



# TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

## LICENSED PSYCHOLOGICAL ASSOCIATE CHECKLIST & LICENSURE PROCESS

### APPLICATION FOR LICENSED PSYCHOLOGICAL ASSOCIATE

- ✓ *Application for Licensed Psychological Associate (LPA) and application fee. See 22 TAC 885.1 for a list of the fee amounts.*
- ✓ *Official transcript sent **DIRECTLY** from the university - (mailed or electronic submission)*
- ✓ [Self-Query Report](#) from the National Practitioner Data Bank (NPDB) - **(in original sealed envelope)**
- ✓ *Documentation of Supervised Experience Form*
- ✓ *Proof of passage of the Jurisprudence Examination. This exam must be completed prior to applying and dated no more than six months prior to the date of application. Please [click here](#) to take the Jurisprudence Examination.*
- ✓ *Transferred Examination for Professional Practice in Psychology (EPPP) score from ASPPB (if applicable)*
- ✓ *Military Reference Sheet - If applicable*
- ✓ *Proof of US Citizenship or [SAVE](#) form (If applicant is not a US citizen.)*

Submit your application, fee, and supporting documentation to the Council's office.



### CRIMINAL HISTORY RECORD CHECK

Once your application has been received by the agency, staff will mail or email you the appropriate instructions and form necessary to undergo a fingerprint criminal history record check. A fingerprint criminal history record check is required for licensure.



### APPLICATION REVIEW

Applications are reviewed within six weeks of receipt, and in the order in which they are received. In the event your application is found to be incomplete or agency staff have questions regarding your application, a staff member will contact you with his or her question or regarding any missing or incomplete items. **Do not contact agency staff within this six week period unless you are responding to an inquiry from staff.** In the event you have not heard from the agency within six weeks of submitting your application, you may contact agency staff, preferably via email, to check on the status of your 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.



### EXAMINATION AUTHORIZATION

Upon approval of an application, applicants will receive written notification of their eligibility to sit for the EPPP. Applicants must complete the EPPP within 2 years following approval. Failure to do so will result in your application expiring.



### LICENSE ISSUANCE

Following passage of the EPPP, an applicant will be licensed as a psychological associate and must work under the supervision of a Licensed Psychologist. Licensees will receive written notification of licensure with a certificate by mail.