Avoid uploading files that exceed the maximum file size limit. Once all required documentation is uploaded, click **Next**.

Step 8: Review and Submit Your Application

- Review all the information you've entered.
- Edit any sections if necessary.
- Click **Submit** when complete.

Introduction	Add Supervisor Designation - 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.
Attachments	Press "Cancel" to cancel this application and return to the main menu.
Summary (pre-fees)	

Application	License Type:  Application Date: 
Personal Details	Full Name:  Social Security Number: ***** Birthdate: **/**/**** Gender: Race: Edit 
General Addresses	Main Address:  Is this your Home Address? Phone Number: E-mail: Contact #: Web Address: Edit 
License Attributes Selected	Specialty Approved Supervisor 

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

Step 9: Attest and Agree

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


Introduction	Add Supervisor Designation - 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.
Attachments	I hereby attest that the information on this form is true and correct.
Summary (pre-fees)	<input type="radio"/> Yes
	<input type="radio"/> No
	Previous Submit Cancel

You will receive a **confirmation email** notifying you that your application data has been received.

This email will include a **summary of your application** as an attachment.

Step 10: Pay the Application Fee

1. Click **Pay Now** to begin the payment process. The price in the screenshot is not the same as the actual fee.

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:	\$74.00		
Deficiencies			
1. Insufficient money received			
Fix	Pay Now	View PDF Summary Report	


2. Click **Next** to go to the confirmation page.

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	
						To Third Party
						To Third Party
						To Third Party
						To Third Party
						To Third Party
374373	Add Supervisor Designation	11579	BHEC - Professional Counselor	CORBIT, SHERYL LYNNE	\$74.00	<input checked="" type="checkbox"/>

Payment Method Credit Card

Next **Main Menu**




3. 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
					\$74.00
Total					\$74.00

Payment Method: Credit Card

Next **Cancel**



Step 11: Complete Payment

On the payment processor page:

1. Enter your **customer information** in the required fields and click **Next**.
2. Enter your **credit card information**, then click **Submit**.

Card Information

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*


Zip* Country*

Phone Email

* Required fields

Add Supervisor Designation	\$ 74.00
Total	\$ 74.00

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

I am human 

After payment is processed, you will be redirected to a **payment success page** where you can **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: \$74.00

Authorization Number:

Trace Number:

Application Number	Description	Applicant Name	Fee
[REDACTED]	Add Supervisor Designation	[REDACTED]	\$74.00

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



You'll receive **two confirmation emails** — one from the online licensing system and one from the payment processor. Save both for your records.

You're Done!

This completes the **online portion** of the Supervisor Designation application. Your application will be **reviewed in the order received**.

If additional documentation is needed, staff will contact you. If complete, you'll receive an **updated license** showing your **Supervisor Designation**.

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