



## Professional Licensing and Certification Guidance Letter

<b>Number:</b> GL 24-5000
<b>Title:</b> Military Service Members, Military Spouses, and Veterans Seeking a Chemical Dependency Counselor License
<b>Provider Types:</b> Licensed Chemical Dependency Counselors
<b>Date Issued:</b> February 13, 2024

### 1.0 Subject and Purpose

The Texas Health and Human Services Commission (HHSC) provides guidance to licensed providers.

The Health Care Regulation department within HHSC provides regulatory oversight, including licensing and certification, for licensed chemical dependency counselors (LCDCs).

Military service members and military veterans may have met some licensing requirements resulting from their military service or other training, knowledge, and experience. Military spouses of current, active-duty military service members may also have met some licensing requirements related to their status as a military spouse. Status as a military service member, military spouse, or military veteran also entitles the person to certain modifications of other LCDC licensing requirements.

This letter outlines alternative licensing requirements available to military service members, military spouses, and military veterans when applying for, renewing, and maintaining an LCDC license.

This letter uses the following definitions:

**Active duty** – Per [Texas Occupations Code \(TOC\) Section 55.001\(1\)](#), current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by [Texas Government Code Section 437.001](#), or similar military service of another state.

**Armed forces of the United States** – Per [TOC Section 55.001\(2\)](#), the Army, Navy, Air Force, Space Force, Coast Guard, or Marine Corps of the United States or a reserve unit of one of those branches of the armed forces.

**Military service member** – Per [TOC Section 55.001\(4\)](#), a person who is on active duty.

**Military spouse** – Per [TOC Section 55.001\(5\)](#), a person who is married to a military service member.

**Military Veteran** – Per [TOC Section 55.001\(6\)](#), a person who has served on active duty and who was discharged or released from active duty.

## 2.0 Background and History

[TOC Chapter 55](#), as amended by [Senate Bill \(SB\) 422, 88<sup>th</sup> Legislature, Regular Session, 2023](#), authorizes alternative licensing requirements for military service members, military spouses, and military veterans. Military service members, military spouses, and military veterans may seek licensure as an LCDC using these alternative methods.

HHSC provided guidance for SB 422 in [guidance letter \(GL\) 23-5000-A \(PDF\)](#). Review this GL for further information on how SB 422 amended TOC Chapter 55.

## 3.0 Applying for LCDC License with an Out-of-State License

There are two options available to a military service member or military spouse who has a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for an LCDC license in Texas and who seeks to work in Texas as an LCDC:

1. The military service member or military spouse may become licensed in Texas as an LCDC by seeking reciprocity for an eligible out-of-state license. Refer to [Section 3.1](#) below for more information.
2. The military service member or military spouse may seek recognition, which is only valid for three years and is not renewable, of their out-of-state license. Refer to [Section 3.2](#) below for more information.

A military veteran who has a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for an LCDC license in Texas and seeks to work in Texas as an LCDC may become licensed in Texas as an LCDC by seeking reciprocity for

an eligible out-of-state license. Refer to [Section 3.1](#) below for more information.

### 3.1 Out-of-State License Reciprocity

Per [Texas Administrative Code Title 1 \(1 TAC\) Section 351.6](#), when a military service member, military spouse, or military veteran applies for an LCDC license through reciprocity, an applicant must submit<sup>1</sup> all the following information required for a license through reciprocity per [25 TAC Section 140.414](#) and [25 TAC Section 140.433](#) to HHSC:

- A completed, signed, dated, and notarized [Form 3236, LCDC Licensure by Reciprocity Application](#)
- A completed [Military Service Member, Veteran, or Military Spouse Supplemental Form \(PDF\)](#)
- A copy of applicant's reciprocal license from a state that meets or exceeds the requirements for an LCDC license in Texas
- Verification of information from the issuing authority whether the applicant has any disciplinary history
- [IdentoGo](#) fingerprinting receipt<sup>2</sup>
- A recent full-face, wallet-sized (2.5 inches by 3.5 inches) photo of the applicant
- Two letters of recommendation
- [Alcohol Drug Counselor exam](#) results showing the applicant passed the exam and the applicant's score
- Official transcript showing the applicant holds an associate degree or more advanced degree

**Note:** Per [TOC Section 55.009](#), HHSC waives the initial application and licensure fee required by [25 TAC Section 140.403\(a\)\(1\) and \(a\)\(2\)](#) and the background investigation fee required by [25 TAC Section 140.403\(a\)\(4\)](#).

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<sup>1</sup> To submit this information to HHSC, mail the documents to:  
HHS LCDC, Mail Code 1982  
P.O. Box 149347  
Austin, Texas 78714-9347

<sup>2</sup> For instructions on submitting fingerprints, please refer to the [Licensed Chemical Dependency Counselor Fingerprint Instructions \(PDF\)](#).

### 3.2 Out-of-State License Recognition

Per [1 TAC Section 351.3](#), when a military service member or military spouse seeks HHSC recognition of an out-of-state license from another jurisdiction with licensing requirements that are substantially equivalent to the Texas LCDC requirements outlined in [25 TAC Chapter 140, Subchapter I](#), the military service member or military spouse must:

- Be licensed in good standing by another jurisdiction with licensing requirements that are substantially equivalent to the requirements outlined in 25 TAC Chapter 140 Subchapter I, as required under [TOC 55.0041\(a\)](#)
- Submit<sup>3</sup> the following information to HHSC:
  - A completed [Military Service Member, Veteran, or Military Spouse Supplemental Form \(PDF\)](#)
  - All the following items, as required by [1 TAC Section 351.3](#):
    - A copy of the military service member's or spouse's military ID, as required under [1 TAC Section 351.3\(c\)\(3\)](#)
    - Proof of the military service member's or military spouse's residency in this state, including a copy of the permanent change-of-station order for the military service member or the applicant's spouse, in accordance with 1 TAC Sections [351.3\(c\)\(3\)](#) and [351.3\(e\)\(3\)](#)
    - A statement in writing which notifies HHSC of the military service member's or military spouse's intent to practice as an LCDC in Texas, as required by [1 TAC Section 351.3\(c\)\(2\)](#)

A military service member or military spouse who applies for out-of-state recognition may practice as an LCDC on receipt of a verification letter from HHSC which states:

- HHSC has verified the military service member or military spouse's license in another jurisdiction.

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<sup>3</sup> To submit this information to HHSC, mail the documents to:  
HHS LCDC, Mail Code 1982,  
P.O. Box 149347  
Austin, Texas 78714-9347

- The military service member or military spouse is authorized to practice as an LCDC in accordance with [TOC 55.0041](#) and must comply with the rules at [25 TAC Chapter 140 Subchapter I](#).

Per [TOC Section 55.0041\(f\)](#) and [1 TAC Section 351.3\(g\)](#), the verification letter expires three years after the date of issuance or when the military service member or the military service member who is married to the military spouse is no longer stationed at a military installation in Texas, whichever comes first.

**Note:** The verification letter is not renewable.

### **3.21 Change in Military Spouse Status Which Impacts Out-of-State License Recognition**

Under [TOC Section 55.0041\(d-1\)](#), in the event of a divorce or similar event that affects a licensed person's status as a military spouse, the spouse may continue to practice as an LCDC until the third anniversary of the date the spouse received confirmation from HHSC that HHSC verified the license and the spouse is authorized to practice in Texas.

### **4.0 Online Search, Verification, and Renewal**

To verify an LCDC license or renew an LCDC license online, visit the [Online Licensing Services page](#).

To access the search function to verify a license, select "license search" under the "Check License Status or Search for a License" heading.

**Note:** A user ID and password is not required to use the license search function.

To renew an LCDC license, either login with an existing user ID and password or register as a new user.

### **5.0 Renewal Extension and Exemption from Penalty for Failure to Renew License**

Per [TOC Section 55.003](#) and [25 TAC Section 140.433\(l\)](#), a military service member who holds an LCDC license is entitled to two years of additional time to complete any continuing education requirements and any other requirement related to renewing the military service member's license.

Per [TOC Section 55.002](#) and [25 TAC Section 140.433\(k\)](#), a military service member who holds an LCDC license is exempt from any increased fee or other penalty imposed for failure to renew the license on time if the military service member satisfactorily demonstrates to HHSC the failure to renew was because of the member's military service.

## 6.0 LCDC Intern Requirement Credits

Per [TOC Section 55.007](#) and [25 TAC Section 140.433\(e\)](#), an LCDC intern applicant may receive credit towards certain internship requirements for any verified military service, training, or education HHSC determines relevant.

Refer to the [Contact Us](#) section of the [LCDC Program webpage](#) for the LCDC licensing program contact information and to request more information on requirements for LCDC intern credits.

## 7.0 Resources

Review the Licensing of Military Service Members, Military Veterans, and Military Spouses statute under TOC Chapter 55 at: [statutes.capitol.texas.gov/Docs/OC/htm/OC.55.htm](http://statutes.capitol.texas.gov/Docs/OC/htm/OC.55.htm).

Review the definitions under Texas Government Code Section 437.001 at: [statutes.capitol.texas.gov/Docs/GV/htm/GV.437.htm#437.001](http://statutes.capitol.texas.gov/Docs/GV/htm/GV.437.htm#437.001).

Review SB 422 (88<sup>th</sup> Legislature, Regular Session, 2023) at: [capitol.texas.gov/tlodocs/88R/billtext/html/SB00422F.htm](http://capitol.texas.gov/tlodocs/88R/billtext/html/SB00422F.htm).

Review GL 23-5000-A Military Service Member, Military Spouse, and Veteran Licensing Procedures (SB 422-88R) (PDF) at: [hhs.texas.gov/sites/default/files/documents/gl23-5000.pdf](http://hhs.texas.gov/sites/default/files/documents/gl23-5000.pdf).

Review the requirements for applicants seeking alternative licensing, including a license by reciprocity as a military service member, military spouse, or military veteran under 1 TAC 351.6 at: [texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=1&pt=15&ch=351&rl=6](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=15&ch=351&rl=6).

Review the LCDC licensure through reciprocity requirements under 25 TAC 140.414 at:

[texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=140&rl=414](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=140&rl=414).

Review the requirements for LCDC licensing military service members, military spouses, and military veterans under 25 TAC 140.433 at:  
[texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=140&rl=433](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=140&rl=433).

Access Form 3236, LCDC Licensure by Reciprocity Application at:  
[hhs.texas.gov/regulations/forms/3000-3999/form-3236-licensed-chemical-dependency-counselor-licensure-reciprocity-application](http://hhs.texas.gov/regulations/forms/3000-3999/form-3236-licensed-chemical-dependency-counselor-licensure-reciprocity-application).

Access the Military Supplemental Application (PDF) at:  
[hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/licensing-credentialing-regulation/military-supplemental-app.pdf](http://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/licensing-credentialing-regulation/military-supplemental-app.pdf).

Access the LCDC Identogo webpage at:  
[uenroll.identogo.com/workflows/11BG44](http://uenroll.identogo.com/workflows/11BG44).

Review the Licensed Chemical Dependency Counselor Fingerprint Instructions (PDF) at:  
[hhs.texas.gov/sites/default/files/documents/fingerprint-notice.pdf](http://hhs.texas.gov/sites/default/files/documents/fingerprint-notice.pdf).

Access the ADC Exam at: [www.tcbap.org/page/A10](http://www.tcbap.org/page/A10).

Review the LCDC fee requirements under 25 TAC 140.403 at:  
[texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=140&rl=403](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=140&rl=403).

Review the requirements for applicants seeking recognition of an out-of-state license as a military service member or military spouse under 1 TAC 351.3 at:  
[texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=1&pt=15&ch=351&rl=3](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=15&ch=351&rl=3)

Review the LCDC rules under 25 TAC Chapter 140, Subchapter I, at:  
[texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=25&pt=1&ch=140&sch=I&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=140&sch=I&rl=Y).

Access the Online Licensing Services webpage at:  
[vo.ras.dshs.state.tx.us/datamart/login.do](http://vo.ras.dshs.state.tx.us/datamart/login.do).

Access the HHSC LCDC Program webpage at:  
[hhs.texas.gov/business/licensing-credentialing-regulation/professional-licensing-certification-compliance/licensed-chemical-dependency-counselor-program](http://hhs.texas.gov/business/licensing-credentialing-regulation/professional-licensing-certification-compliance/licensed-chemical-dependency-counselor-program).

To receive future updates, sign up for GovDelivery at:  
[service.govdelivery.com/accounts/TXHHSC/subscriber/new](https://service.govdelivery.com/accounts/TXHHSC/subscriber/new).

### **8.0 Contact Information**

Email the Policies and Rules Unit at [HCR\\_PRU@hhs.texas.gov](mailto:HCR_PRU@hhs.texas.gov) if you have any questions about this letter.

Email the Professional Licensing and Certification Unit at [LCDC@hhs.texas.gov](mailto:LCDC@hhs.texas.gov) if you have questions about specific LCDC licensing requirements.