



# TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

## LICENSED PSYCHOLOGIST CHECKLIST & LICENSURE PROCESS

- Online Application for Licensed Psychologist (LP)** with current **application fee**. (See 22 TAC 885.1 - Fee Schedule).
- Official transcript** sent DIRECTLY from the university - ([mailed sealed or electronic submission](#))
- Self-Query Report** from the National Practitioner Database (NPDB) - ([mailed-original sealed envelope or electronic submission](#))
- Proof of passage of the **Jurisprudence Examination**. Must be completed prior to applying. Valid for 6 months. (See 22 TAC 882.5).
- Criminal History Record Check** – *Upon submission of the online application, you will receive an email with a link to the instructions necessary to undergo the required fingerprint criminal history record check. Be sure to check your spam folder.*
- 22 TAC 882.26 Exemption of Post-Doctoral Fellowship** – *TX site only - If applicable*
- Transferred **Examination for Professional Practice in Psychology (EPPP) score** from ASPPB - *If applicable*
- Formal Internship Verification Form**
- Supervised Post-Doc Experience Documentation Form (LP)** - *If applicable.*
- Satisfaction of Post-doctoral Supervised Experience with Doctoral Program Hours**- *If applicable.*
- Military Reference Sheet** – *If applicable*
- Proof of US Citizenship or SAVE form** (*If applicant is not a U.S. citizen.*)
- Certificate of Professional Qualification (CPQ)** – *If applicable. Transcript and EPPP score waived.*
- American Board of Professional Psychology certification (ABPP)** – *If applicable. Transcript waived.*
- Foreign Degree Evaluation** – (See 22 TAC 882.11) – *If applicable*

## APPLICATION REVIEW

Applications are reviewed in the order in which they are received. Due to heavy volume, it may take up to six weeks for staff to contact you regarding your application. In the event your application is found to be incomplete or agency staff have questions, a staff member will contact you 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 after six weeks of submitting your application, you may contact agency staff, preferably via email, to check on your status.

## EXAMINATION & PROVISIONAL LICENSURE

Upon approval, eligible applicants will be issued a non-renewable license as a *Licensed Psychologist with Provisional Status* valid for 2 years. During that time, applicants need to pass the EPPP and complete the required supervised experience. Failure to complete the requirements will result in your application expiring. Additionally, failure to pass the EPPP within three attempts will require the submission of a Study Plan pursuant to Council rule 22 Texas Administrative Code §882.6.

Those who have already met the requirements will be issued the full psychologist license upon approval of the LP application and will **NOT** be required to submit for *Request for License Issue application*. Licensees should review the *Statute and Rules* pertaining to renewal and professional development. The Council no longer issues renewal permit cards upon initial licensure or renewal. Licensees can order one through the *Online Licensing System*, if needed. Licensees should allow at least 4 months to receive their calligraphy license by mail.

\*\*\*\*\* **IMPORTANT** \*\*\*\*\*

Following passage of the EPPP and completion of your supervised experience, applicants **MUST** submit the *Request for License Issuance* and supporting materials **before** the end of the two-year period following approval. Failure to do so will result in having to submit another *Application for Licensed Psychologist*.