

How To Apply Online for Psychologist Associate License

IMPORTANT: Before beginning your application, save all required supplemental documentation to your device. You will be prompted to upload these files later.

Step 1: Log In to Your Licensing Account

Go to the online licensing system <https://vo.licensing.hpc.texas.gov/datamart/login.do>. If you don't have an account, create one. A guide is available at the top of the How to User Guides webpage: <https://bhec.texas.gov/how-to-user-guides/>



The screenshot shows the Texas Online Licensing System login page. At the top, there is a header with the Texas State Seal and a list of regulatory boards: Executive Council of Physical Therapy and Occupational Therapy Examiners, Texas Behavioral Health Executive Council, Texas Board of Professional Geoscientists, Texas Funeral Service Commission, Texas Optometry Board, Texas State Board of Dental Examiners, Texas State Board of Pharmacy, and Texas State Board of Plumbing Examiners. Below the header, the page is titled "Welcome to the Online Licensing System" and includes navigation links for "FAQ", "Public Search", and "Contact Us".

The main content area is divided into two columns. The left column contains a "Returning User" login form with fields for "User ID" and "Password", a "Sign In" button, and links for "Forgot password?" and "Forgot user ID?". Below this is a "New User" section with a "Begin Here For Sign-up" link and a note: "New Users must create an online account to use the Online Licensing System. Opening a second account will not delete the first account." The right column features a "Public Search" section with instructions on how to search for licenses and a "Sign-up and manage your licenses" section with instructions on how to apply for a new license, renew, or maintain an existing license. At the bottom of the right column, there is a "Maintenance Window" section with a link to see the upcoming maintenance schedule.

In the center of the page, there is a large image of the Texas state flag waving in front of a building.

How to Apply Online for Psychologist Associate License

Step 2: Begin the Application

- From the first dropdown, select: **Texas Behavioral Health Executive Council**
- Then choose: **Licensed Psychological Associate Online Initial**
- Click **Select**.

■ Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council

Licensed Psychological Associate Online Initial

Select

Step 3: Read the Introduction

Click **Next** to continue.

Introduction	Licensed Psychological Associate Online Initial - Introduction
Function Suitability	Thank you for your interest in applying for licensure in Texas as a Licensed Psychological Associate.
Name and Personal Details	Applicants are highly encouraged to review the Statute and Rules before submitting an Initial Application for Licensure as a Psychological Associate. Please start by reviewing the Psychology page of the Council's website. From this page you will have access to the <i>Statute and Rules</i> , the <i>Jurisprudence Examination, Forms and Publications</i> , Frequently Asked Questions and other important resources.
Contact Information	BEFORE proceeding with the online application, please note that fees are neither refundable nor transferrable. Please download the Licensed Psychological Associate 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.
Select Attributes	IMPORTANT: select applications materials, i.e., transcripts, certifications, verifications of licensure, health services credentials and EPPP scores, 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 <i>Checklist</i> for submission requirements.
Online Initial Education and Exam	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.
Online Initial Degree Info	Press "Next" to continue.
Online Initial Employment	Press "Cancel" to cancel this application and return to the main menu.
Online Initial Other Licenses	
Online Initial Conviction	
Attachments	
Summary (pre-fees)	

Next Cancel App

How to Apply Online for Psychologist Associate License

Step 4: Answer the Function Questions

These questions ensure you're applying for the correct license.


! Incorrect answers will generate an error and stop your application.

Click **Next** to proceed.

Introduction	Licensed Psychological Associate Online Initial - Function Suitability
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.
Name and Personal Details	
Contact Information	
Select Attributes	
Online Initial Education and Exam	
Online Initial Degree Info	
Online Initial Employment	
Online Initial Other Licenses	
Online Initial Conviction	
Attachments	
Summary (pre-fees)	

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 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 been awarded a graduate degree in psychology from a regionally accredited university that meets the minimum total semester hour requirement as required by 22 TAC 463.8	<input type="radio"/> Yes <input type="radio"/> No
Have you completed your 6 semester credit hours of practicum, internship or other supervised experience under a licensed psychologists as required by 465.2?	<input type="radio"/> Yes <input type="radio"/> No
Are you applying for a license as a Licensed Professional Counselor or Licensed Professional Counselor Associate?	<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

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



Step 5: Enter Personal Details

Update your personal details as prompted. Click **Next**.

Introduction	Licensed Psychological Associate Online Initial - Name and Personal Details
Function Suitability	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.
Name and Personal Details	
Contact Information	
Select Attributes	
Online Initial Education and Exam	
Online Initial Degree Info	
Online Initial Employment	
Online Initial Other Licenses	
Online Initial Conviction	
Attachments	
Summary (pre-fees)	

First Name: [Redacted]

Second Name: [Redacted]

Last Name: [Redacted]

Suffix: [Redacted]

* Social Security Number: [Redacted] (No Dashes)


* Confirm Social Security Number: [Redacted] (No Dashes)

* Date of Birth: [Redacted] (mm/dd/yyyy)

Gender: [Redacted]

Race: [Redacted]

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



How to Apply Online for Psychologist Associate License

Step 6: Provide Contact Information

Enter your current mailing address, phone number, and email. Click **Next**.

Introduction	Licensed Psychological Associate Online Initial - 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.
Select Attributes	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.
Online Initial Education and Exam	Press "Continue" to go to next page.
Online Initial Degree Info	Press "Previous" if you do not want to save your changes.
Online Initial Employment	Press "Delete" to delete this address.
Online Initial Other Licenses	If Copy Button is available. Press "Copy" to copy a previously entered address.
Online Initial Conviction	Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
Attachments	Select an address type and press "Add" to add a new address.
Summary (pre-fees)	

Main Address

* Is this your Home Address? Yes No

Street Number: [Redacted]

* Address: [Redacted] [Redacted] [Redacted]

* Zip Code: [Redacted]

* City: [Redacted]

* State: [Redacted]

* County: [Redacted]

* Country: [Redacted]

* Phone Number: [Redacted] (999) 999-9999

Extension: [Redacted]

* E-mail: [Redacted]


Contact #: [Redacted]

Web Address: [Redacted]

Add Another Contact

Contact Type: [Redacted] **Add**

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




How to Apply Online for Psychologist Associate License

Step 7: Select Military Status (if applicable)

Choose your military affiliation (if any). This will affect processing. Click **Next**.


Introduction	Licensed Psychological Associate Online Initial - Select Attributes		
Function Suitability	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.		
Name and Personal Details	Listed below are the license attribute(s) you may add.		
Contact Information	Please select the desired attribute(s) and press "Next" to continue.		
Select Attributes	Press "Previous" to return to the previous section.		
Online Initial Education and Exam	Press "Cancel App" to cancel this application and return to the main menu.		
Online Initial Degree Info	Attribute Type:	Military Status	
Online Initial Employment	Attributes:	Exists On License	Request To Add
Online Initial Other Licenses		<input type="checkbox"/>	<input type="radio"/>
Online Initial Conviction		<input type="checkbox"/>	<input type="radio"/>
Attachments		<input type="checkbox"/>	<input checked="" type="radio"/>
Summary (pre-fees)			
			Military Service Member
			Military Spouse with Other Licenses
			Military Veteran
			None of the Above
			Previous Next Cancel App



Step 8: Education Screening Questions

Answer the initial education-related questions. Click **Next**.

Introduction	Licensed Psychological Associate Online Initial - Information	
Function Suitability	Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the application.	
Name and Personal Details	Online Initial Education and Exam	
Contact Information	1. Did you graduate from a university outside the U.S.?	
Select Attributes	* If so, you MUST complete an evaluation in accordance with 22 TAC 882.11 PRIOR to submission of this application.	
Online Initial Education and Exam	No	
Online Initial Degree Info	2. Did you receive your graduate degree from a regionally accredited educational institution? (Listed in 22 TAC 463.1)	
Online Initial Employment	* Yes	
Online Initial Other Licenses	3. Did you obtain at least 6 semester hours of practicum, internship or other structured experience as part of your graduate degree?	
Online Initial Conviction	* Yes	
Attachments	4. Do you have a disability or impairment recognized under the Americans with Disabilities Act (ADA) which will necessitate special accommodations during the administration of any examinations?	
Summary (pre-fees)	* No	
	If so, please upload and attach in the File Attachments section a detailed description of the disability or impairment that complies with 22 TAC 882.7 .	
	5. Have you received a passing score for the Examination for Professional Practice in Psychology (EPPP) for a previous application with Texas OR for another jurisdiction that meets the cutoff under 22 TAC 463.31? If for another jurisdiction, you can access the EPPP Score Transfer Service by visiting ASPPB's website at www.asppb.net .	
	* Yes	
	Previous Next Cancel App	



Step 9: Citizenship & Employment Status

Provide your citizenship and current employment status. Click **Next**.

<ul style="list-style-type: none">IntroductionFunction SuitabilityName and Personal DetailsContact InformationSelect AttributesOnline Initial Education and ExamOnline Initial EmploymentOnline Initial Other LicensesOnline Initial Degree InfoOnline Initial ConvictionAttachmentsSummary (pre-fees)	<p>Licensed Psychological Associate Online Initial - Information</p> <p>Online Initial Employment</p> <p>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.</p> <ol style="list-style-type: none">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? If providing psychological services in Texas and not licensed by this agency, please upload and attach under File Attachments the documentation or form(s) supporting the provision of these services.3. Have you ever used another name(s)? <p><a>Previous <a>Next <a>Cancel App</p>
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Step 10: License History

Answer license history questions, then Click **Next**.

<ul style="list-style-type: none">IntroductionFunction SuitabilityName and Personal DetailsContact InformationSelect AttributesOnline Initial Education and ExamOnline Initial EmploymentOnline Initial Other LicensesOnline Initial Degree InfoOnline Initial ConvictionAttachmentsSummary (pre-fees)	<p>Licensed Psychological Associate Online Initial - Information</p> <p>Online Initial Other Licenses</p> <ol style="list-style-type: none">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. <p><a>Previous <a>Next <a>Cancel App</p>
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Step 11: Degree Information


Enter degree/education history information.

Licensed Psychological Associate Online Initial - Information

Online Initial Degree Info

- * 1. Degree conferral date (mm/dd/yyyy)
- * 2. Degree awarded (e.g. Ph.D., Psy.D., M.A., M.S.)
- * 3. Total Credit Earned Hours
- * 4. Please provide the name and the state of the university where you received your conferred degree.

Previous **Next** Cancel App



Step 12: Competency Questions

Respond to the competency questions honestly. Click **Next**.


Licensed Psychological Associate Online Initial - Information

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?
Yes
No
- * 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.




Previous **Next** Cancel App



How to Apply Online for Psychologist Associate License

Step 13: Upload Supplemental Documents

- Click **Choose File** > select a document > click **Open**.
- Type a brief description in the **Notes** field and click **Attach**.
- Repeat for all required files.

Introduction	Licensed Psychological Associate Online Initial - Attachments
Function Suitability	Please upload and attach all required documents, including: <ul style="list-style-type: none">• Licensed Psychological Associate Checklist and Licensure Process• Texas Jurisprudence Examination Score Report (<i>must reflect date taken and score</i>)• Description of Required Graduate Level Coursework form• Transferred Examination for Professional Practice in Psychology (EPPP) score from ASPPB (if applicable)• Documentation of Supervised Experience Form (if applicable)• Military Quick Reference Sheet (if applicable)• SAVE form (if applicable)• Other information pertinent to your licensure application (if applicable)
Name and Personal Details	
Contact Information	
Select Attributes	
Online Initial Education and Exam	
Online Initial Employment	Please <u>mail</u> the sealed, unopened <i>Self-Query Report</i> to the Council's office (address on our website).
Online Initial Other Licenses	<u>Notice</u> : Transcripts, Self-Query Report, transferred EPPP scores and 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 <i>Checklist</i> for the proper method of submission.
Online Initial Degree Info	
Online Initial Conviction	Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.
Attachments	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
Summary (pre-fees)	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: 
	 Attach Previous Next Cancel App


- The screen will update with each successful attachment.
- Max total upload size: 20MB.
- Click **Next** when all files are uploaded.




Step 14: Review Your Application

Carefully review all details. Correct any mistakes. Click **Submit** to move on.

	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	No
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Online Initial Degree Info	1. Degree conferral date (mm/dd/yyyy)	05/04/2020	Edit 
	2. Degree awarded (e.g. Ph.D., Psy.D., M.A., M.S.)	phd	
	3. Total Credit Earned Hours	9000	
	4. Please provide the name and the state of the university where you received your conferred degree.	testetsteststvtst test	

Online Initial Conviction	1. Have you ever aided or abetted another individual in the unlawful practice of psychology?	No	Edit 
	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	
	3. Do you use drugs or alcohol to an extent that affects your professional competency?	No	

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



How to Apply Online for Psychologist Associate License


Step 15: Affirm the Application

Select **Yes** to affirm the application. Click **Next**.

You will receive an email with a PDF summary and fingerprinting instructions.

! IMPORTANT: On the 7th bullet, “90 days” has been changed to “180 days” !

Introduction	Licensed Psychological Associate Online Initial - 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.
Select Attributes	
Online Initial Education and Exam	The undersigned hereby acknowledge, attest, or affirm the following:
Online Initial Employment	<ul style="list-style-type: none">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.
Online Initial Other Licenses	
Online Initial Degree Info	
Online Initial Conviction	
Attachments	
Summary (pre-fees)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Previous Submit Cancel



How to Apply Online for Psychologist Associate License

Step 16: Pay the Application Fee

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: \$144.00

Deficiencies

1. Insufficient money received

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

⚠ If you do not pay, your application will be deleted after 30 days. If you select a military option, the fee will be waived, and you will proceed directly to the confirmation screen.

Step 17–21: Complete the Payment 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	
██████	Licensed Psychological Associate Online Initial		BHEC - Psychology (LP, LPA)	██████████	\$144.00	<input type="checkbox"/> To Third Party

Payment Method Credit Card

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

How to Apply Online for Psychologist Associate License

- Click **Next** to continue 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
██████████	Licensed Psychological Associate Online Initial		BHEC - Psychology (LP, LPA)	██████████	\$144.00
Total					\$144.00

Payment Method: Credit Card

[Next](#) [Cancel](#)

- Enter your billing and credit card information.
- Complete CAPTCHA and click **Submit Payment**.



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 Psychological Associate Online Initial	\$ 144.00
Total	\$ 144.00

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

I am human 

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

How to Apply Online for Psychologist Associate License

- You will see a payment success page and may save a copy 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: **\$144.00**

Authorization Number: [REDACTED]

Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	Licensed Psychological Associate Online Initial	[REDACTED]	\$144.00

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

Step 22: Email Confirmation

You will receive an email confirming your payment and application submission. Save this for your records.

Final Step: Application Review

- Your application will be reviewed in the order it was received.
- If anything is missing, staff will contact you. If everything is complete, your license will be issued.
- Please allow **at least 6 weeks** before requesting a status update.