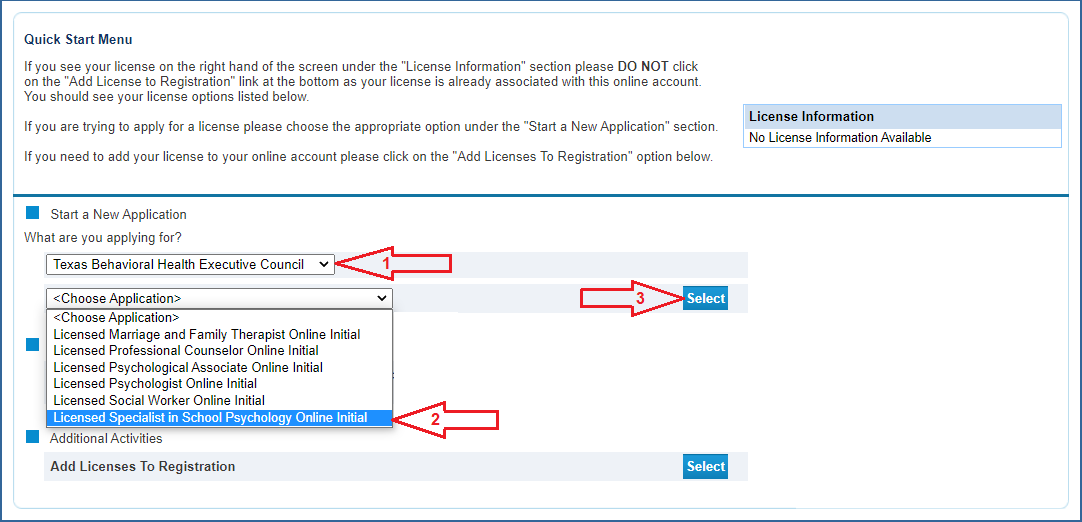
**How To Apply Online for Licensed Specialist in School Psychology**

**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. The list of required documentation can be found [here](https://www.bhec.texas.gov/texas-state-board-of-examiners-of-psychologists/forms-and-publications/index.html).

1. Log into your online licensing system account. The online licensing system link is found [here](https://vo.licensing.hpc.texas.gov/datamart/login.do). If you do not yet have an account, you will need to create one. A guide on how to create a new account can be found at the top of this webpage.



1. Select “Texas Behavioral Health Executive Council” from the first drop-down then choose “Licensed Specialist in School Psychology Online Initial” and click “Select”.



1. Read the introduction and click “Next”.

Text, application

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1. Answer the function questions then click “Next”. These answers help the system verify that you are using the correct online application.

Graphical user interface, text, application, email

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An answer that indicates a different application type will prompt an error message.



1. Enter/Update your personal details then click “Next”.

Graphical user interface, application

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1. Enter your contact information and then click “Next”.

Graphical user interface

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1. Select your military status (if any). This information will impact several aspects of the application process so be sure to answer correctly.

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1. Answer the questions about your education information then click “Next”.

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1. Enter your education information then click “Next”.

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1. Enter your citizenship and employment status then click “Next”.

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1. Answer the questions about your past professional license information (if any) then click “Next”.

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1. Answer the questions about competence then click “Next”.

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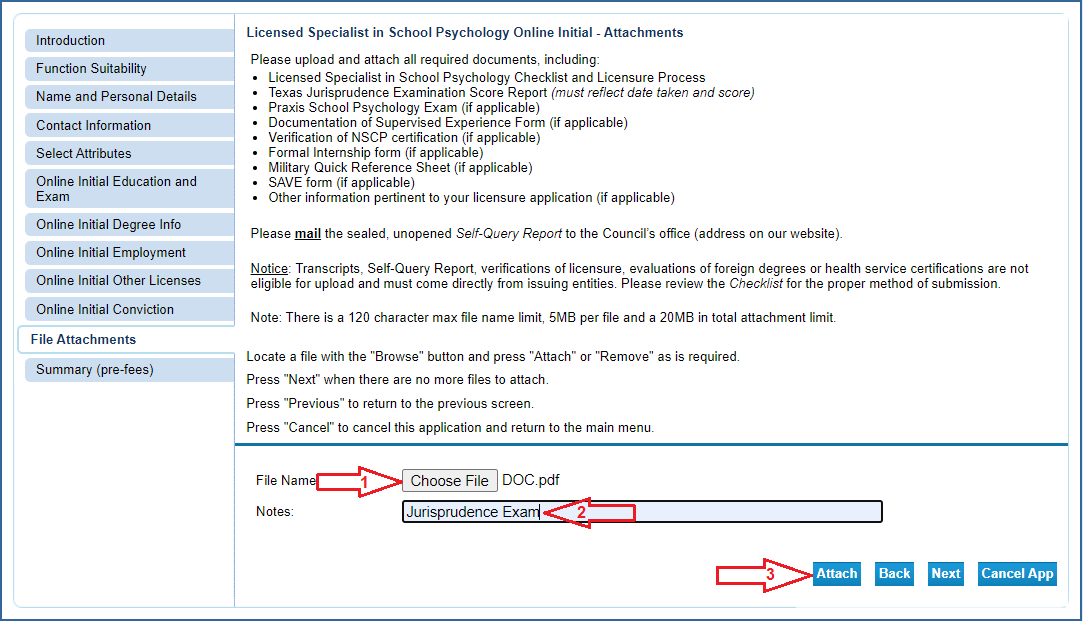
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1. Attach your supplemental documents (jurisprudence exam certificate, etc.).

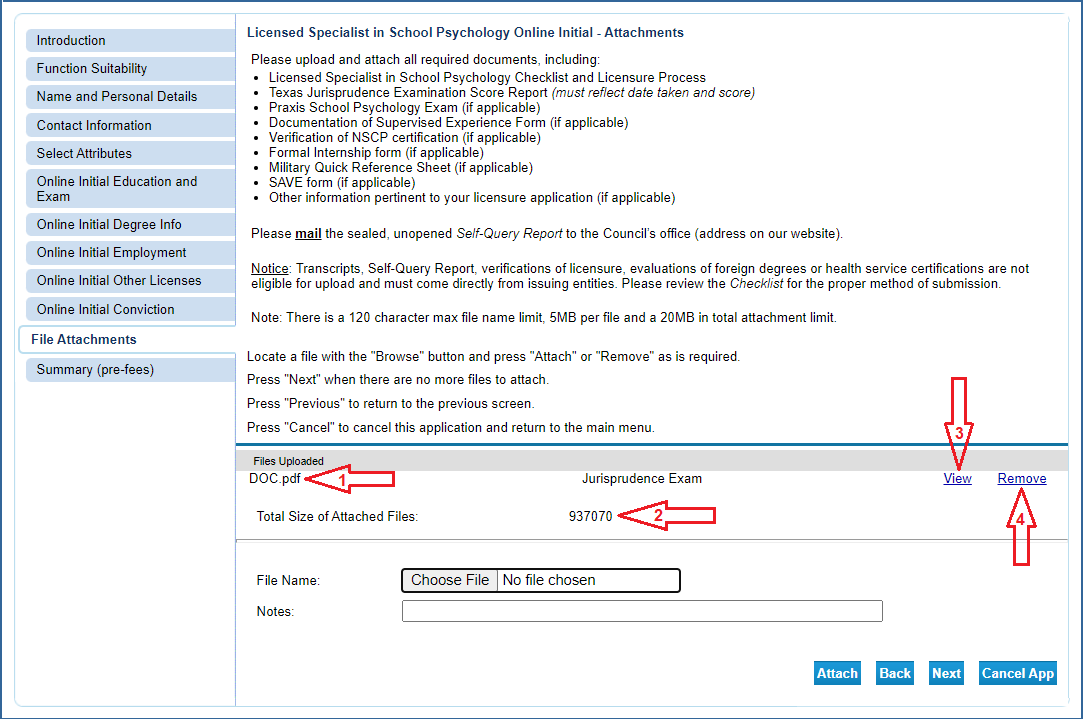
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Click “Choose File” to open the selection window. Select the file you wish to upload and click “Open”. The file name will populate to the left of the Choose File button. In the Notes section type in a brief description of the file then click “Attach”.



You will be able to attach multiple files in this manner. After each file is attached the screen will update and add that file to the list of attached files (Arrow 1). The total number of bytes is displayed (Arrow 2). The maximum number of bytes is 20 million (20MB). You can view each file (Arrow 3) and remove files (Arrow 4) during this process. Once you have added all the files click “Next”.



1. Review your information and correct any errors. Once it is complete, click “Submit”. This will save the application and take you to the affirmation page.

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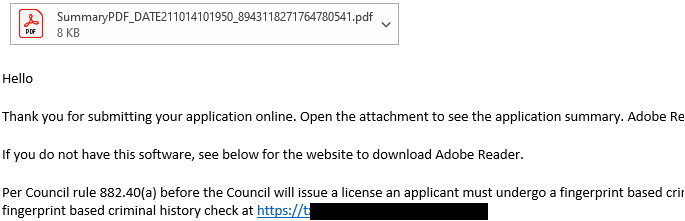
1. Select “Yes” to agree to the affirmation and click “Next”.

Text

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You will receive a confirmation email with a .pdf application summary attached. Additionally, this email will have instructions on how to fulfill the fingerprinting requirement.





1. Click on “Pay Now” to begin the payment process. If you fail to pay the license fee the application will sit in limbo for 30 days and then be deleted. If you selected any of the military options Texas law makes you exempt from this fee and you will move straight to a confirmation screen.

Graphical user interface, text, application

Description automatically generated

1. Click “Next” to move to the confirmation page.

Graphical user interface, text, application, email

Description automatically generated

1. Click “Next” to move to the payment processor.

Graphical user interface, text, application, email

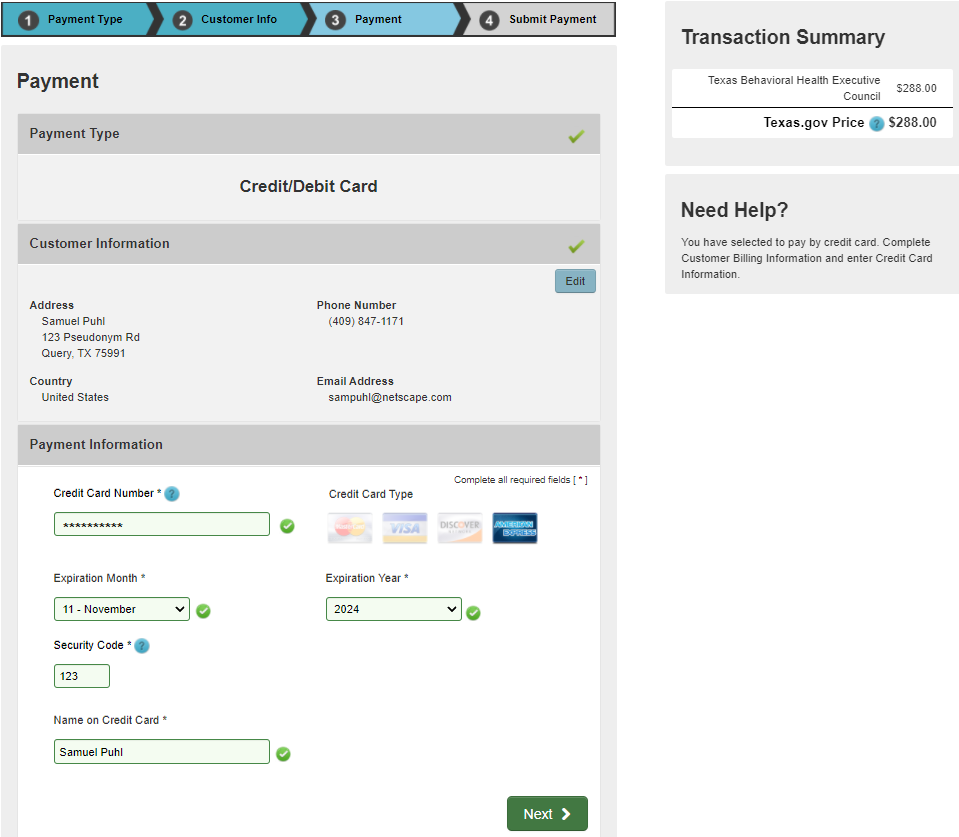
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1. You will be redirected to the payment processor. Enter your customer information in the required fields then click “Next”.

Graphical user interface

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1. Enter your credit card information and click “Next”.



1. Verify that you are not a robot, then click “Submit Payment”.

Graphical user interface, application

Description automatically generated

1. After your payment is processed you will be redirected to the payment success page. This will give you the opportunity to view/save a summary of your transaction.

Graphical user interface, text, application, email

Description automatically generated

1. You will also receive an email confirming your online payment. Please save the emails for your records.

A picture containing text

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Graphical user interface, text, application, email

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This completes the online portion of the application process. Your application will be reviewed by staff in the order it was received. Once reviewed, staff will either contact you to request missing documentation or, if everything in your application is complete and correct, send you the license. Due to heavy volume, please wait at least six weeks before contacting BHEC for a status update.