

## How to Apply Online for Approval to Sit for AMFTRB Exam

**IMPORTANT:** Before you initiate the online application process, be sure you have the required supplemental documentation saved to your device. You will be prompted to upload this documentation toward the end of the process.

### Step 1 – Log In or Create an Account

- Go to the <https://vo.licensing.hpc.texas.gov/datamart/login.do> and log in.
- 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.

Welcome to the Online Licensing System

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

### Step 2 – Select License Type under “Start a New Application”

- From the first drop-down, choose **Texas Behavioral Health Executive Council**.
- Then select **Approval to Sit for AMFTRB Exam** and click **Select**.

#### Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council

Approval to Sit for AMFTRB Exam

Select

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### Step 3 – Begin Application

- Read the introduction carefully and then select “Next”

**Introduction**

**Approval to Sit for AMFTRB Exam - Introduction**

Welcome to the online application process for the Texas State Board of Examiners of Marriage and Family Therapists (board). Please note: Your information will not be saved until you complete the application and submit your information and fees.

This online application is only to request approval to sit for the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) licensure exam.

Note: For Texas LMFT Associate or Texas independent LMFT licensure, staff may accept a passing score

- on the AMFTRB exam received directly from AMFTRB's portal, or
- on the California exam for independent LMFT received directly from CA BBS on a license verification form. If you have already passed the California exam for independent LMFT, you are not required to also pass the AMFTRB exam before applying for Texas licensure.

If you want to apply for a Texas LMFT or LMFT Associate license, or are already licensed as an LMFT or LMFT Associate in the State of Texas, and you need to apply for full licensure based on an existing LMFT Associate license, 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 [www.bhec.texas.gov](http://www.bhec.texas.gov) for requirements.

Upon successful submission of this application, applicants will receive a letter in their online account secure inbox containing the authorization code to register for the AMFTRB licensure exam. Register for the AMFTRB exam at [AMFTRB.org](http://AMFTRB.org).

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

**Next** Cancel App

### Step 4 – Function Suitability

- Answer the following questions and then select “Next”

**Approval to Sit for AMFTRB Exam - 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 attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input type="radio"/> No
Have you already received an exam authorization code from the Board? (If yes, please return to the exam authorization notice in your online account secure inbox and reuse the same code.)	<input type="radio"/> Yes <input type="radio"/> No
Have you already passed the AMFTRB licensure exam?	<input type="radio"/> Yes <input type="radio"/> No
Have you already passed the California exam for independent LMFT?	<input type="radio"/> Yes <input type="radio"/> No
Are you currently licensed as an LMFT Associate in Texas and are applying to upgrade to independent LMFT license?	<input type="radio"/> Yes <input type="radio"/> No
Do you meet ONE of the following criteria? <ul style="list-style-type: none"><li>• I hold a conferred masters or doctoral degree in marriage and family therapy or a related mental health field,</li><li>• I have completed at least one graduate internship in marriage and family therapy or an equivalent internship, or</li><li>• I am a graduate student in good standing in a qualifying degree program and I am enrolled in a marriage and family therapy internship or an equivalent internship.</li></ul>	<input type="radio"/> Yes <input type="radio"/> No

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

**⚠ IMPORTANT: Any incorrect selection may render you unsuitable for the function and present the following error: ⚠**

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.

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### Step 5 – Name and Personal Details

- Confirm “Name”, “Second Name”, and “Last Name”
- Fill out the “social security”, “date of birth”, “gender”, and “race” fields.
- Select “Next”

#### Approval to Sit for AMFTRB Exam - Name and Personal Details

I understand that the disclosure of a social security number by an applicant is mandatory under the Family Code, Section 231.302 and the Health Insurance Portability and Accountability Act of 1996, Section 221. Social Security Numbers are confidential and will be used for identification and reporting purposes as required by law.

Enter your personal details and press "Next" to continue.

Press "Previous" to return to the previous section.

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

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First Name:	<input type="text"/>
Second Name:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text" value="●●●●●●●●"/> (No Dashes)
Confirm Social Security Number:	<input type="text" value="●●●●●●●●"/> (No Dashes)
Date of Birth:	<input type="text" value="06/01/1999"/> (mm/dd/yyyy)
Gender:	<input type="text" value=""/>
Race:	<input type="text" value=""/>

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## Step 6 – Contact Information

- Confirm contact information as well as main address, you may also add a business address/main address by clicking the drop down menu under **“Add Another Contact”**

### Approval to Sit for AMFTRB Exam - Contact Information

Please review the address information below and make any necessary changes/corrections.

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 be displayed in full unless you have designated it as your home address below in the online licensing system.**

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.

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:  (999) 999-9999

Extension:

\* E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:

## How to Apply Online for Approval to Sit for AMFTRB Exam

### Step 7 – Education

- Enter requested education information
- Select “Next”

#### Approval to Sit for AMFTRB Exam - Information

#### Education

Please provide the required information concerning your education.

* Name of instructional institution	<input type="text"/>
* Location	<input type="text"/>
Dates attended:	
* From	<input type="text"/>
* To	<input type="text"/>
* Type of Degree obtained	<input type="text"/>
Major (if applicable)	<input type="text"/>
* Total Credit Hours Earned	<input type="text"/>
* Name on Transcript	<input type="text"/>
* Degree Conferral Date (actual or anticipated)	<input type="text"/>

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## How to Apply Online for Approval to Sit for AMFTRB Exam

### Step 8 – Your Application Summary

- Confirm information in your application summary is accurate, to make changes you may select the “**Edit**” button in each category of information.
- Select “**Submit**” when finished.

#### Approval to Sit for AMFTRB Exam - Application Summary

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.

Review the data and press “Submit” to submit this application.

Press “Previous” to return to the previous section.

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

<b>Application</b>	License Type: BHEC - Marriage and Family Therapist Application Date: 02/05/2026	
<b>Personal Details</b>	Full Name: [REDACTED] Social Security Number: [REDACTED] Birthdate: **/**/**** Gender: Race:	<a href="#">Edit</a> ←
<b>General Addresses</b>	Main Address: 3502 GRANADA AVE DALLAS, TEXAS DALLAS 75205 US Is this your Home Address? Yes Phone Number: (512) 305-7704 E-mail: Test_james@shelton.org Contact #: Web Address:	<a href="#">Edit</a> ←
<b>Education</b>	Name of instructional institution: test Location: test From: 1/1/2020 To: 1/1/2025 Type of Degree obtained: test Major (if applicable): test Total Credit Hours Earned: 456 Name on Transcript: test test Degree Conferral Date (actual or anticipated): 6/2/2025	<a href="#">Edit</a> ←
		<a href="#">Previous</a> <a href="#">Submit</a> <a href="#">Cancel App</a>

## How to Apply Online for Approval to Sit for AMFTRB Exam

### Step 9 – Confirmation

- Check “**Yes**” after checking each statement below indicating qualification to sit for the AMFTRB Exam.
- Click “**Submit**”

**Approval to Sit for AMFTRB Exam - Attestation**

Press "Previous" to return to the previous section.  
Press "Submit" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

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Please check each statement below indicating qualification to sit for the AMFTRB Exam:

- I have reviewed the licensing requirements as set forth in the board's rules.
- I hold a qualifying master's degree in marriage and family therapy, or a related field, or am currently enrolled in a qualifying graduate program and internship.
- I seek to take the AMFTRB exam to qualify for licensure as a marriage and family therapist in Texas.
- I submit this application for approval to take the AMFTRB exam for myself and will not share the exam approval code with anyone else.

Yes  
 No

Previous **Submit** Cancel

### Step 10 – Fee and Summary Report

- Click “**View PDF Summary Report**” to save a report of your application.
- Click “**Return**” to be redirected to the Licensing Systems homepage.

#### Fee and Summary Report

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

Press "Return" to return to the main menu.

Return **View PDF Summary Report**



### You're Finished!

You will receive an email confirming your approval to sit for the AMFTRB exam with the necessary exam authorization code.