

How To Request Issuance of Psychologist License

IMPORTANT: Before you initiate the online application process, be sure you have the required supplemental documentation saved to your device. You will be prompted to upload this documentation toward the end of the process.

Step 1 – Log In or Create an Account

- Go to the <https://vo.licensing.hpc.texas.gov/datamart/login.do> and log in.
- 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

Step 2 – Select License Type

- From the first drop-down, choose **Texas Behavioral Health Executive Council**.
- Under the “**Applicant Activities**” select “**Request for License Issuance**” from the dropdown menu and 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.

■ Applicant Activities

Licensed Psychologist #18192 Request for License Issuance ▼ **Select** ←

Step 3 – Begin the Application

- Read the introduction and click **Next**.

Introduction

Request for License Issuance - Introduction

Thank you for your interest in applying for Psychology licensure in Texas.

BEFORE proceeding with the online application, please review the following resources from the Council's website:

- [Statute and Rules](#) – Supervision requirements
- Psychology [Forms and Publications](#) – Download & review:
 - [Request for License Issuance \(LP\) Checklist & License Process](#)
 - [Supervised Post-Doc Experience Documentation Form](#)
 - [Satisfaction of Post-doctoral Supervised Experience with Doctoral Program Hours](#)
 - Other forms may be applicable

STOP: Those who have already met the requirements under 22 TAC 463.10, 463.11 and 465.2 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*. If you received the LP with provisional status approval letter outlining information about the EPPP and supervision, it means that you have not completed the requirements or did not provide information documenting your completion of the requirements as part of your LP application. You will need to reach out to Licensing Staff for assistance. Your licensure status can be verified online under our Public Search.

Please note that fees are neither **refundable nor transferrable**. Be sure to **only submit one online application**. *How to User Guides* are available to assist with the online licensing system and are located under the *Forms and Publications* section on the main page of the Council's website.

IMPORTANT: select applications materials, i.e., certifications, verifications of licensure, health services credentials and EPPP scores, included but not limited to, are subject to primary source verification (PSV). These items **must** be received directly from the issuing entities either by mail or designated email ([Contact Us](#) page) and may **not** be accepted from the applicant if attached to the online application.

If you need to contact the psychology licensing staff, please use drop down *Psychology (applications and Licensing questions)* under [Contact Us](#) found on the main Texas Behavioral Health Executive Council website.

Press "Next" to continue.

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

→ **Next** **Cancel App**

Step 4 – Function Questions

- Answer the function questions to verify you are completing the correct application.

| | |
|--|--|
| Introduction | Request for License Issuance - Function Suitability |
| Function Suitability | 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 | |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |

| Question | Answer |
|--|---|
| Are you attempting to renew an existing license? | <input type="radio"/> Yes <input type="radio"/> No |
| Are you attempting to reinstate a license as Licensed Psychologist (full) that is currently expired? <i>If so, you cannot apply for a new license online. You must submit an application for Reinstatement.</i> | <input type="radio"/> Yes <input type="radio"/> No |
| Are you attempting to reinstate an expired license as a Licensed Psychologist with Provisional Status? <i>If so, this license is not eligible for reinstatement. You must submit an application for Licensed Psychologist.</i> | <input type="radio"/> Yes <input type="radio"/> No |
| Do you currently hold a license as a Licensed Psychologist with Provisional Status, or have you ever been issued a license as a Licensed Psychologist with Provisional Status? | <input type="radio"/> Yes <input type="radio"/> No |
| Have you received a passing score for the Examination for Professional Practice in Psychology (EPPP) that meets the cutoff under 22 TAC 463.31? <i>If no, please do not submit this application until you have done so.</i> | <input type="radio"/> Yes <input type="radio"/> No |
| Have you completed the required supervision pursuant to 22 TAC 463.10, 22 TAC 463.11 & 22 TAC 465.2? <i>If no, please do not submit this application until you have done so.</i> | <input type="radio"/> Yes <input type="radio"/> No |

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- If your answers indicate another license type, you will receive an error message.

Error

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

Step 5 – Personal Details

- Enter or update your personal information, then click Next.

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| Introduction | Request for License Issuance - Name and Personal Details |
| Function Suitability | Enter your personal details and press "Next" to continue. |
| 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 | |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |

First Name: [Redacted]

Second Name: [Redacted]

Last Name: [Redacted]

Social Security Number: [Redacted]

Date of Birth: [Redacted] (mm/dd/yyyy)

Gender: [Redacted]

Race: [Redacted]

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Step 6 – Contact Information

- Enter your contact details and click **Next**.

| | |
|--|--|
| Introduction | Request for License Issuance - 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. |
| Online Initial Education and Supervision | Press "Continue" to go to next page. |
| Online Initial Employment | Press "Previous" if you do not want to save your changes. |
| Attachments | Press "Delete" to delete this address. |
| Summary (pre-fees) | If Copy Button is available. Press "Copy" to copy a previously entered address. Press "Lookup" after entering the zip code to populate the U.S. city, state and county. 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: **Add**


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Step 7 – Military Status

- Select your military status (if applicable). This affects aspects of the process, so answer accurately.

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| Introduction | Request for License Issuance - Select Attributes Prior to claiming any Military Status, please review Council rule 882.60 and the corresponding Board rule (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., Quick Reference Sheet, proof of military service or marriage to a military service member, proof of substantial equivalency) on the Attachments page of this application. Listed below are the license attribute(s) you may add. Please select the desired attribute(s) and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel App" to cancel this application and return to the main menu. |
| Function Suitability | |
| Name and Personal Details | |
| Contact Information | |
| Select Attributes | |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |
| | |

| Attribute Type: | Military Status | Request To Add | |
|-----------------|--------------------------|----------------------------------|-------------------------------------|
| Attributes: | Exists On License | | |
| | <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 |

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Step 8–10 – Education, Citizenship, and License History

- Provide your education details.

| | |
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| Introduction | Request for License Issuance - Information Online Initial Education and Supervision 1. Was your doctoral training and experience in the field of industrial/organizational psychology? 2. Have you completed post-doctoral experience that meets or exceeds the requirements under 22 TAC 463.11? If so, please upload and attach under File Attachments the Supervised Post-Doc Experience Documentation Form. |
| Function Suitability | |
| Name and Personal Details | |
| Contact Information | |
| Select Attributes | |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |
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- Enter your citizenship and employment status.

| | |
|--|---|
| Introduction | Request for License Issuance - Information Online Initial Employment 1. Are you a U.S. Citizen? <i>ALL applicants will be required to provide documentation on the File Attachments page.</i> <i>US Citizens - proof of US Citizenship (see File Attachments page for list of accepted documents)</i> <i>Non-US Citizens - your Systematic Alien Verification for Entitlements (SAVE) form and your current immigration status document (listed on SAVE form)</i> 2. Are you currently providing psychological services in Texas? 3. Have you ever used another name(s)? |
| Function Suitability | |
| Name and Personal Details | |
| Contact Information | |
| Select Attributes | |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |
| | |

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Step 10 – Upload Supplemental Documents

| | |
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| Introduction | Request for License Issuance - Attachments |
| Function Suitability | DO NOT UPLOAD THE FOLLOWING: |
| Name and Personal Details | <ul style="list-style-type: none">• EPPP scores• Verifications of licensure• Health service certifications (i.e., CPQ, ABPP) |
| Contact Information | Please upload and attach all required or applicable documents, including: |
| Select Attributes | <ul style="list-style-type: none">• Supervised Post-Doc Experience Documentation Form (LP) <i>(If applicable)</i>• Proof of APA or APPIC membership (Internship <u>and/or</u> Post-Doctoral) – <i>(If Applicable)</i>• 22 TAC 882.26 Exemption for Post-Doctoral Fellowship – In Texas only <i>(If Applicable)</i>• § 501.004 Exemption – Written narrative: <u>include Employer name, description of services, dates of employment and title used.</u> <i>(If Applicable)</i>• Satisfaction of Post-doctoral Supervised Experience with Doctoral Program Hours <i>(If Applicable)</i>• Other information pertinent to your licensure application <i>(If Applicable)</i> |
| Online Initial Education and Supervision | See the <i>Application Checklist</i> for information related to document waiver eligibility. Proof of APA or APPIC membership must be in the form of a PDF screenshot from APA's or APPIC's website. |
| Online Initial Employment | Note: There is a 120 character max file name limit, 5MB per file and a 20MB in total attachment limit. |
| Attachments | Locate a file with the "Browse" button and press "Attach" or "Remove" as is required. |
| Summary (pre-fees) | 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. |
| | File Name: <input type="text" 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"/> |

Step 11 – Review Application

- Review all information for accuracy.
- Click **Submit** to save and move to the affirmation page.

| | |
|--|---|
| Introduction | Request for License Issuance - 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. |
| Online Initial Education and Supervision | |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | |

| | |
|---|---|
| Application | License Type: Licensed Psychologist Application Date: ██████████ |
| Personal Details | Full Name: ██████████ Edit Social Security Number: ██████████ Birthdate: **/**/**** Gender: Male Race: White |
| General Addresses | Main Address: ██████████ Edit Is this your Home Address? Phone Number: E-mail: Contact #: Web Address: |
| Online Initial Education and Supervision | 1. Was your doctoral training and experience in the field of industrial/organizational psychology? Yes Edit 2. Have you completed post-doctoral experience that meets or exceeds the requirements under 22 TAC 463.11? If so, please upload and attach under File Attachments the Supervised Post-Doc Experience Documentation Form. Yes |
| Online Initial Employment | 1. Are you a U.S. Citizen? Yes Edit 2. Are you currently providing psychological services in Texas? No 3. Have you ever used another name(s)? No |

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Step 12 – Affirmation

- Select **Yes** to agree to the affirmation and click **Next**.
- You will receive a confirmation email with a PDF summary and fingerprinting instructions.

| | |
|--|---|
| Introduction | Request for License Issuance - 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 | By checking the box below, you are acknowledging: |
| Online Initial Education and Supervision | <ul style="list-style-type: none"> • that the information contained in this application is true and correct and that any misrepresentation may constitute a criminal violation under Section 37.10 of the Penal Code and a basis for future disciplinary action; • that the Public Information Act is enforced by this agency as required by state law; • the Council has permission to seek any information or references it deems appropriate regarding your credentials pertinent to this application; • you have read the Psychologists' Licensing Act and Council rules and are familiar with both; • that pursuant to Section 232.0135 of the Family code, this application or a future renewal may be denied for failure to pay child support; • the application and examination fees submitted in connection with this application are nonrefundable; • that the failure to submit all required documentation and information may delay the processing of your application, or result in your application going void or being denied; • that it may take agency staff up to six weeks to process your application; and • that you have an obligation to keep your address of record current while your application is being processed. |
| Online Initial Employment | |
| Attachments | |
| Summary (pre-fees) | <input checked="" type="radio"/> Yes <input type="radio"/> No |


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

Step 13 – Fee and Summary Report

- Click **Pay Now** to begin payment.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
 Press "Return" to return to the main menu.

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


After Submission

- Your application will be reviewed in the order received.
- Staff may contact you if additional documentation is needed.
- If complete, your license will be issued.

