

How To Apply Online for SW Supervisor Designation

(The steps below apply to LBSW, LMSW, and LCSW)

Step 1: Log in to the Online Licensing System

- Go to the online licensing system:
<https://vo.licensing.hpc.texas.gov/datamart/login.do>

If you **do not yet have an account** or haven't **linked to your Social Work license**, you must do so before beginning.



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?](#)

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 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!

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

■ Manage your license information

Licensed Baccalaureate Social Worker (LBSW) #110192	<Choose Application>	Select
Licensed Clinical Social Worker (LCSW) #67822	Add Supervisor Designation	Select



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 Social Worker Examiners 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 the supervisor designation** rather than renew.

Introduction	Add Supervisor Designation - 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.								
Attachments									
Summary (pre-fees)									
	<table border="1"><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>Are you applying for a license renewal?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Are you trying to upgrade your current social worker license (e.g., LBSW to LMSW or LMSW to LCSW)?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Have you held a social worker license in your current category (LBSW, LMSW or LCSW) for at least two years?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table>	Question	Answer	Are you applying for a license renewal?	<input type="radio"/> Yes <input type="radio"/> No	Are you trying to upgrade your current social worker license (e.g., LBSW to LMSW or LMSW to LCSW)?	<input type="radio"/> Yes <input type="radio"/> No	Have you held a social worker license in your current category (LBSW, LMSW or LCSW) for at least two years?	<input type="radio"/> Yes <input type="radio"/> No
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Have you held a social worker license in your current category (LBSW, LMSW or LCSW) for at least two years?	<input type="radio"/> Yes <input type="radio"/> No								
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>								

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

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

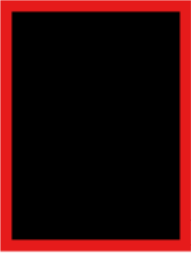
Error

- 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 information** as needed, then click **Next**.

Introduction	Add Supervisor Designation - 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.
Attachments	
Summary (pre-fees)	

First Name:		
Second Name:		
Last Name:		
Social Security Number:		
Date of Birth:		
Gender:		
Race:		<input type="text"/>

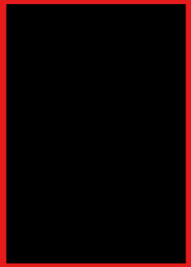
[Previous](#) [Next](#) [Cancel App](#)



Step 6: Verify Contact Information



Confirm or update your **contact details**, 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
• Street Number:	<input type="text"/>
• Address:	
• Zip Code:	<input type="text"/>
• City:	<input type="text"/>
• State:	<input type="text"/>
• County:	<input type="text"/>
• Country:	<input type="text"/>
• Phone Number:	<input type="text"/>
• Extension:	<input type="text"/>
• E-mail:	<input type="text"/>
• Contact #:	<input type="text"/>
• Web Address:	<input type="text"/>

Add Another Contact
Contact Type: [Add](#)

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



Step 7: Upload Required Documentation

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




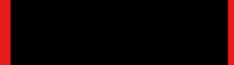

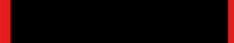


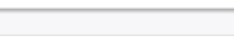
1. Click **Choose File**, select the document, and click **Open**.
2. The file name will appear above the selection box.

Introduction	Add Supervisor Designation - Attachments
Function Suitability	Please upload and attach proof of completion of a 40 hour course in supervision of mental health professionals, acceptable to the Board. 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	
Contact Information	
Attachments	<ol style="list-style-type: none">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.
Summary (pre-fees)	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: Choose File No file chosen
	Notes: <input type="text"/>
	Attach Previous Next Cancel App

⚠️ Avoid uploading files that exceed the maximum file size limit.
Once all 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: White Edit
General Addresses	Main Address:  Is this your Home Address? <input type="checkbox"/> Phone Number:  E-mail:  Contact #:  Web Address:  Edit
License Attributes Selected	Specialty Supervisor
Previous Submit Cancel App	



Step 9: Attest and Agree


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

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.

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](#)



Step 10: Pay the Application Fee

1. Click **Pay Now** to begin the payment process.

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:	\$54.00

Deficiencies

1. Insufficient money received

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



2. Check the box and then 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
						To Third Party
451542	Add Supervisor Designation	67822	BHEC - Social Worker	ARCHER, RHEANNA DAWN	\$54.00	<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
	Add Supervisor Designation		BHEC - Social Worker		\$54.00
Total					\$54.00

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 **credit card information**.

Card Information

Card Number* Expiration Date* CVV*

Card Number MM YYYY CVV

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2*

City* State*


Zip* Country*

Phone Email

* Required fields

Add Supervisor Designation	\$ 54.00
Total	\$ 54.00

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

I am human 

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


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: \$54.00
Authorization Number: [REDACTED]
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	Add Supervisor Designation	[REDACTED]	\$54.00

[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 **allow at least six weeks** before contacting BHEC for a status update.