

# How to Renew Your Psychologist License Online

## Overview

This guide provides step-by-step instructions for renewing your psychologist license using the online licensing system.

## Step 1: Access the Online Licensing System

- Navigate to the online licensing system:  
<https://vo.licensing.hpc.texas.gov/datamart/login.do>
- Log in using your credentials.
  1. 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

# How to Renew Your Psychologist License Online

## Step 2: Begin the Renewal Process

- Approximately **60 days prior to your license expiration**, your account status will change to **“Renewal”**.
- From the **Quick Start Menu**, locate: **“It is time to Renew”**
- Click **“Select”** to begin.

**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.

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■ **It is time to Renew!**

Licensed Psychologist #40668	LP Renewal	<b>Select</b>
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## Step 3: Review Introduction

- Read the introduction page carefully.
- Click **“Next”** to proceed.

**Introduction**

**LP Renewal - Introduction**

Welcome to the Texas Behavioral Health Executive Council online license renewal for the Board of Examiners of Psychologists. 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.

Name changes must be submitted via the online licensing system. Licensees are encouraged to view the [How-to-User Guide](#) for submitting an online name change. You must upload and attach any documentation required by the Council.

If you experience technical difficulties, please contact the HPC Helpdesk at [licensinghelp@hpc.state.tx.us](mailto:licensinghelp@hpc.state.tx.us). For all other questions concerning the online renewal application process, please contact the Council during normal business hours at (512) 305-7700.

If you are claiming an exemption from renewal fees as an active military service member, you need to submit proof of military status to the Council **PRIOR** to submitting payment for your renewal. You may submit this information via the Contact Us webpage by selecting "Renewals, CE audits" from the dropdown list of program topics. Please do not submit payment of your renewal, as these fees will not be refunded to you. Instead, wait for approval of military status and exemption of fees from the Council before submitting your renewal application.


If you have not already done so for this renewal period, please take the agency's workforce survey by [clicking here](#). This survey will assist Texas with developing a coordinated statewide approach for building and maintaining a mental health workforce to meet the needs of its citizens. The survey is confidential and takes approximately 10 minutes to complete.

Press "Next" to continue.

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

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**Next** **Cancel App**



# How to Renew Your Psychologist License Online

## Step 4: Verify Contact Information

- Review your contact details.
- Make any necessary corrections.
- Click “Next”.

<b>Introduction</b>	<b>LP Renewal - Contact Information</b>
<b>Contact Information</b>	Please review the address information below and make any necessary changes/corrections.
<b>Select Attributes</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>LIC_INFO</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>SB-29 Sect C (c-1)(1 to 4)</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>SB-29 Sect (g)</b>	Press "Continue" to go to next page.
<b>SB-29 Sect C (c-1)(3)</b>	Press "Previous" if you do not want to save your changes.
<b>SB-29 Sect C (c-1)(5)</b>	Press "Delete" to delete this address.
<b>SB-29 Sect C (c-1)(6 to 8)</b>	If Copy Button is available. Press "Copy" to copy a previously entered address.
<b>SB-29 Sect C (c-1)(9)</b>	Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
<b>File Attachments</b>	Select an address type and press "Add" to add a new address.
<b>Summary (pre-fees)</b>	

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 Renew Your Psychologist License Online

## Step 5: Answer Required Questions

- Select Attributes:

<b>Introduction</b>	<b>LP Renewal - Select Attributes</b>																									
<b>Contact Information</b>	If you are <b>NOT</b> a US Citizen, you will need to complete and submit the Systematic Alien Verification for Entitlements (SAVE) form found <a href="#">here</a> , along with your current immigration status document (listed on SAVE form). Please upload and attach this form under the File Attachments page of this online renewal application.																									
<b>Select Attributes</b>																										
<b>LIC_INFO</b>	Prior to claiming any Military Status, please review <a href="#">Council rule 882.60</a> and the corresponding <a href="#">Board rule</a> (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., proof of military service or marriage to a military service member, proof of substantial equivalency) on the Attachments page of this application.																									
<b>SB-29 Sect C (c-1)(1 to 4)</b>	Listed below are the license attribute(s) you may add.																									
<b>SB-29 Sect (g)</b>	Please select the desired attribute(s) and press "Next" to continue.																									
<b>SB-29 Sect C (3)</b>	Press "Previous" to return to the previous section.																									
<b>SB-29 Sect C (c-1)(5)</b>	Press "Cancel App" to cancel this application and return to the main menu.																									
<b>SB-29 Sect C (c-1)(6 to 8)</b>																										
<b>SB-29 Sect C (c-1)(9)</b>																										
<b>File Attachments</b>																										
<b>Summary (pre-fees)</b>																										
	<table border="1"><thead><tr><th>Attribute Type:</th><th>Military Status</th><th>Exists On License</th><th>Request To Add</th><th></th></tr></thead><tbody><tr><td>Attributes:</td><td></td><td><input type="checkbox"/></td><td><input type="radio"/></td><td>Military Service Member</td></tr><tr><td></td><td></td><td><input type="checkbox"/></td><td><input type="radio"/></td><td>Military Spouse with Other Licenses</td></tr><tr><td></td><td></td><td><input type="checkbox"/></td><td><input type="radio"/></td><td>Military Veteran</td></tr><tr><td></td><td></td><td></td><td><input checked="" type="radio"/></td><td>None of the Above</td></tr></tbody></table>	Attribute Type:	Military Status	Exists On License	Request To Add		Attributes:		<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
Attribute Type:	Military Status	Exists On License	Request To Add																							
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		<input type="checkbox"/>	<input type="radio"/>	Military Veteran																						
			<input checked="" type="radio"/>	None of the Above																						
	<table border="1"><thead><tr><th>Attribute Type:</th><th>Citizen Status</th><th>Exists On License</th><th>Request To Add</th><th></th></tr></thead><tbody><tr><td>* Attributes:</td><td></td><td><input type="checkbox"/></td><td><input type="radio"/></td><td>Non-US Citizen</td></tr><tr><td></td><td></td><td><input type="checkbox"/></td><td><input type="radio"/></td><td>US Citizen</td></tr></tbody></table>	Attribute Type:	Citizen Status	Exists On License	Request To Add		* Attributes:		<input type="checkbox"/>	<input type="radio"/>	Non-US Citizen			<input type="checkbox"/>	<input type="radio"/>	US Citizen										
Attribute Type:	Citizen Status	Exists On License	Request To Add																							
* Attributes:		<input type="checkbox"/>	<input type="radio"/>	Non-US Citizen																						
		<input type="checkbox"/>	<input type="radio"/>	US Citizen																						
	<p style="text-align: right;"> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a></p>																									

**Note:** You may complete the renewal even if you answer “No” to applicable questions.

Click “Next”.

## Step 6: Provide additional information

- This information is required under §884.32

<ul style="list-style-type: none"><li>Introduction</li><li>Contact Information</li><li>Select Attributes</li><li><b>LIC_INFO</b></li><li>SB-29 Sect C (c-1)(1 to 4)</li><li>SB-29 Sect (g)</li><li>SB-29 Sect C (3)</li><li>SB-29 Sect C (c-1)(5)</li><li>SB-29 Sect C (c-1)(6 to 8)</li><li>SB-29 Sect C (c-1)(9)</li><li>File Attachments</li><li>Summary (pre-fees)</li></ul>	<p><b>LP Renewal - Information</b></p> <p>Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.</p> <p><b>LIC_INFO</b></p> <p>1) Is there any matter which you are required to report to the Board under Council rule <a href="#">884.32</a>, which you have not reported? <input type="text"/></p> <p>If so, you must submit the information required by Board rule <a href="#">884.32</a> to the Board's office.</p> <p>2) Have you obtained the required continuing education hours? If you have held an initial license with this Board for less than a full year, continuing education are not required for renewal. <input type="text"/></p> <p>3) Have you completed the human trafficking prevention training required by Chapter 116 of the Occupations Code? <input type="text"/></p> <p><a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a></p>
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Only fields marked with a red asterisk (\*) are required.



## Step 7: SB-29 Questions

- Choose the appropriate options:

<ul style="list-style-type: none"><li>Introduction</li><li>Contact Information</li><li>Select Attributes</li><li>LIC_INFO</li><li><b>SB-29 Sect C (c-1)(1 to 4)</b></li><li>SB-29 Sect (g)</li><li>SB-29 Sect C (3)</li><li>SB-29 Sect C (c-1)(5)</li><li>SB-29 Sect C (c-1)(6 to 8)</li><li>SB-29 Sect C (c-1)(9)</li><li>File Attachments</li><li>Summary (pre-fees)</li></ul>	<p><b>LP Renewal - Information</b></p> <p>Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.</p> <p><b>SB-29 Sect C (c-1)(1 to 4)</b></p> <p>Select the County of Birth <input type="text" value="WILLIAMSON"/></p> <p>Are you of Hispanic origin? <input type="text" value="Yes"/></p> <p>Select Race <input type="text" value="Other"/></p> <p>Select High School Location County <input type="text" value="WILLIAMSON"/></p> <p><a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a></p>
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## Step 8: SB-29 Section (g) Questions


- Select a method of licensure for the drop-down list and the select next.

<b>Introduction</b>	<b>LP Renewal - Information</b> Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.
Contact Information	
Select Attributes	
LIC_INFO	
SB-29 Sect C (c-1)(1 to 4)	
<b>SB-29 Sect (g)</b>	
SB-29 Sect C (3)	
SB-29 Sect C (c-1)(5)	
SB-29 Sect C (c-1)(6 to 8)	
SB-29 Sect C (c-1)(9)	
File Attachments	
Summary (pre-fees)	

**SB-29 Sect (g)**

Select Method of Licensure

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



## Step 9: SB-29 Section C (3) Questions

- Choose the appropriate options:

<b>Introduction</b>	<b>LP Renewal - Information</b> Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.
Contact Information	
Select Attributes	
LIC_INFO	
SB-29 Sect C (c-1)(1 to 4)	
SB-29 Sect (g)	
<b>SB-29 Sect C (3)</b>	
SB-29 Sect C (c-1)(5)	
SB-29 Sect C (c-1)(6 to 8)	
SB-29 Sect C (c-1)(9)	
File Attachments	
Summary (pre-fees)	

**SB-29 Sect C (3)**

\* Indicate Basic Health Professions Degree obtained for Licensure.

Enter Graduation Year in which Basic Health Professions Degree was obtained.

\* Enter School Name where Basic Health Professions Degree was obtained.

\* Select the Location where Basic Health Professions Degree was obtained.


\* Indicate Highest Professional Degree obtained.

\* Enter Graduation Year in which Highest Professional Degree was obtained.

\* Enter School Name where Highest Professional Degree was obtained.

\* Select the Location where Highest Professional Degree was obtained.

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



### Step 10: SB-29 Section C (c-1)(6-8) Questions

- Choose the appropriate options:

<b>Introduction</b>	<b>LP Renewal - Information</b>
Contact Information	Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.
Select Attributes	
LIC_INFO	
SB-29 Sect C (c-1)(1 to 4)	
SB-29 Sect (g)	
SB-29 Sect C (3)	
SB-29 Sect C (c-1)(5)	
<b>SB-29 Sect C (c-1)(6 to 8)</b>	<b>SB-29 Sect C (c-1)(6 to 8)</b>
SB-29 Sect C (c-1)(9)	Indicate the number of hours per week spent at the Primary Practice. <input type="text" value="40"/>
File Attachments	Select the Primary Practice Setting <input type="text" value="Hospital"/>
Summary (pre-fees)	Select the Primary Practice Specialty <input type="text" value="Clinical"/>
	Enter Primary Practice Location Zip Code <input type="text" value="78665"/>
	Enter Primary Practice Location County <input type="text" value="WILLIAMSON"/>
	<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a>



### Step 11: SB-29 Section C (c-1)(9) Questions

- Choose the appropriate options:

<b>Introduction</b>	<b>LP Renewal - Information</b>
Contact Information	Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with the renewal.
Select Attributes	
LIC_INFO	
SB-29 Sect C (c-1)(1 to 4)	
SB-29 Sect (g)	
SB-29 Sect C (3)	
SB-29 Sect C (c-1)(5)	
SB-29 Sect C (c-1)(6 to 8)	
<b>SB-29 Sect C (c-1)(9)</b>	<b>SB-29 Sect C (c-1)(9)</b>
File Attachments	Select the Secondary Practice Specialty <input type="text"/>
Summary (pre-fees)	Enter the Secondary Practice Zip Code <input type="text"/>
	Select the Secondary Practice County <input type="text"/>
	<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a>



## Step 12: Add Attachments

The **Attachments** feature allows you to upload documents accessible by BHEC staff.

**⚠ Only attach documents if instructed** in your renewal notice.

Only licensees under a **Continuing Education (CE) Audit** are required to upload CE documentation.

### To attach a file:

1. Click **Choose File** and select the document.
2. The file name will appear next to the button.
3. Enter a brief description in the **Notes** field and click **Attach**.

You can attach multiple files.

After each attachment:

- The file will appear in the list.
- The total file size will display (maximum 20MB).
- You can view or remove files as needed.

Click **Next** once all required files are attached.

LP Renewal - File Attachments

**NON-US CITIZENS ONLY:** If you are **NOT** a US Citizen, you will need to complete and submit the Systematic Alien Verification for Entitlements (SAVE) form found [here](#) along with your current immigration status documents (listed on SAVE form).

**PLEASE NOTE: FOR NON-US CITIZENS ONLY, YOUR RENEWAL WILL NOT BE PROCESSED UNTIL STAFF HAVE VERIFIED YOUR UPLOADED DOCUMENTS.**

Please do **NOT** attach your continuing education (CE) certificates to this application. Any CE certificates attached here will **NOT** be verified or accepted by staff. You must enter all CE hours using the CE Broker system at [cebroker.com](#).

Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit.

The required documents that should be attached to this application are located in the Attachment List.

Select an attachment type from the list and then locate your file with the Browse button.

Add notes as needed then select the Attach button.

Once attached you can View or Remove each attachment as needed.

When all attachments are completed select the Next button.

Attachment List:

File:  No file chosen

Notes:

## How to Renew Your Psychologist License Online

### Step 13: Summary & Attestation

- Review all entered information on the **Summary Page**
- Use **“Edit”** to correct any errors
- Click **“Submit”** when complete

<b>Introduction</b>	<b>LP Renewal - Application Summary</b>
<b>Contact Information</b>	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.
<b>Select Attributes</b>	Review the data and press "Submit" to submit this application.
<b>LIC_INFO</b>	Press "Previous" to return to the previous section.
<b>SB-29 Sect C (c-1)(1 to 4)</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>SB-29 Sect (g)</b>	
<b>SB-29 Sect C (3)</b>	
<b>SB-29 Sect C (c-1)(5)</b>	
<b>SB-29 Sect C (c-1)(6 to 8)</b>	
<b>SB-29 Sect C (c-1)(9)</b>	
<b>File Attachments</b>	
<b>Summary (pre-fees)</b>	

**Application** | License Type: Licensed Psychologist | Application Date: 03/24/2026


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**General Addresses**

Main Address [Edit](#)

Is this your Home Address?  
Phone Number:  
E-mail:  
Contact #:  
Web Address:

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




- Answer the attestation questions and then click **submit**

<b>Introduction</b>	<b>LP Renewal - Attestation</b>
<b>Contact Information</b>	Press "Previous" to return to the previous section.
<b>Select Attributes</b>	Press "Submit" to continue.
<b>LIC_INFO</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>SB-29 Sect C (c-1)(1 to 4)</b>	
<b>SB-29 Sect (g)</b>	
<b>SB-29 Sect C (3)</b>	
<b>SB-29 Sect C (c-1)(5)</b>	
<b>SB-29 Sect C (c-1)(6 to 8)</b>	
<b>SB-29 Sect C (c-1)(9)</b>	
<b>File Attachments</b>	
<b>Summary (pre-fees)</b>	

I hereby certify that the information on this form, including the continuing education information, is true and correct. I also certify that within the last year I have read, am familiar with, and agree to abide by all requirements of the Psychologists' Licensing Act and Board rules. I hereby acknowledge that providing false or incorrect information in connection with this renewal application will constitute a violation of the Psychologists' Licensing Act and Board rules, and may constitute a violation of Section 37.10 of the Penal Code.

Yes  
 No

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



## Step 14: Payment Process

1. Click “Pay Now”

**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.

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**Fees**



Total Amount Due: \$54.00

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**Deficiencies**

1. Insufficient money received

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



2. Click “Next” to proceed – *The Description and other fields from this screenshot will not match what you see on your screen, you will need to select the correct application payment for LP Renewal.*

**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	
						<a href="#">To Third Party</a>
						<a href="#">To Third Party</a>
						<a href="#">To Third Party</a>
						<a href="#">To Third Party</a>
						<a href="#">To Third Party</a>
						<a href="#">To Third Party</a>
451542	Add Supervisor Designation	67822	BHEC - Social Worker	ARR,HER, RHEANNA DAWN	\$54.00	<input checked="" type="checkbox"/>

Payment Method:  Credit Card

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

## How to Renew Your Psychologist License Online

3. You will be redirected to the payment processor

**Card Information**

Card Number\*      Expiration Date\*      CVV\*

Card Number      MM      YYYY      CVV

**Billing Address**

First Name\*      Last Name\*

Address Line 1\*      Address Line 2\*


City\*      State\*

Zip\*      Country\*

Phone      Email

Add Supervisor Designation	\$ 54.00
<b>Total</b>	<b>\$ 54.00</b>

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

I am human      

**Enter:**

- Customer information
- Payment (credit card) details

Click **“Next”** to complete payment.

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## Step 15: Payment Confirmation

- You will be redirected to a **Payment Success Page**
- Save or print your transaction summary

You will also receive:

- One email from the licensing system
- One email from the payment processor

**Keep both emails for your records.**

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## Completion Timeline

- Most renewals are processed within **3 business days**
  - Processing may take longer if:
    - You are under a **Continuing Education (CE) audit**
    - You have **outstanding fingerprint requirements**
- 

## Need Assistance?

For help, contact BHEC support or refer to the website help resources.