

How to Apply for an LPC License from Out of State

This guide will help you complete the online application for a Licensed Professional Counselor (LPC) license through the Texas Behavioral Health Executive Council (BHEC).

⚠ Before You Begin ⚠

Make sure all required supplemental documents are saved to your device. You'll upload them toward the end of the application.

Step 1: Log In or Create an Account

Visit the BHEC online licensing system and log in.

If you don't have an account, use the “**Begin Here for Sign-Up**” option to create one.

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

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Step 2: Select the Correct Board

After logging in:

- From the first dropdown, select **Texas Behavioral Health Executive Council**
- Then choose the licensing board you're applying under (e.g., LPC Board)
- 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.

Start a New Application

What are you applying for?

Texas Behavioral Health Executive Council ▾

<Choose Application> ▾ **Select**

Licensed Marriage and Family Therapist Online Initial 

Licensed Professional Counselor Online Initial **Select**

Licensed Social Worker Online Initial **Select**

Step 3: Read the Introduction

Review the overview text and click **Next** to continue.


Introduction

Licensed Professional Counselor Online Initial - Introduction

Welcome to the Texas Board of Examiners of Professional Counselors online application for initial licensure as a professional counselor or counselor associate. Upon approval, you will be issued a temporary license as a counselor associate (to enable you to gain the required supervised experience); a provisional LPC license (if you have completed all required experience in another state but lack TX required coursework); or a full LPC license. This online application is **not** for upgrades. 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.

Press "Next" to continue.

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

 **Next** **Cancel App**

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Step 4: Answer Eligibility Questions

These questions help the system verify you're using the correct application.

Introduction	Licensed Professional Counselor Online Initial - Function Suitability										
Function Suitability	Answer the questions below to ensure that you have selected the correct online transaction. Answer the questions and press "Next".										
Name and Personal Details	Press "Previous" to return to the previous section.										
Contact Information	Press "Cancel" to cancel this application and return to the main menu.										
Select Attributes	<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 type="radio"/> No</td></tr><tr><td>Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor who is applying for upgrade to LPC?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Have you passed the national exam?</td><td><input type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Do you have a previous license that is currently Expired? If so, you cannot apply for a new license online. You must submit an application for Reinstatement. These applications can be found under the specific Board webpage, under the Forms and Publications section.</td><td><input 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 type="radio"/> No	Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor who is applying for upgrade to LPC?	<input type="radio"/> Yes <input type="radio"/> No	Have you passed the national exam?	<input type="radio"/> Yes <input type="radio"/> No	Do you have a previous license that is currently Expired? If so, you cannot apply for a new license online. You must submit an application for Reinstatement. These applications can be found under the specific Board webpage, under the Forms and Publications section.	<input type="radio"/> Yes <input type="radio"/> No
Question	Answer										
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input type="radio"/> No										
Are you a currently licensed Texas counselor associate or provisionally licensed professional counselor who is applying for upgrade to LPC?	<input type="radio"/> Yes <input type="radio"/> No										
Have you passed the national exam?	<input type="radio"/> Yes <input type="radio"/> No										
Do you have a previous license that is currently Expired? If so, you cannot apply for a new license online. You must submit an application for Reinstatement. These applications can be found under the specific Board webpage, under the Forms and Publications section.	<input type="radio"/> Yes <input type="radio"/> No										
Name History and Citizenship Status											
Work History Questions for Init Online											
Education Questions for Initial Online											
Other Licenses											
Attachments											
Summary (pre-fees)											

Previous **Next** **Cancel**

⚠ If your answers indicate you should be using a different application, you'll receive an error message.


Error

- This function is not suitable for your situation. Press "Cancel" and select a different function.

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Step 5: Enter/Update Personal Information

Fill in or confirm your name, date of birth, and other personal details.
Click **Next**.

Introduction	Licensed Professional Counselor Online Initial - Name and Personal Details
Function Suitability	I understand that the disclosure of a social security number by an applicant is mandatory under the Family Code, Section 231.302 and the Health Insurance Portability and Accountability Act of 1996, Section 221. Social Security numbers are confidential and will be used for identification and reporting purposes as required by law.
Name and Personal Details	Enter your personal details and press "Next" to continue.
Contact Information	Press "Previous" to return to the previous section.
Select Attributes	Press "Cancel" to cancel this application and return to the main menu.
Name History and Citizenship Status	Title: <input type="text"/>
Work History Questions for Init Online	First Name: <input type="text"/>
Education Questions for Initial Online	Second Name: <input type="text"/>
Other Licenses	Last Name: <input type="text"/>
Attachments	Suffix: <input type="text"/>
Summary (pre-fees)	* Social Security Number: <input type="text"/> (No Dashes)
	* Confirm Social Security Number: <input type="text"/> (No Dashes)
	* Date of Birth: <input type="text"/> (mm/dd/yyyy)
	
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>

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Step 6: Enter Contact Information

Provide your address, phone number, and email.
Click **Next**.

Introduction	Licensed Professional Counselor Online Initial - 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.
Select Attributes	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.
Name History and Citizenship Status	Press "Continue" to go to next page.
Work History Questions for Init Online	Press "Previous" if you do not want to save your changes.
Education Questions for Initial Online	Press "Delete" to delete this address.
Other Licenses	If Copy Button is available. Press "Copy" to copy a previously entered address.
Attachments	Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
Summary (pre-fees)	Select an address type and press "Add" to add a new address.

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:



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Step 8: Previous Name and Citizenship

Answer questions related to name changes and your citizenship status.
Click **Next**.

<p>Introduction</p> <p>Function Suitability</p> <p>Name and Personal Details</p> <p>Contact Information</p> <p>Select Attributes</p> <p>Name History and Citizenship Status</p> <p>Work History Questions for Init Online</p> <p>Education Questions for Initial Online</p> <p>Other Licenses</p> <p>File Attachments</p> <p>Attachments</p> <p>Summary (pre-fees)</p>	<p>Licensed Professional Counselor Online Initial - Information</p> <p>Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.</p> <p>Name History and Citizenship Status</p> <p>* 1. Have you ever used another name? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please list name(s) in the box below.</p> <p>* 2. Are you a U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No</p> <p><i>ALL applicants will be required to provide documentation on the File Attachments page.</i></p> <p><i>US Citizens - proof of US Citizenship (see File Attachments page for list of accepted documents)</i></p> <p><i>Non-US Citizens - your Systematic Alien Verification for Entitlements (SAVE) form and your current immigration status document (listed on SAVE form)</i></p> <p>Previous Next Cancel App</p>
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Step 9: Current Employment

Indicate your current employment status.
Click **Next**.

<p>Introduction</p> <p>Function Suitability</p> <p>Name and Personal Details</p> <p>Contact Information</p> <p>Select Attributes</p> <p>Name History and Citizenship Status</p> <p>Work History Questions for Init Online</p> <p>Education Questions for Initial Online</p> <p>Other Licenses</p> <p>Attachments</p> <p>Summary (pre-fees)</p>	<p>Licensed Professional Counselor Online Initial - Information</p> <p>Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.</p> <p>Work History Questions for Init Online</p> <p>List your current employment information.</p> <p>* Are you CURRENTLY employed? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, complete the following: Place of Employment, Address, City, State, Zip, Telephone Number (include area code), Job Title, Type of Business, Date of Employment (mm/dd/yy)</p> <p>Previous Next Cancel App</p>
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Step 10: Education & Exam Details

Enter your academic and exam history.
Click **Next**.

Introduction

Function Suitability

Name and Personal Details

Contact Information

Select Attributes

Name History and Citizenship Status

Work History Questions for Init Online

Education Questions for Initial Online

Other Licenses

File Attachments

Attachments

Summary (pre-fees)

Licensed Professional Counselor Online Initial - Information

Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.

Education Questions for Initial Online

Please provide the required information concerning your education.

I have a graduate degree in counseling or counseling related field(Section 681.2(8)) and a minimum of 48 hours of graduate course credit in counseling related subjects as required in Rule 681.83. Yes No

* Official transcript(s) of graduate training being sent by mail or email directly to the LPC Board from the university. Yes No

* Official transcript(s), in a sealed university envelope, will be submitted by the applicant with the other required information. Yes No

* Please list the university which awarded your graduate degree, as well as any university where additional courses were taken. Staff will wait until all transcripts are received to complete review of your application.


* I have completed a graduate level practicum/internship with a minimum of 300 clock hours. Yes No

* I have completed the required clock hours of supervised training under an approved supervisor. Yes No

* Date NCE or NCMHCE was taken: (mm/dd/yyyy)

* Did you take the national exam for a different jurisdiction or for the National Certified Counselor credential?

Previous **Next** **Cancel App**




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Step 11: Professional License History Education & Exam Details

Disclose any past or current professional licenses.
Click **Next**.

<p>Introduction</p> <p>Function Suitability</p> <p>Name and Personal Details</p> <p>Contact Information</p> <p>Select Attributes</p> <p>Name History and Citizenship Status</p> <p>Work History Questions for Init Online</p> <p>Education Questions for Initial Online</p> <p>Other Licenses</p> <p>Attachments</p> <p>Summary (pre-fees)</p>	<p>Licensed Professional Counselor Online Initial - Information</p> <p>Please provide responses to the following questions. The questions that are marked with an asterisk must be answered to continue with this application.</p> <p>Other Licenses</p> <p>If you answered "yes" to any of these questions, please provide details in the text box below.</p> <ul style="list-style-type: none">* Do you currently possess any license(s) or certificate(s) issued by any state? <input type="radio"/> Yes <input type="radio"/> No* Have you ever been denied a professional license and/or certificate? <input type="radio"/> Yes <input type="radio"/> No* Have you ever had a professional license and/or certificate revoked, suspended or denied in regards to a disciplinary action? <input type="radio"/> Yes <input type="radio"/> No* Have you ever voluntarily surrendered a professional license or certificate? <input type="radio"/> Yes <input type="radio"/> No <p>Please provide details, including license number, license type, state of issue, etc.:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
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Step 12: Upload Supplemental Documentation

Click **Choose File**, select your document, and click **Attach**.

Repeat for each file. You can also:

- View files
- Remove files
- Add descriptions in the Notes field

Max total file size: 20MB

Click **Next** when done.

Introduction	Licensed Professional Counselor Online Initial - 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	
Contact Information	
Select Attributes	
Name History and Citizenship Status	<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.
Work History Questions for Init Online	You will see all files entered under the Files Uploaded table. You may "View" or "Remove" documents you added if necessary.
Education Questions for Initial Online	Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit. Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
Other Licenses	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.
Attachments	
Summary (pre-fees)	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"/>

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Step 13: Review and Submit

Carefully review all entered information.
Make edits if needed, then click **Submit**.

Introduction	Licensed Professional Counselor Online Initial - 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.
Select Attributes	Press "Cancel" to cancel this application and return to the main menu.
Name History and Citizenship Status	
Work History Questions for Init Online	
Education Questions for Initial Online	
Other Licenses	
Attachments	
Summary (pre-fees)	

Application	License Type: BHEC - Professional Counselor Application Date: 07/23/2025	
Personal Details	Full Name: [REDACTED] Social Security Number: [REDACTED] Birthdate: **/**/****	Edit ←
General Addresses	Main Address: [REDACTED]	Edit ←
Other Licenses	Do you currently possess any license(s) or certificate(s) issued by any state? No Have you ever been denied a professional license and/or certificate? No Have you ever had a professional license and/or certificate revoked, suspended or denied in regards to a disciplinary action? No Have you ever voluntarily surrendered a professional license or certificate? No Please provide details, including license number, license type, state of issue, etc.:	Edit ←

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



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Step 14: Affirmation Statement

You must answer **Yes** to the affirmation to proceed.

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

Introduction	Licensed Professional Counselor Online Initial - 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.
Select Attributes	
Name History and Citizenship Status	
Work History Questions for Init Online	
Education Questions for Initial Online	
Other Licenses	
File Attachments	
Attachments	
Summary (pre-fees)	
	<p>The undersigned hereby acknowledge, attest, or affirm the following:</p> <ul style="list-style-type: none">• 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 180 days 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.
	<p><input type="radio"/> Yes </p> <p><input type="radio"/> No</p>
	<p>Previous Submit Cancel</p> 

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Step 15: Pay the Application Fee

Click **Pay Now** to move to the payment processor. You can also download and view a PDF summary report on this screen.

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.


Fees

Total Amount Due: \$165.00

Deficiencies

1. Insufficient money received




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


Step 16: Confirmation Page

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
[Redacted]	Duplicate Permit	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Duplicate Permit	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Duplicate Wall Certificate	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$10.00 <input type="checkbox"/>
[Redacted]	Add Doctoral Degree	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$54.00 <input type="checkbox"/>
[Redacted]	Licensed Professional Counselor Online Initial	[Redacted]	BHEC - Professional Counselor	[Redacted]	\$165.00 <input checked="" type="checkbox"/> 

Payment Method Credit Card

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

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Click **Next** to proceed.

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.



Application Number	Description	License Number	License Type	Applicant Name	Fee
██████	Licensed Professional Counselor Online Initial		BHEC - Professional Counselor	██████████	\$165.00
Total					\$165.00

Payment Method: Credit Card


 [Next](#) [Cancel](#)

Step 17: Enter Payment Details

- Enter your name, address, and credit card info
- Click **Next**

Texas Behavioral Health Executive Council

Card Information

Card Number*  Expiration Date* CVV*

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*


Zip* Country*


Phone Email


* Required fields

Licensed Professional Counselor Online Initial	\$ 165.00
Total	\$ 165.00

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

I am human 


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



How to Apply for an LPC License

Step 18: Get Your Confirmation

After submitting payment:



- You'll be redirected to a **Payment Success Page**
- You'll receive a confirmation email (save it for your records)

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: \$165.00
Authorization Number: [REDACTED]
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	Licensed Professional Counselor Online Initial	[REDACTED]	\$165.00

 [Next](#) [View PDF Summary Report](#) 

What Happens Next?

Your application will be reviewed by BHEC staff in the order it has been received.

Please allow at least 6 weeks for processing before contacting BHEC for a status update.

If something is missing, BHEC will contact you. If complete, your license will be issued.