

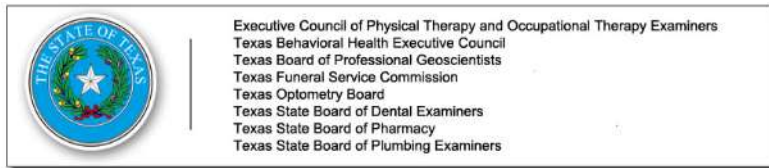
How To Apply Online for LPC Upgrade

Step 1: Log in to the Online Licensing System

Log in to your existing online account.

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

Instructions for account creation can be found **here**.



Welcome to the Online Licensing System

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

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.



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: Access the Upgrade Application

From the “**Manage your license information**” dropdown menu, choose “**Upgrade to Licensed Prof. Counselor**” 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.


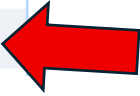
If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

It is time to Renew!

[Redacted]

Manage your license information

[Redacted]

Licensed Professional Counselor Associate [Redacted] Upgrade to Licensed Prof. Counselor  **Select** 

Step 3: Begin the Application

You'll be taken to the **upgrade application module**. Click **Next** to proceed.

Introduction Upgrade to Licensed Prof. Counselor - Introduction

Function Suitability Welcome to the State Board of Examiners of Professional Counselors online application for licensure upgrade to a Licensed Professional Counselor. This online application is not for renewals. 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.

CH Questions for Upgrade Online

Attachments


Summary (pre-fees)

Next **Cancel App** 

Step 4: Complete the Function Suitability Section


Answer the suitability questions to confirm you intend to **upgrade to LPC** rather than renew.

⚠ If any answers are incorrect, an **error message** will appear. Review your responses and correct them before continuing.

Introduction	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.						
Function Suitability							
Name and Personal Details	Upgrade to Licensed Prof. Counselor - Function Suitability						
Contact Information	Answer the questions below to ensure that you have selected the correct online transaction.						
CH Questions for Upgrade Online	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.						
Attachments							
Summary (pre-fees)							
<table border="1"><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>Are you attempting to renew an existing license/registration/permit?</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr><tr><td>Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor?</td><td><input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table>		Question	Answer	Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Question	Answer						
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor?	<input checked="" type="radio"/> Yes <input type="radio"/> No						
<p>Previous Next Cancel</p> 							

Step 5: Verify Personal Information

Review and update your **personal information** as needed, then click **Next**.

Introduction	Upgrade to Licensed Prof. Counselor - Name and Personal Details
Function Suitability	Enter your personal details and press "Next" to continue. Press "Previous" to return to the previous section.
Name and Personal Details	Press "Cancel" to cancel this application and return to the main menu.
Contact Information	
CH Questions for Upgrade Online	
Attachments	
Summary (pre-fees)	
<p>First Name: <input type="text"/></p> <p>Second Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Social Security Number: *****</p> <p>Date of Birth: 06/11/1992 (mm/dd/yyyy)</p> <p>Gender: <input type="text"/></p> <p>Race: <input type="text"/></p>	
<p>Previous Next Cancel App</p> 	

Step 6: Verify Contact Information

Confirm or update your **contact information**, then click **Next**.

Introduction	Upgrade to Licensed Prof. Counselor - 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.
CH Questions for Upgrade Online	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.
Attachments	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.
Summary (pre-fees)	<input type="checkbox"/> Main Address <input type="checkbox"/> Business Addr
Previous Next Cancel App	



Step 7: Answer the Criminal History Question

Answer the **criminal history** question accurately.

⚠ Important: Providing false information — such as answering “No” when you do have a record — may be considered falsification and could result in application denial.

Introduction	Upgrade to Licensed Prof. Counselor - Information
Function Suitability	
Name and Personal Details	
Contact Information	
CH Questions for Upgrade Online	CH Questions for Upgrade Online
Attachments	Within the last 24 months have you: (1) received deferred adjudication or been charged or convicted of a crime other than a minor misdemeanor traffic offense, (2) been charged or found guilty of unprofessional conduct in an administrative law or civil court, or (3) settled any such charges or (4) had any authorization privilege to practice in any setting denied, suspended, or revoked?
Summary (pre-fees)	<input type="radio"/> Yes <input type="radio"/> No
If you checked yes , a letter of explanation is required and any other supporting documentation you feel is necessary for the Board to render a decision. Discovery of criminal conviction information not disclosed may result in denial of your license, or disciplinary action, and disclosure of discovered information to other licensing boards.	
Explanation: <input type="text"/>	
Previous Next Cancel App	



Step 8: Upload Supplemental Documentation





Upload your required documentation:

- **Supervised Experience Verification Form(s)**
- **Jurisprudence Examination Certificate** (completed within the last 6 months)

If your supervisor submitted your verification through the **online supervision management tool**, you only need to upload your **Jurisprudence Examination Certificate**.

Each file you attach will appear above the selection boxes.

⚠ Avoid uploading files that exceed the maximum file size limit.


Introduction	Upgrade to Licensed Prof. Counselor - Attachments
Function Suitability	Please attach your Supervised Experience Documentation/Upgrade Form and any required documentation for the license you are applying for in accordance with the instructions on the application checklist. A list of the required documentation and their submission methods can be found on the application checklist included in the application packet. 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	<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.
Contact Information	You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.
CH Questions for Upgrade Online	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:  <input type="button" 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"/>
	


Step 9: Attest and Submit


Review your application summary and click **Submit**

Introduction	Upgrade to Licensed Prof. Counselor - 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.
CH Questions for Upgrade Online	Press "Cancel" to cancel this application and return to the main menu.
Attachments	
Summary (pre-fees)	


Application	License Type: Licensed Professional Counselor Associate Application Date: 10/10/2025
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Personal Details	Full Name: PEYTON DELEON Edit 
	Social Security Number: *****
	Birthdate: **/**/**** Gender: Race:

General Addresses	Main Address: 930 E 15TH STREET Edit 
	APT 216 PLANO, TEXAS COLLIN 75074 US
	Is this your Home Address? Yes
	Phone Number: (214) 686-3822
	E-mail: Test_peyton.deleon@allenrod.org
	Contact #: Web Address:
	Business Addr: 1128 NEWPORT DRIVE ALLEN, TEXAS COLLIN 75013 US
	Phone Number: (972) 396-6918 E-mail:

CH Questions for Upgrade Online	Within the last 24 months have you: (1) received deferred adjudication or been charged or convicted of a crime other than a minor misdemeanor traffic offense, (2) been charged or found guilty of unprofessional conduct in an administrative law or civil court, or (3) settled any such charges or (4) had any authorization privilege to practice in any setting denied, suspended, or revoked? No Edit 
	Explanation:

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




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

⚠ IMPORTANT: On the 7th bullet, “**One year**” has been changed to “**180 days**” **⚠**


Introduction	Upgrade to Licensed Prof. Counselor - 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.
CH Questions for Upgrade Online	
Attachments	
Summary (pre-fees)	

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 one year 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](#) 

Step 10: Download Your Application Summary

Because the upgrade fee was included in your original **Associate application**, you will **not be redirected to the payment processor**.

Click “**View PDF Summary Report**” to download and save a copy of your application for your records.

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 Done!**

Your upgrade application will be reviewed in the order it was received. If additional information is required, staff will contact you. Once complete, your **LPC license** will be issued.
