

# How To Apply for a Psychology Temporary License

Before you begin: **Save all required supplemental documents** (e.g., jurisprudence exam certificate) to your device. You'll be prompted to upload them near the end of the application.

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## Step 1: Log in to the Online Licensing System

Access the system here: <https://vo.licensing.hpc.texas.gov/datamart/login.do>

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

**Returning User**  
\* \* are required.  
\*User ID:  
  
\*Password:  
   
[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 the Temporary License Application

1. From the first dropdown, choose **Texas Behavioral Health Executive Council**.
2. Then select **LPA/LP Temporary License**.

**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.

**License Information**  
No License Information Available

Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council

<Choose Application>  
<Choose Application>  
Licensed Marriage and Family Therapist Online Initial  
Licensed Professional Counselor Online Initial  
Licensed Psychological Associate Online Initial  
Licensed Psychologist Online Initial  
Licensed Social Worker Online Initial  
Licensed Specialist in School Psychology Online Initial  
LPA/LP Temporary License

## Step 3: Begin the Application

Read the introduction and click **Next**.

**Introduction**

**LPA/LP Temporary License - Introduction**

A temporary license allows out-of-state psychologists to practice for 30 days during the course of a year. These days do not have to be consecutive. A temporary license holder could, for example, provide services to a patient once a week for 30 weeks; twice a week for 15 weeks; or on an ad hoc basis throughout the year. Regular temporary licenses cannot be renewed, per se, but you can obtain a new temporary license each year by submitting a new application and fee once a year has passed since the issue date.

Texas law requires that a temporary license holder have a Texas psychologist "supervisor" in order to be granted temporary licensure. For the purposes of temporary licensure for a psychologist and as defined in [22 TAC 463.12\(d\)](#), this should be understood as requiring a "sponsor" as there is no supervisory responsibility for the psychologist sponsor. Texas requires a supervisor/sponsor with whom you may consult if you feel it is necessary. If you are not acquainted with any Texas psychologists, you can conduct an online search for actively licensed psychologists by city or county via the Council's website at [www.bhec.texas.gov/verify-a-license](http://www.bhec.texas.gov/verify-a-license).

For the purposes of temporary licensure for a psychological associate, the required Texas psychologist supervisor must provide supervision that meets the minimum requirements of [22 TAC 465.2](#).

If you already know the dates you will need temporary licensure you may enter those dates where requested on the application form. However, you may also simply enter "N/A" where the application asks for dates. Once approved, you will receive a letter or email granting temporary licensure for a total of 30 days. Then, all that will be necessary is for you to notify agency staff (again, e-mail is fine) of the dates you will be using the temporary license as those dates occur, but no later than 24 hours prior to each date. You may presume the delivery of services is approved for the dates submitted unless you hear otherwise.

When applying for a temporary license, if you hold any of the following credentials, please have the issuing organization(s) send verification directly to the Council. Verification may be sent via e-mail to [verifications@bhec.texas.gov](mailto:verifications@bhec.texas.gov) or by mail at the address listed on the website.

- CPQ (Certificate of Professional Qualification) issued by the Association of State and Provincial Psychology Boards (ASPPB).
- HSP (Health Service Provider) status from the National Register of Health Service Psychologists.
- Specialist designation from the American Board of Professional Psychology (ABPP).

Assuming you have no disciplinary history and staff can verify your license directly from your licensing board's website, you will not need to submit any additional documentation. If you do have disciplinary history in your home jurisdiction, please submit a copy of the disciplinary order(s) entered against your license on the Attachments page of this application.

Press "Next" to continue.

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

**Next** **Cancel App**

Answer the **function questions** to confirm you're in the correct application.

Introduction	LPA/LP Temporary License - 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	
Select Attributes	
Contact Information	
Temporary License Required Information	
Texas Sponsoring Psychologist Info	
Attachments	
Summary (pre-fees)	

Question	Answer
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input type="radio"/> No
Are you trying to apply for initial licensure as a psychologist or psychological associate?	<input type="radio"/> Yes <input type="radio"/> No
Do you currently have a pending application with our agency, Texas Behavioral Health Executive Council, for initial licensure as a psychologist or psychological associate?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a Texas supervising/sponsoring psychologist as required by <a href="#">22 TAC 463.12</a> ? PLEASE NOTE: Applicants for temporary psychological associate MUST have a supervisor with a current Texas license. Applicants for temporary psychologist must only have a sponsor with a current Texas license, as defined in subsection (d) of the above reference rule.	<input type="radio"/> Yes <input type="radio"/> No
Do you currently hold an active license as a psychologist or psychological associate in another jurisdiction?	<input type="radio"/> Yes <input type="radio"/> No

Previous Next Cancel

⚠ If your responses indicate a different license type, you'll see an error message. Review your answers and correct them or exit and restart the application.

Error
▪ This function is not suitable for your situation. Press "Cancel" and select a different function.

#### Step 4: Provide Personal Information

- Enter or update your **personal details**, then click **Next**.

Introduction	LPA/LP Temporary License - 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	
Select Attributes	
Contact Information	
Temporary License Required Information	
Texas Sponsoring Psychologist Info	
Attachments	
Summary (pre-fees)	

First Name: [Redacted]

Second Name: [Redacted]

Last Name: [Redacted]

Suffix: [Redacted]

\* Social Security Number: [Redacted]

\* Confirm Social Security Number: [Redacted]

\* Date of Birth: [Redacted]

Gender: [Redacted]

Race: [Redacted]

Previous Next Cancel App



## Step 6: Enter Contact Information

Provide your current contact details, then click **Next**.

<b>Introduction</b>	<b>LPA/LP Temporary License - Contact Information</b>
<b>Function Suitability</b>	Please review the address information below and make any necessary changes/corrections.
<b>Name and Personal Details</b>	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.
<b>Select Attributes</b>	<b>Your Main Address will be displayed in full unless you have designated it as your home address below in the online licensing system.</b>
<b>Contact Information</b>	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.
<b>Temporary License Required Information</b>	Press "Continue" to go to next page.
<b>Texas Sponsoring Psychologist Info</b>	Press "Previous" if you do not want to save your changes.
<b>Attachments</b>	Press "Delete" to delete this address.
<b>Summary (pre-fees)</b>	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.
	<input type="checkbox"/> Main Address
	<input checked="" type="radio"/> Is this your Home Address? <input type="radio"/> Yes <input type="radio"/> No
	Street Number: <input type="text"/>
	* Address: <input type="text"/>
	* 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"/> ) 999-9999
	Extension: <input type="text"/>
	* E-mail: <input type="text"/>
	Contact #: <input type="text"/>
	Web Address: <input type="text"/>
	<b>Add Another Contact</b>
	Contact Type: <input type="text"/> <input type="button" value="Add"/>
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>



## Step 7: Provide Out-of-State License and Credentials

Answer the questions regarding any **out-of-state licenses** and **additional credentials** you hold, then click **Next**.

Introduction

Function Suitability

Name and Personal Details

Select Attributes

Contact Information

**Temporary License Required Information**

Texas Sponsoring Psychologist Info

Attachments

Summary (pre-fees)

LPA/LP Temporary License - Information

**Temporary License Required Information**

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

- \* 1. Type of licensure held in another jurisdiction
- \* 2. License number
- \* 3. Name of jurisdiction in which your license is held
- \* 4. Your current email

5. Please indicate whether you hold any of the following additional credentials:

- a) Certificate of Professional Qualification (CPQ) from the Association of State and Provincial Psychology Boards (ASPPB)
- \* b) Specialty Certification from the American Board of Professional Psychology (ABPP)

*If you checked one or more of the above, please have the issuing organization(s) send verification directly to the Council. Verification may be sent using the Contact Us form (select Psychology from the program drop down), or mailed to our office address (found on our website).*

- \* 6. Purpose of request for temporary license.
- 7. Date(s) you will be using your temporary licensure, if known:

Previous Next Cancel App



## Step 8: Enter Sponsor Information

Provide details about the **Texas licensee who will serve as your sponsor**, then click **Next**.

Introduction

Function Suitability

Name and Personal Details

Select Attributes

Contact Information

Temporary License Required Information

**Texas Sponsoring Psychologist Info**

Attachments

Summary (pre-fees)

LPA/LP Temporary License - Information

**Texas Sponsoring Psychologist Info**

Please provide the following information regarding your Texas sponsoring psychologist as required by [22 TAC 463.12\(d\)](#). For LPA applicants, this would be your current supervisor with a Texas license.

- \* 1. Name of Texas sponsoring psychologist:
- \* 2. License number of Texas sponsoring psychologist: (numerical)
- 3. Address:
- 4. Phone: (xxx)xxx-xxxx

Previous Next Cancel App



## Step 9: Upload Supplemental Documents

Attach your required documents (e.g., jurisprudence exam certificate):

1. Click **Choose File**, select the file, and click **Open**.
2. Enter a brief description in the **Notes** field, then click **Attach**.

<b>Introduction</b>	<b>LPA/LP Temporary License - Attachments</b>
<b>Function Suitability</b>	<ol style="list-style-type: none"><li>1. Locate a file using the "Choose File" button.</li><li>2. In the "Notes" field, please enter the following description:</li><li>3. Press "Attach" after entering each description.</li></ol>
<b>Name and Personal Details</b>	You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.
<b>Select Attributes</b>	Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.
<b>Contact Information</b>	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
<b>Temporary License Required Information</b>	Press "Next" when there are no more files to attach.
<b>Texas Sponsoring Psychologist Info</b>	Press "Previous" to return to the previous screen.
<b>Attachments</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>Summary (pre-fees)</b>	
	File Name: <input type="text" value="Choose File No file chosen"/>
	Notes: <input type="text"/>
	
	<input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>

You may attach **multiple files**. Each file will appear in a list with options to:

- **View** the file
- **Remove** the file
- See the **total file size** (maximum: 20MB)

When finished, click **Next**.

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## Step 10: Review, Affirm, and Submit

- Review all information for accuracy and correct any errors.

The screenshot shows a web form with two main sections. The first section, 'Temporary License Required Information', contains the following fields: 1. Type of licensure held in another jurisdiction: test; 2. License number: 123456; 3. Name of jurisdiction in which your license is held: oklahoma; 4. Your current email: test@gmail.com; 5. Certificate of Professional Qualification (CPQ) from the Association of State and Provincial Psychology Boards (ASPPB): Yes; 6. Specialty Certification from the American Board of Professional Psychology (ABPP): Yes; 7. Purpose of request for temporary license: test; 8. Date(s) you will be using your temporary licensure, if known: test. The second section, 'Texas Sponsoring Psychologist Info', contains: 1. Name of Texas sponsoring psychologist: test; 2. License number of Texas sponsoring psychologist (numerical): 4; 3. Address: test; 4. Phone: (xxx)xxx-xxxx: 1231232222. At the bottom right, there are three buttons: 'Previous', 'Submit' (circled in red), and 'Cancel App'.

- Click **Submit** to save the application and move to the affirmation page.
- Select **Yes** to agree to the affirmation, then click **Next**.

The screenshot shows a confirmation page with a sidebar on the left containing menu items: Introduction, Function Suitability, Name and Personal Details, Select Attributes, Contact Information, Temporary License Required Information, Texas Sponsoring Psychologist Info, Attachments, and Summary (pre-fees). The main content area is titled 'LPA/LP Temporary License - Attestation' and contains instructions: 'Press "Previous" to return to the previous section.', 'Press "Submit" to continue.', and 'Press "Cancel" to cancel this application and return to the main menu.' Below this is an affirmation section: 'By submitting this application, you are acknowledging or affirming:' followed by eight numbered statements. At the bottom, there are two radio buttons: 'Yes' (selected) and 'No'. At the bottom right, there are three buttons: 'Previous', 'Submit' (circled in red), and 'Cancel'.

You'll receive a confirmation email with a **PDF summary** of your application.

## Step 11: Pay the License Fee

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

**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.

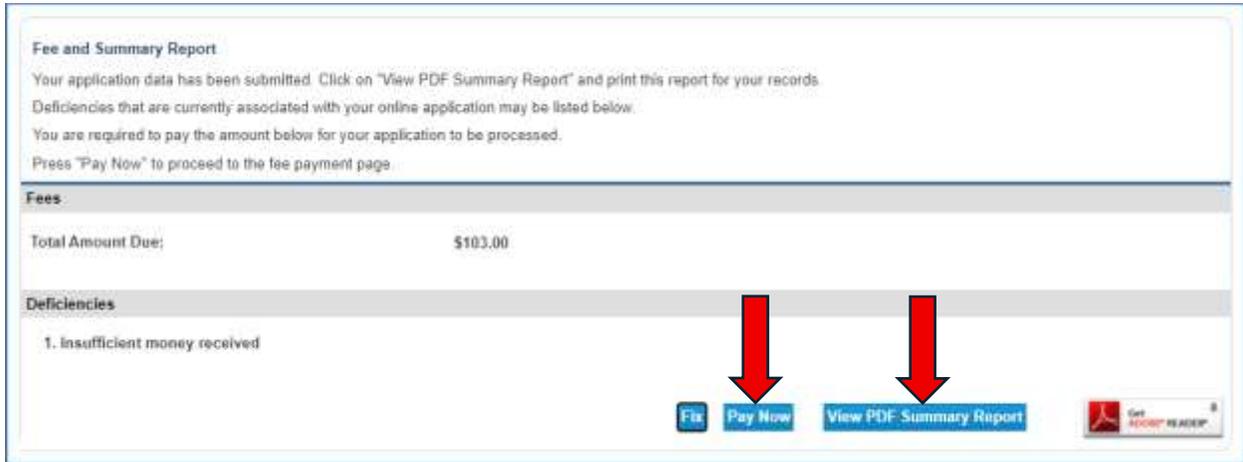
**Fees**

Total Amount Due: \$103.00

**Deficiencies**

1. Insufficient money received

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



- If you selected a qualifying **military status**, you are **exempt** from this fee and will skip directly to the confirmation screen.
  - If you do not complete payment, the application will remain in limbo for **30 days** and then be **deleted**.
2. Click **Next** to go to the confirmation page, then **Next** again to reach the payment processor.

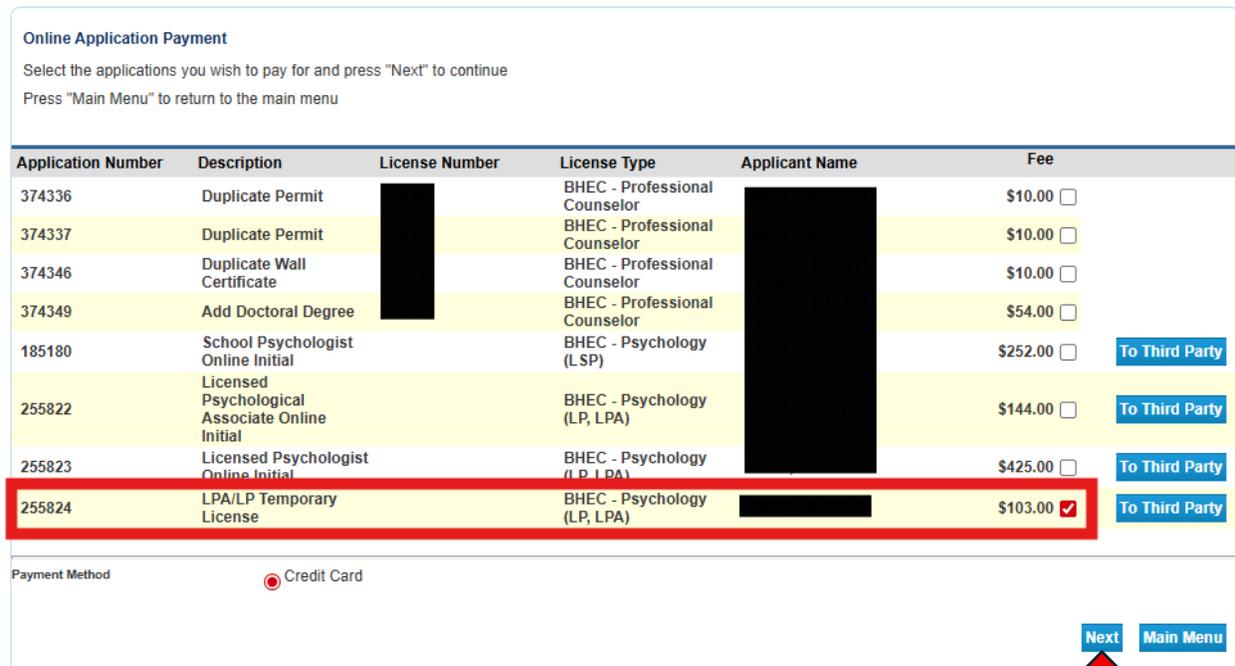
**Online Application Payment**

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	
374336	Duplicate Permit	[REDACTED]	BHEC - Professional Counselor	[REDACTED]	\$10.00	<input type="checkbox"/>
374337	Duplicate Permit	[REDACTED]	BHEC - Professional Counselor	[REDACTED]	\$10.00	<input type="checkbox"/>
374346	Duplicate Wall Certificate	[REDACTED]	BHEC - Professional Counselor	[REDACTED]	\$10.00	<input type="checkbox"/>
374349	Add Doctoral Degree	[REDACTED]	BHEC - Professional Counselor	[REDACTED]	\$54.00	<input type="checkbox"/>
185180	School Psychologist Online Initial	[REDACTED]	BHEC - Psychology (LSP)	[REDACTED]	\$252.00	<input type="checkbox"/> <a href="#">To Third Party</a>
255822	Licensed Psychological Associate Online Initial	[REDACTED]	BHEC - Psychology (LP, LPA)	[REDACTED]	\$144.00	<input type="checkbox"/> <a href="#">To Third Party</a>
255823	Licensed Psychologist Online Initial	[REDACTED]	BHEC - Psychology (LP, LPA)	[REDACTED]	\$425.00	<input type="checkbox"/> <a href="#">To Third Party</a>
255824	LPA/LP Temporary License	[REDACTED]	BHEC - Psychology (LP, LPA)	[REDACTED]	\$103.00	<input checked="" type="checkbox"/> <a href="#">To Third Party</a>

Payment Method  Credit Card

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



3. On the payment page, enter your **customer information** and click **Next**.

**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
255824	LPA/LP Temporary License		BHEC - Psychology (LP, LPA)	AMES, LAURE R	\$103.00
Total					\$103.00

Payment Method: Credit Card

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

4. Enter your **credit card information**, verify you're not a robot, 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

State Verification	\$ 50.00
<b>Total</b>	<b>\$ 50.00</b>

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

I am human  [Cancel](#) [Submit](#)

After your payment is processed, you'll be redirected to a **payment success** page where you can **view or save** a summary of the transaction.

You'll also receive a **payment confirmation email** — save it for your records.

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## **You're Done!**

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

If additional documentation is needed, staff will contact you. If your application is complete, your **temporary license** will be issued.

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