

## How To Apply Online for Licensed Specialist in School Psychology (LSSP)

This guide will assist you in applying online for your **initial LSSP license** in Texas.

The online licensing system link is found here:

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

If you haven't already created an account, follow the "**How to Create an Account**" guide located on the "How-to User Guides" webpage. <https://bhec.texas.gov/how-to-user-guides/>

**! IMPORTANT:** Before starting, save all required supplemental documents (e.g., jurisprudence exam certificate) to your device. You will be prompted to upload these before submitting the application.

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### Step-by-Step Instructions

1. Log into your **online licensing system account**.  
<https://vo.licensing.hpc.texas.gov/datamart/login.do>

**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

## How to Apply Online for Licensed Specialist in School Psychology

2. From the dropdown, select:

→ **Texas Behavioral Health Executive Council**

→ Then choose "**Licensed Specialist in School Psychology Online Initial**"

→ Click "**Select**"

### ■ Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council

Licensed Specialist in School Psychology Online Initial

Select

3. Read the introduction, then click "**Next**".

### Licensed Specialist in School Psychology Online Initial - Introduction

Thank you for your interest in applying for licensure in Texas as a Licensed Specialist in School Psychology.

Applicants are highly encouraged to review the Statute and Rules before submitting an Initial Application for Licensure as a Specialist in School Psychology. Please start by reviewing the [Psychology](#) page of the Council's website. From this page you will have access to the *Statute and Rules*, the *Jurisprudence Examination*, *Forms and Publications*, Frequently Asked Questions and other important resources.

**BEFORE** proceeding with the online application, please note that fees are neither **refundable nor transferrable**. Please download the [Licensed Specialist in School Psychology Checklist & Licensure Process](#) document from the [Forms and Publications](#) section for a list of the required application materials and an overview of the licensure process. **Be sure to only submit one online application.**

**IMPORTANT:** select applications materials, i.e., transcripts, certifications, verifications of licensure and health services credentials, included but not limited to, are subject to primary source verification (PSV). Application materials required to be submitted under PSV will **not** be accepted from the applicant as part of the online application but rather must be received directly from issuing entities by mail or designated email. Please review the *Checklist* for submission requirements.

If you need to contact the psychology licensing staff, please select Psychology from the drop down menu under [Contact Us](#) found on the main Texas Behavioral Health Executive Council website.

Press "Next" to continue.

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

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Next Cancel App

Next

Cancel App

## How to Apply Online for Licensed Specialist in School Psychology

### 4. Answer the **function questions**, then click “Next”.

These confirm that you are using the correct application type.

#### Licensed Specialist in School Psychology Online Initial - 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
Do you have a previous LSSP license that is currently Expired? <i>If so, you cannot apply for a new license online. You must submit an application for Reinstatement.</i>	<input type="radio"/> Yes <input type="radio"/> No
Have you completed at least 60 graduate level semester credit hours from a regionally accredited university and meet ONE of the following conditions? <ul style="list-style-type: none"><li>You hold a Master's degree in psychology or a related discipline.</li><li>You hold a certificate of completion from a graduate-level school psychology re-training program.</li><li>You are licensed, certified, or registered in good standing to practice school psychology in another jurisdiction.</li><li>You were licensed, certified, or registered to practice school psychology in another jurisdiction within the previous 10 years and maintained good standing.</li></ul>	<input type="radio"/> Yes <input type="radio"/> No
Have you completed all coursework required under 463.9?	<input type="radio"/> Yes <input type="radio"/> No
Have you completed your supervised internship as required by 465.2?	<input type="radio"/> Yes <input type="radio"/> No
Have you passed the Praxis School Psychology Examination?	<input type="radio"/> Yes <input type="radio"/> No
Have you passed the Psychology Jurisprudence Examination within the last 6 months? <i>If no, please take the exam prior to submitting the application. Please use File Attachment to include your score report that reflects the date taken and score.</i>	<input type="radio"/> Yes <input type="radio"/> No

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⚠ Incorrect answers will trigger an error that prevents you from proceeding.

## How to Apply Online for Licensed Specialist in School Psychology

### 5. Enter or update your **personal details**, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - Name and Personal Details

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:

Second Name:

Last Name:

Suffix:

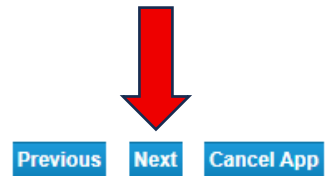
\* Social Security Number:  (No Dashes)

\* Confirm Social Security Number:  (No Dashes)

\* Date of Birth:  (mm/dd/yyyy)

Gender:

Race:



## How to Apply Online for Licensed Specialist in School Psychology

### 6. Enter your **contact information**, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - 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 Licensed Specialist in School Psychology

7. Select your **military status**, if applicable.  
This selection may impact fees and processing.

### Licensed Specialist in School Psychology Online Initial - Select Attributes

Prior to claiming any Military Status, please review [Council rule 882.60](#) and the corresponding [Board rule](#) (i.e., LMFT 801.204, LPC 681.114, Psychology 463.20, Soc. Work 781.419) to determine if you meet the Council's military licensing standards. If you believe that you do, please upload supporting documentation (e.g., Quick Reference Sheet, proof of military service or marriage to a military service member, proof of substantial equivalency) on the Attachments page of this application.


Listed below are the license attribute(s) you may add.

Please select the desired attribute(s) and press "Next" to continue.

Press "Previous" to return to the previous section.

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

Attribute Type:	Military Status		
Attributes:	Exists On License	Request To Add	
	<input type="checkbox"/>	<input type="radio"/>	Military Service Member
	<input type="checkbox"/>	<input type="radio"/>	Military Spouse with Other Licenses
	<input type="checkbox"/>	<input type="radio"/>	Military Veteran
		<input checked="" type="radio"/>	None of the Above

  
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8. Answer the initial **education-related questions**, then click "Next".

### Licensed Specialist in School Psychology Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.


**Online Initial Education and Exam**

1. Did you graduate from a university outside the U.S.?  
\* If so, you **MUST** complete an evaluation in accordance with [22 TAC 882.11](#) **PRIOR** to submission of this application.

2. Do you hold active certification as a Nationally Certified School Psychologist (NCSP)?  
\* If so, please attach a copy of the NCSP certificate on the Attachments page of this application.

3. Have you taken the Praxis School Psychology Examination within the past 10 years?  
If no, and you are not NCSP certified, you must be able to have an official copy of your test results (score and date of test) sent to us directly from the licensing Board that hold these records. If you cannot have this sent to us, you must take and pass the exam again within 90 days of submission of this application and allow the Board of Examiners of Psychologists access to these records.

\*

  
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## How to Apply Online for Licensed Specialist in School Psychology

### 9. Enter your **education history**, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.

**Online Initial Education and Exam**

1. Did you graduate from a university outside the U.S.?  
\* If so, you **MUST** complete an evaluation in accordance with [22 TAC 882.11](#) **PRIOR** to submission of this application.

2. Do you hold active certification as a Nationally Certified School Psychologist (NCSP)?  
\* If so, please attach a copy of the NCSP certificate on the Attachments page of this application.

3. Have you taken the Praxis School Psychology Examination within the past 10 years?  
If no, and you are not NCSP certified, you must be able to have an official copy of your test results (score and date of test) sent to us directly from the licensing Board that hold these records. If you cannot have this sent to us, you must take and pass the exam again within 90 days of submission of this application and allow the Board of Examiners of Psychologists access to these records.

Yes

Yes

Yes

  
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### 10. Provide your **citizenship and employment status**, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.

**Online Initial Employment**

Please upload and attach in the File Attachments section a detailed description of the setting and type of services being provided in order for agency staff to determine whether the setting and services fall within the scope and spirit of the law. Those applying under 882.26, must submit the exemption form available under Forms and Publications on the psychology webpage.

1. Are you a U.S. Citizen?  
If not, you will need to complete and submit the Systematic Alien Verification for Entitlements (SAVE) form found [here](#). Please upload and attach this form under the File Attachments page of this online application.

2. Are you currently providing psychological services in Texas?

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## How to Apply Online for Licensed Specialist in School Psychology

### 11. Enter any **previous professional license information**, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.

**Online Initial Other Licenses**

\* 1. Do you now hold or have you ever held a license to practice psychology in this state or in any other jurisdiction?

2. Have you ever had an application denied or been refused a license to practice psychology or any other form of behavioral or mental healthcare?

\* If so, please use the *File Attachments* to upload details identifying the jurisdiction that denied the application or request for licensure and describing the basis for the denial.

\* 3. Has there been in the past or is there currently pending any administrative or disciplinary action initiated by a health or occupational regulatory agency, or an agency or office within the federal government, against you or a license currently or previously held by you?

If so, please use the *File Attachments* to upload details of the nature of the administrative or disciplinary action, as well as the resolution of the matter that complies with [22 TAC 884.32](#).

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### 12. Answer the **competence and ethics** questions, then click “Next”.

#### Licensed Specialist in School Psychology Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.

**Online Initial Conviction**

\* 1. Have you ever aided or abetted another individual in the unlawful practice of psychology?

\* 2. Do you have a physical or mental impairment that prevents you from rendering competent psychological services with reasonable skill and safety to the public?

\* 3. Do you use drugs or alcohol to an extent that affects your professional competency?

If you answered yes to any of the above questions, please use the *File Attachments* to upload a written explanation, along with copies of any relevant supporting documentation. Additional information may be required upon request.

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## Document Uploads

13. Upload all **required supplemental documents** (e.g., jurisprudence exam certificate).

- Click “**Choose File**”, then select the file
- In the **Notes** field, type a short description (e.g., “JP Exam Certificate”)
- Click “**Attach**”

You can upload **multiple files**, and each will appear in the list of attached files once added.

→ **Total file size cannot exceed 20MB.**

→ You can **view** or **remove** each file as needed.

After uploading all files, click “**Next**”.

⚠ Be sure to include **all** required documentation, or your application may be delayed.

### Licensed Specialist in School Psychology Online Initial - Attachments

Please upload and attach all required documents, including:

- Licensed Specialist in School Psychology Checklist and Licensure Process
- Texas Jurisprudence Examination Score Report (*must reflect date taken and score*)
- Praxis School Psychology Exam (if applicable)
- Documentation of Supervised Experience Form (if applicable)
- Verification of NSCP certification (if applicable)
- Formal Internship form (if applicable)
- Military Quick Reference Sheet (if applicable)
- SAVE form (if applicable)
- Other information pertinent to your licensure application (if applicable)

Please **mail** the sealed, unopened *Self-Query Report* to the Council's office (address on our website).

**Notice:** Transcripts, Self-Query Report, verifications of licensure, evaluations of foreign degrees or health service certifications are not eligible for upload and must come directly from issuing entities. Please review the *Checklist* for the proper method of submission.

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.

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File Name:  No file chosen

Notes:

Attach

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Cancel App

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## How to Apply Online for Licensed Specialist in School Psychology

**14. Review all your information for accuracy.**  
Click **“Submit”** to save and proceed to the affirmation page.

	<p>currently pending any administrative or disciplinary action initiated by a health or occupational regulatory agency, or an agency or office within the federal government, against you or a license currently or previously held by you? If so, please use the File Attachments to upload details of the nature of the administrative or disciplinary action, as well as the resolution of the matter that complies with <a href="#">22 TAC 884.32</a>.</p> <p>No</p>
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<p><b>Online Initial Conviction</b></p>	<p style="text-align: right;"><a href="#">Edit</a></p> <p>1. Have you ever aided or abetted another individual in the unlawful practice of psychology? No</p> <p>2. Do you have a physical or mental impairment that prevents you from rendering competent psychological services with reasonable skill and safety to the public? No</p> <p>3. Do you use drugs or alcohol to an extent that affects your professional competency? No</p>
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[Previous](#) [Submit](#) [Cancel App](#)



## How to Apply Online for Licensed Specialist in School Psychology

15. Agree to the **affirmation statement** by selecting “Yes”, then click “Next”. You’ll receive a confirmation email with:

- A **PDF summary** of your application
- Instructions for **completing the fingerprinting requirement**

**! IMPORTANT: On the 7<sup>th</sup> bullet, “90 days” has been changed to “180 days” !**

### Licensed Specialist in School Psychology Online Initial - 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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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 90 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



# How to Apply Online for Licensed Specialist in School Psychology

## 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: \$252.00

## Deficiencies

1. Insufficient money received

Fix

Pay Now

View PDF Summary Report



## Payment Process

16. Click "Pay Now" to begin the fee process.

### 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
[Redacted]	Duplicate Permit	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Duplicate Permit	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Duplicate Wall Certificate	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Add Doctoral Degree	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$54.00 <input type="checkbox"/>
[Redacted]	Licensed Specialist in School Psychology Online Initial	[Redacted]	BHEC - Psychology (LSP)	[Redacted]	\$252.00 <input checked="" type="checkbox"/>



\$252.00

To Third Party

Payment Method

Credit Card

Next

Main Menu



⚠ If you do **not** pay within **30 days**, your application will be **deleted**.

⚠ If you selected a **military status** that qualifies for a fee exemption, you will bypass this step and move to a confirmation screen.

## How to Apply Online for Licensed Specialist in School Psychology

17. Click “Next” to proceed to the confirmation screen.

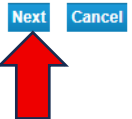
### Confirm Payment Details

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
185172	Licensed Specialist in School Psychology Online Initial		BHEC - Psychology (LSP)	AMES, LAURE R	\$252.00
Total					\$252.00

Payment Method: Credit Card



18. Click “Next” again to reach the payment processor.



**Texas Behavioral Health Executive Council**



#### Card Information

Card Number\*   Expiration Date\*  CVV\*

#### Billing Address

First Name\*  Last Name\*   
Address Line 1\*  Address Line 2   
City\*  State\*   
Zip\*  Country\*   
Phone  Email

\* Required fields

Licensed Specialist in School Psychology Online Initial	\$ 252.00
<b>Total</b>	<b>\$ 252.00</b>

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



## How to Apply Online for Licensed Specialist in School Psychology

**19.** Once payment is processed, you'll see the **payment success page**. You'll also have the option to **view and save a payment summary**. You'll receive an **email confirming payment**.

Please **save all confirmation emails** 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.


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Amount Paid: \$252.00  
Authorization Number: [REDACTED]  
Trace Number: [REDACTED]

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Application Number	Description	Applicant Name	Fee
[REDACTED]	Licensed Specialist in School Psychology Online Initial	[REDACTED]	\$252.00

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



### What Happens Next

Your application will be reviewed by licensing staff in the **order received**. If any documents are missing or incomplete, BHEC staff will contact you. If everything is complete, your license will be issued.

 Due to high volume, **please wait at least 6 weeks** before contacting BHEC for a status update.