

TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL

Application for Reinstatement of Licensure



All Applicants:

_____ Complete, Signed Application

_____ Application Fee (check, money order). See 22 TAC 885.1 for a list of the fee amounts.

_____ Self-Query from National Practitioner Data Bank (NPDB). Report must be received in sealed NPDB envelope. <https://www.npdb.hrsa.gov/>

_____ Proof of completion of Texas Jurisprudence Exam

_____ Proof of completion of required continuing education or professional development hours. When seeking to reinstate a license you must submit proof of completion of continuing education or professional development as required for renewal of a license, taken within the 24 months preceding this application. (Psychologist = 40; LPC = 24; MFT = 30; SW = 30)

_____ Written narrative regarding Section II, question 4.

_____ Written narrative regarding Section III, question 5.

THIS APPLICATION IS FOR EXPIRED LICENSES ONLY; IT IS NOT INTENDED FOR LICENSES IN DELINQUENT OR INACTIVE STATUS.

Applications are reviewed within six weeks of receipt in the order 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 regarding any missing or incomplete items or with his or her question. **Do not contact agency staff within this six week period unless you are responding to an inquiry from staff.** 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.

In the event you have not heard from agency staff within six weeks of submitting your application, you may contact staff by email at licensing@bhec.texas.gov.

Please include your name legibly on ALL documents. Submit all documents with application, if possible. If you have applied online, please attach supporting documents electronically to online application. NPDB self-query reports and verifications of licensure must be submitted in an unopened envelope or emailed directly from the issuing authority to the Board.

Applicants are encouraged to keep a copy of all materials submitted to the Council in the event materials are lost in transit. Applicants are also encouraged to submit application materials via a method that allows tracking and proof of delivery. It is the applicant's responsibility to ensure that all required materials are received by the agency; the agency is not responsible for items misdirected or lost while in transit.

Applicant Name: _____

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