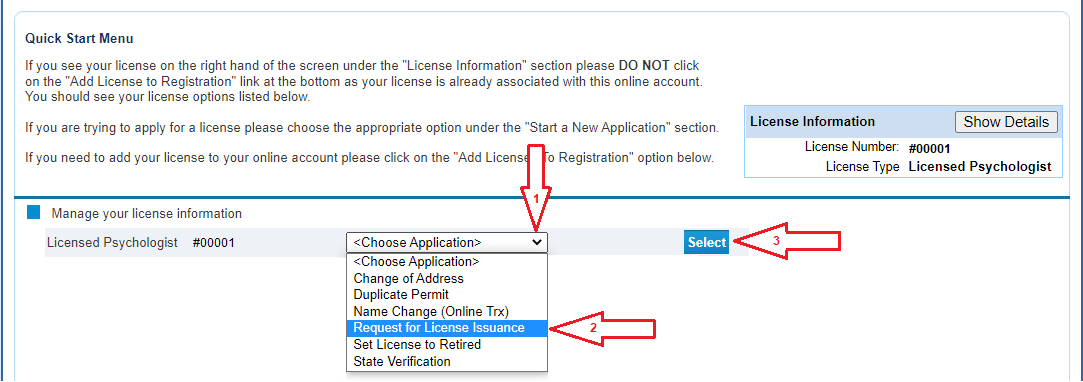
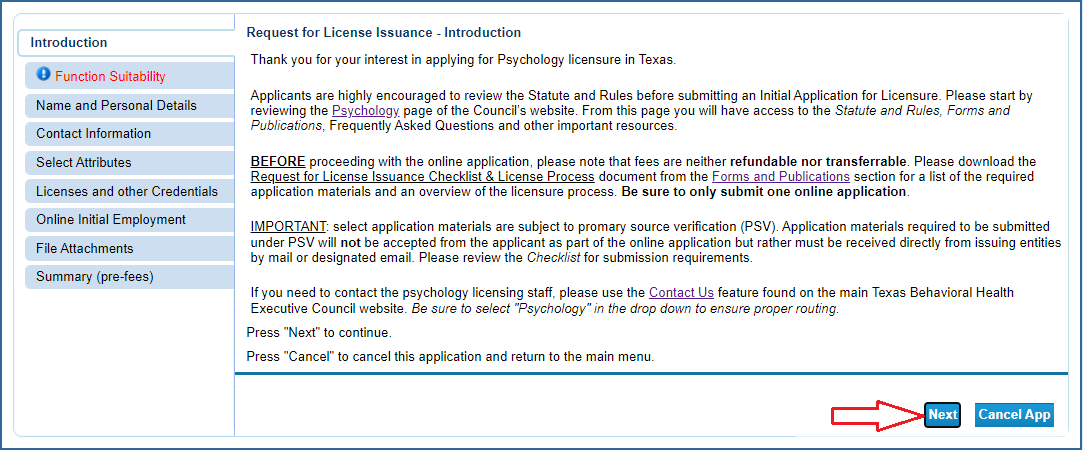
**How To Apply Online for Issuance of Psychologist License**

1. First, log into your online account. If you do not yet have an account or if you haven’t linked your license you will need to do so. Instructions for account creation are found at the top of the webpage.

2. From the “Manage your license information” drop-down, choose “Request for License Issuance” then click “Select”.



3. You will be taken to the issuance application module. Click “Next” to move forward.



4. The Function Suitability section makes sure you are eligible to have the license issued. Click “Next” when complete.

Graphical user interface, text, application, email

Description automatically generated

If you don’t answer the questions correctly you will receive an error message.



5. Verify/update your personal information then click “Next”.

Graphical user interface, text, application

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6. Verify/Update your contact information then click “Next”.

Graphical user interface

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7. 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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8. Select the correct answers regarding your existing licenses/credentials then click “Next”.

Graphical user interface, text, application, email

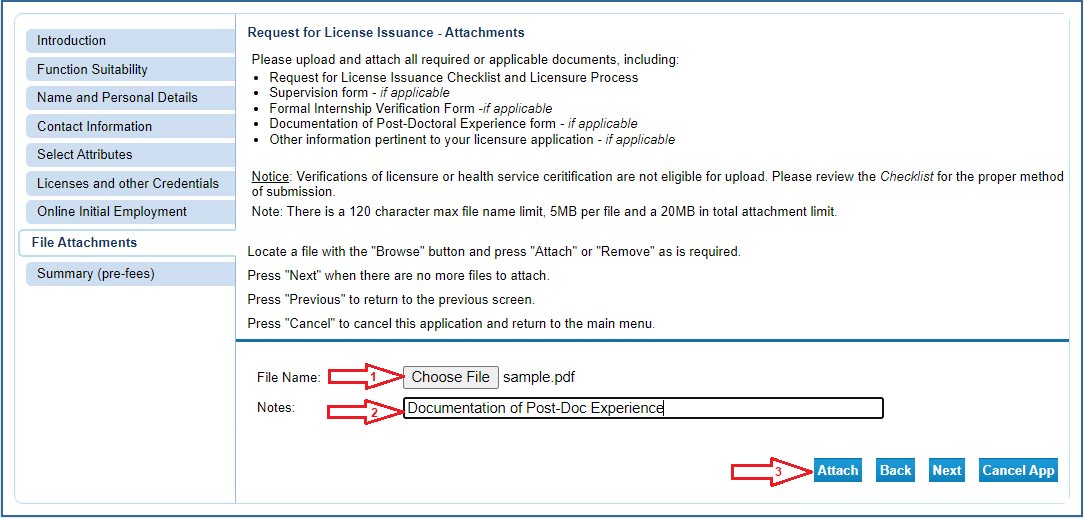
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9. Answer the employment questions then click “Next”.

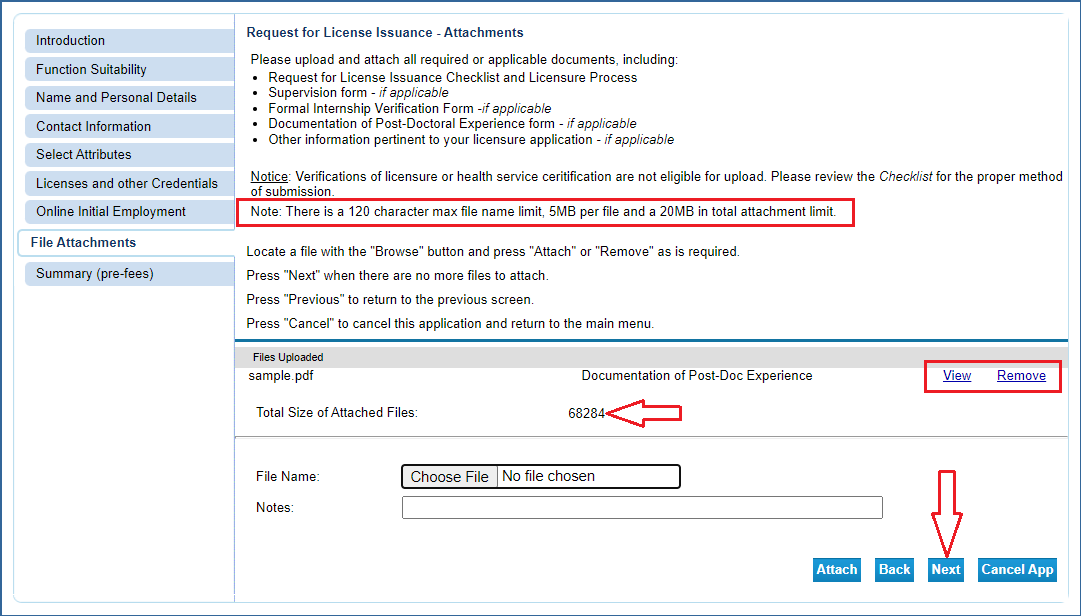
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10. Upload your supplemental documentation to your application. Click “Attach” each time you choose a file.



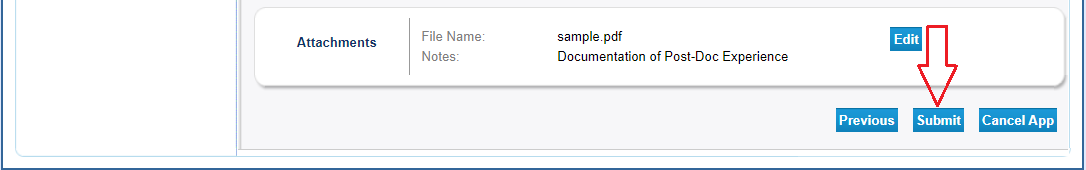
Each time you attach a file, it will appear above the selection boxes. NOTE: Be sure to avoid attaching files that exceed the max file size.



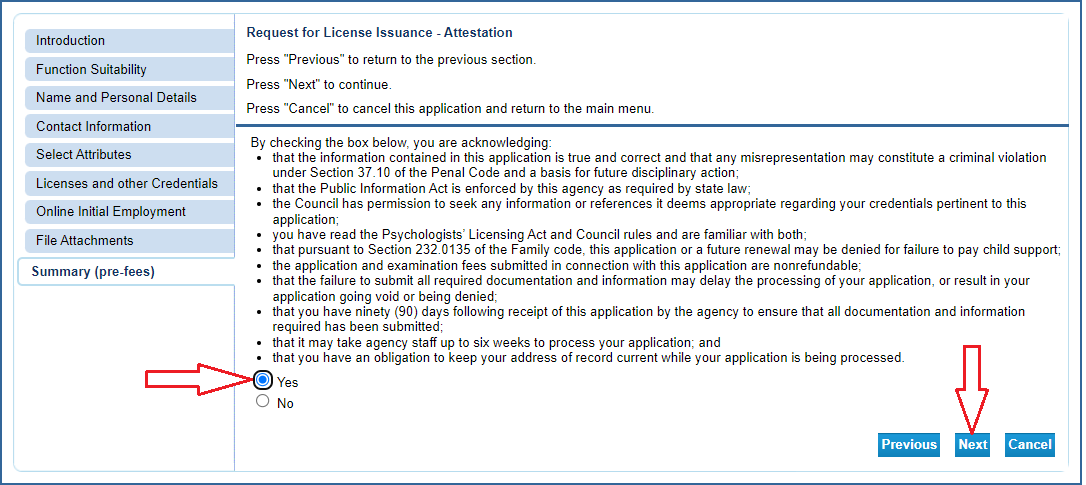
11. Review your information and edit where necessary. When complete, click “Submit”.

Graphical user interface, text, application

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12. Attest and agree to the statement then click “Next”.



After clicking “Next” you will be sent a confirmation email alerting you that your application data has been received. This email will include your application summary as an attachment.

Text

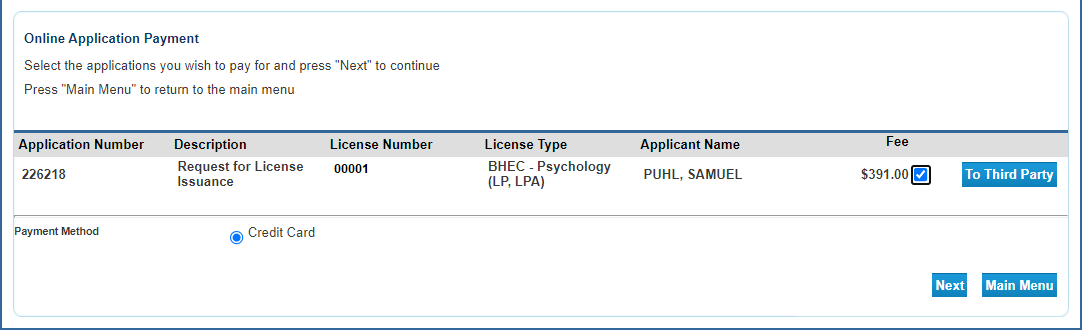
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13. Click “Pay Now” to move to the online application payment screen.

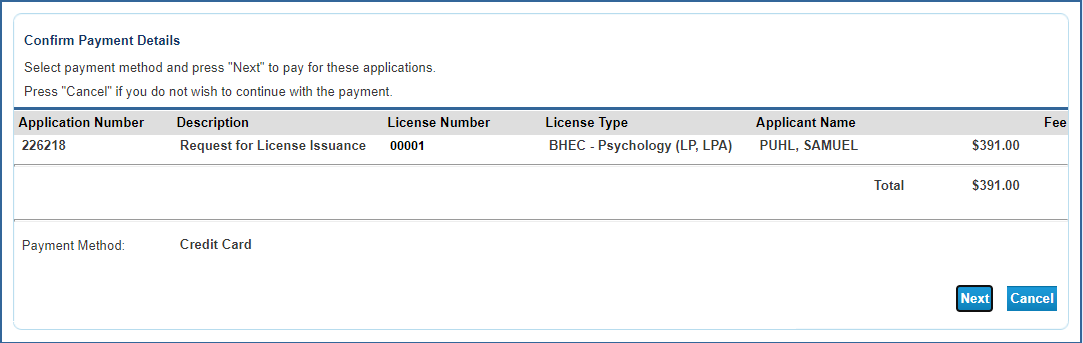
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14. Click “Next” to move to the confirmation page.



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

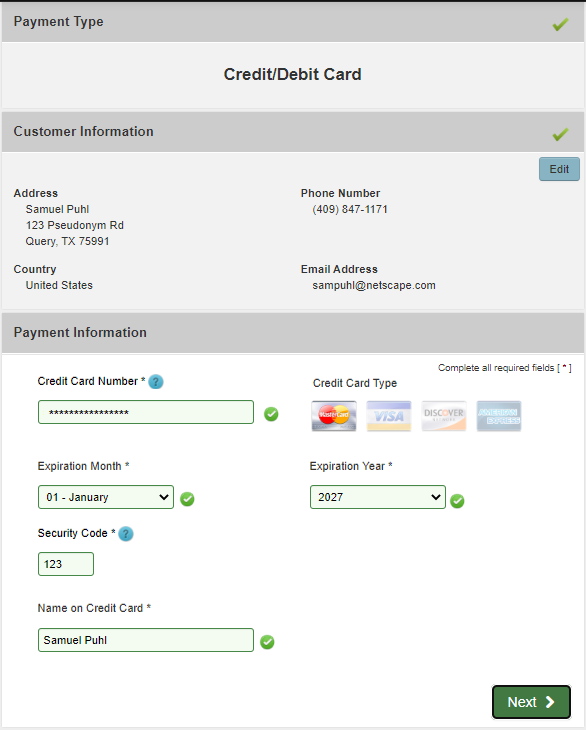


16. You will be redirected to the payment processor. Enter your customer information in the required fields then click “Next”.

Graphical user interface, application

Description automatically generated

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



18. Verify the information is correct, and (if prompted) that you’re not a robot then click “Submit Payment”.

Graphical user interface, application

Description automatically generated

19. 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. Click “Next” to return to the main menu to begin the second part of the process.

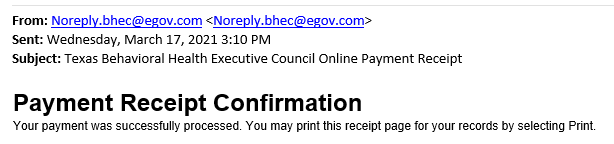
Graphical user interface, text, application, email

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You will also receive two emails confirming your online payment. One will be from the online licensing system and the other will be from the payment processor. Please save these emails for your records.

A picture containing text

Description automatically generated



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 LCSW license. Due to heavy volume, please wait at least six weeks before contacting BHEC for a status update.