



TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

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For Agency Use Only

REQUEST FOR LICENSE ISSUANCE (LP) CHECKLIST & LICENSURE PROCESS

REQUEST FOR LICENSE ISSUANCE

To request issuance of your psychologist license, the following must be submitted **WITHIN 2** years of the approval of your *Application for Licensed Psychologist*:

- Request for License Issuance* and corresponding fee. See 22 TAC 885.1 for a list of the fee amounts.
- Formal Internship Verification Form - *If applicable.*
- Documentation of Post-Doctoral Experience - *If applicable.*
- Military Reference Sheet - *If applicable.*



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 final approval, applicants will be issued their full psychologist license. Licensees will receive written notification of licensure along with a renewal permit by mail. A calligraphy license will be mailed within four months following the issuance of the license.