



TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

SCHOOL PSYCHOLOGIST CHECKLIST & LICENSURE PROCESS

APPLICATION FOR SCHOOL PSYCHOLOGIST

- ✓ *Application for School Psychologist* with current 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)**
- ✓ 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.
- ✓ Proof of passage of the Praxis School Psychology Examination (*waived for holders of the NCSP*)
- ✓ Submission of the *Documentation of Supervised Experience Form* (*waived for holders of the NCSP*)
- ✓ Verification of NCSP certification – *If applicable*
- ✓ Proof of US Citizenship or [SAVE](#) form (if not a US citizen)



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.



LICENSE ISSUANCE

Upon approval, applicants will be issued a license as a School Psychologists. Licensees will receive written notification of licensure by mail. A calligraphy license will be mailed within four months following the issuance of the license.