

TopClass Instructions

If you have not already created an account, please start at step 1.

If you have already created an account, please start at step 8.

Please do not create duplicate accounts, If you have already created an account but need your password reset or login assistance, please contact us at Licensing@fsc.texas.gov.

If you have forgotten your username and/or Password, you may click on “**Forgot your password?**” for self-service.

SIGN IN

Username
Username

Password
Password

Sign in

Forgot your password?

Don't Have an Account? Register Now

Is My Browser Supported?

1. Go to <https://fsclicensing.txcourts.gov/topclass/>
2. Click on Register Now

SIGN IN

Username

Password



Sign in

[Forgot your password?](#)

Don't Have an Account?

Register Now

[Is My Browser Supported?](#)

3. Create Login Name
4. Create Password
5. Enter Email Address
6. Enter First and Last Name
7. Click **Register Account**

Register New User Account

i - Fields marked with * **must be completed** to create a new valid user account.
- You can **modify your user account details** after creation via your Profile Settings

* **Login name:**

* **Password:**



* **Email:**

* **First name**

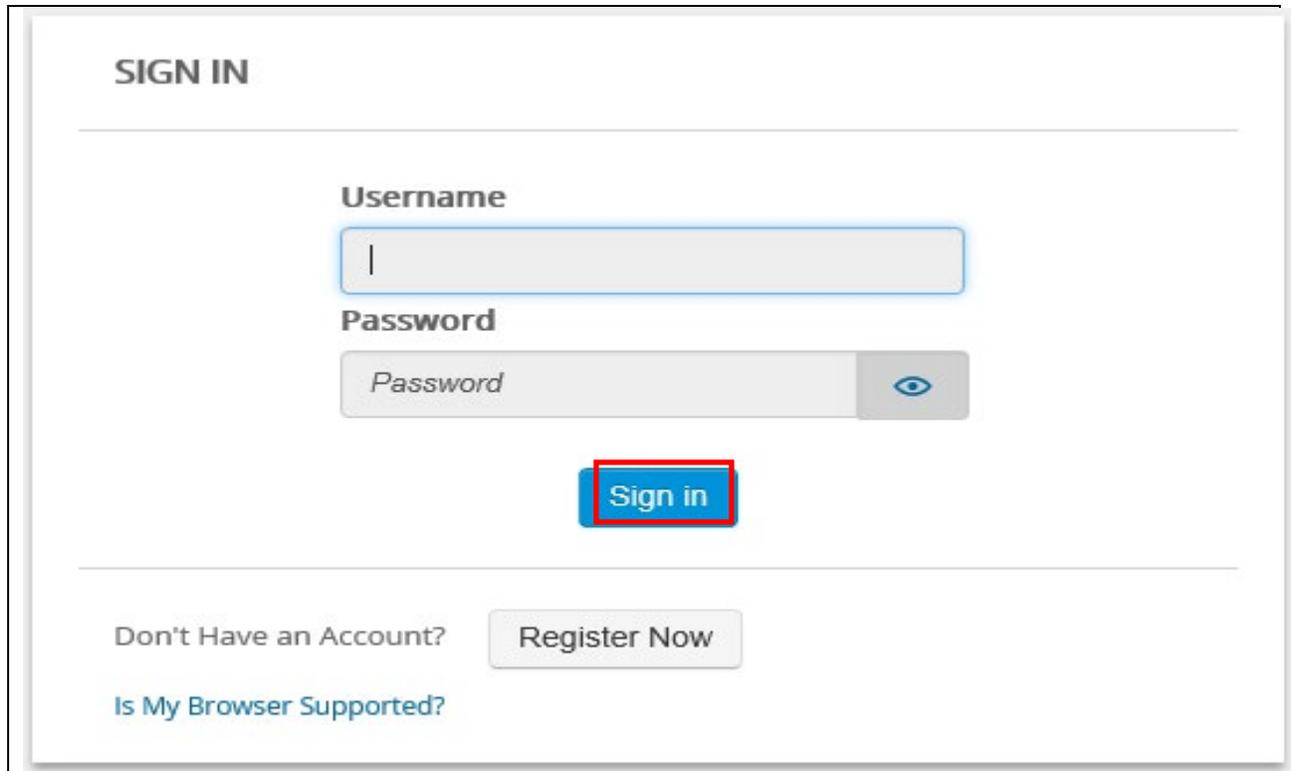
* **Last name**

By **registering an account**, you agree to the [Conditions of Use](#) and [Privacy Notice](#).

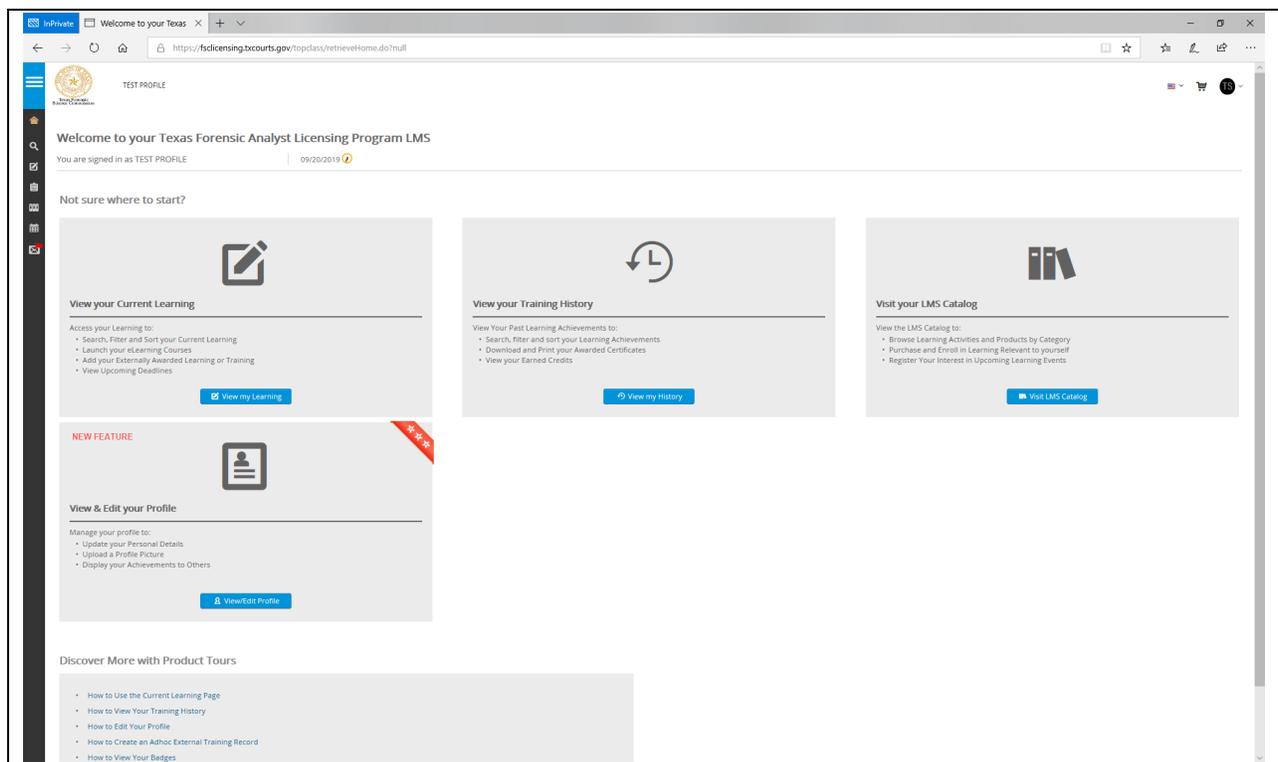
Already Have an Account?

8. Enter Login Name and Password

9. Click **Sign in**

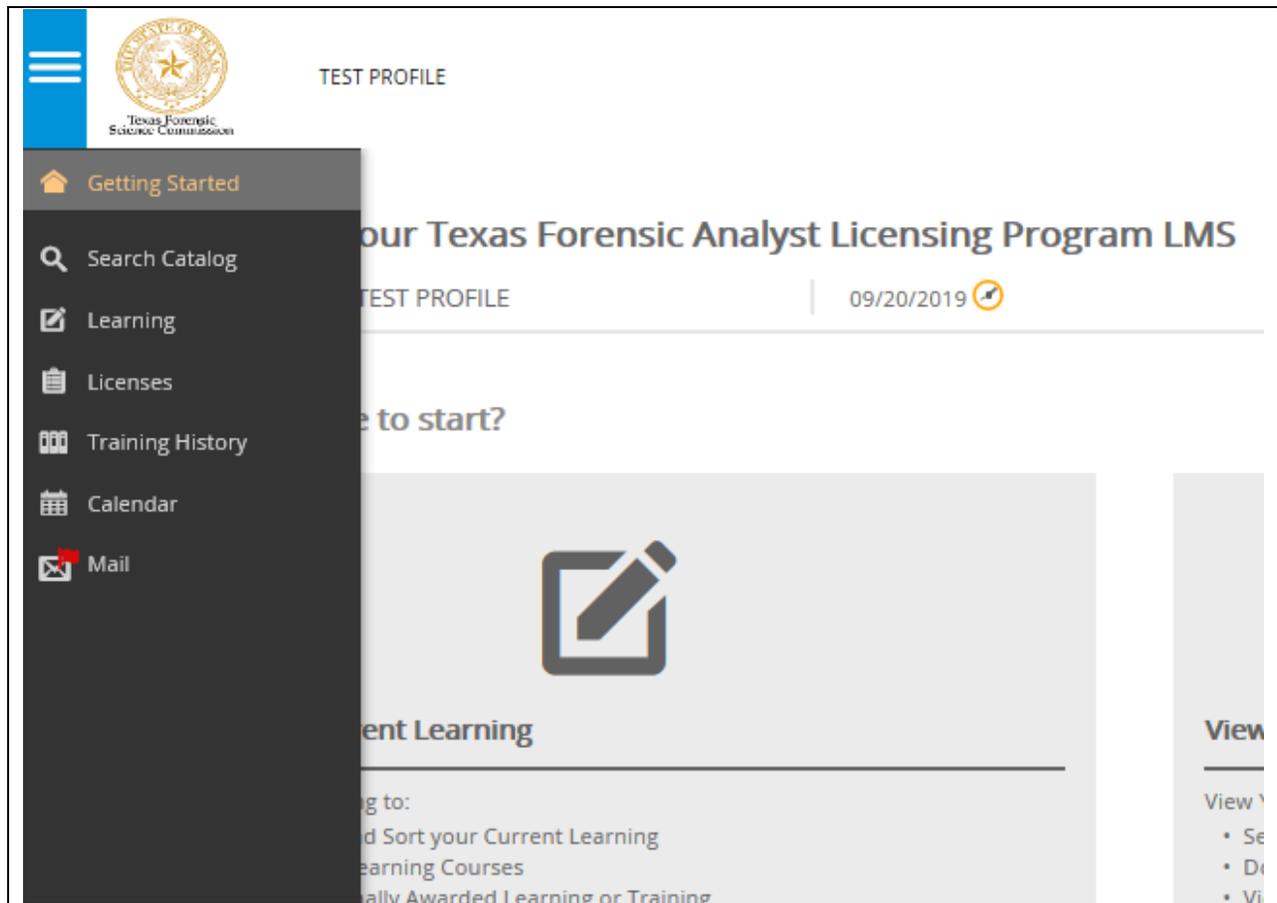


TopClass Homepage



10. Access far left menu

- Hover your mouse over the left side margin



11. Click "Search Catalog"



12. Click on a License Category

Browse All Categories

Blanket License

Provisional License

Regular Licenses

Temporary License

- Blanket License,



LICENSE

Blanket License

The fee for this license will be paid for by the laboratory. This is the license for a laboratory located outside the State of Texas that performs forensic analyses primarily for agencies outside o...

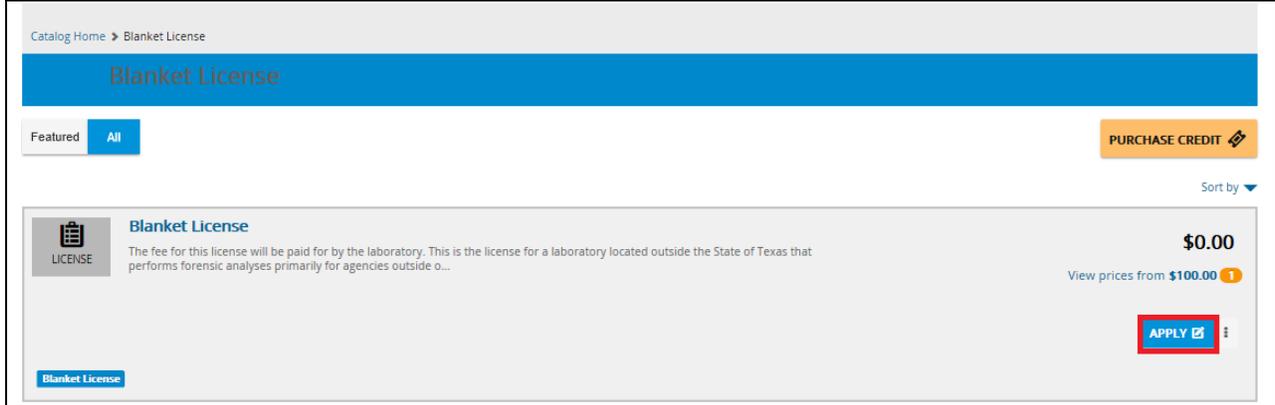
\$0.00

View prices from **\$100.00** 

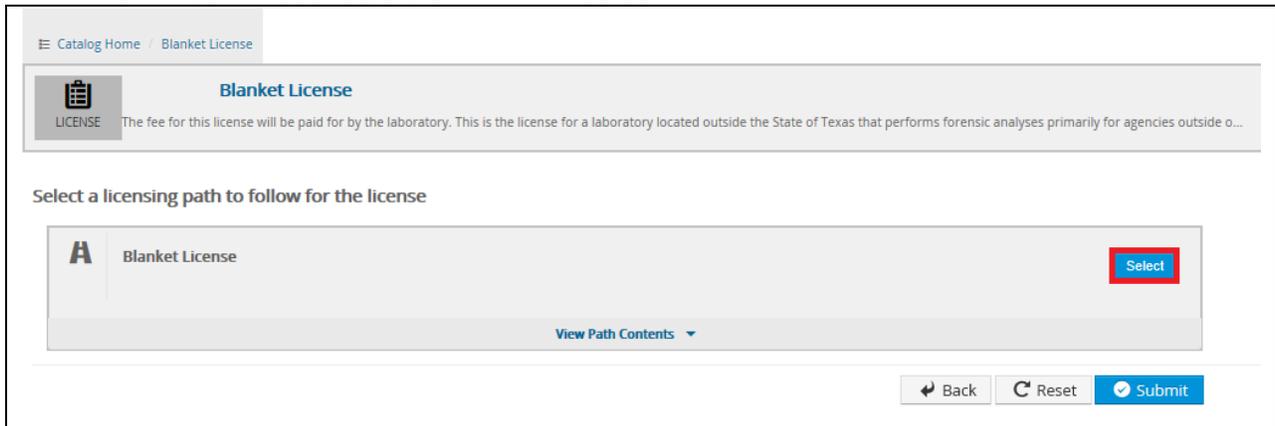
APPLY  

Blanket License

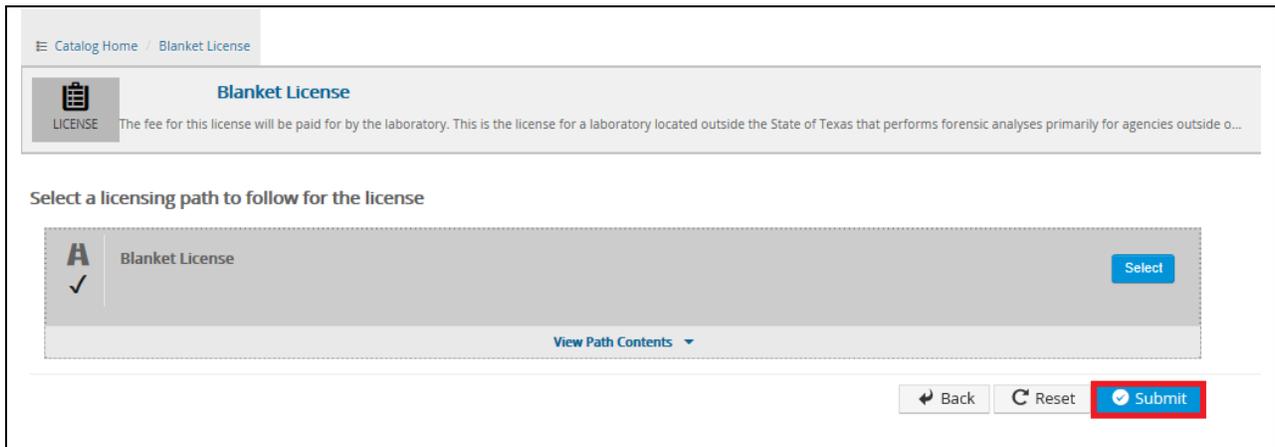
13. Click “Apply” for appropriate license option



14. Click “Select” to choose the BLANKET License

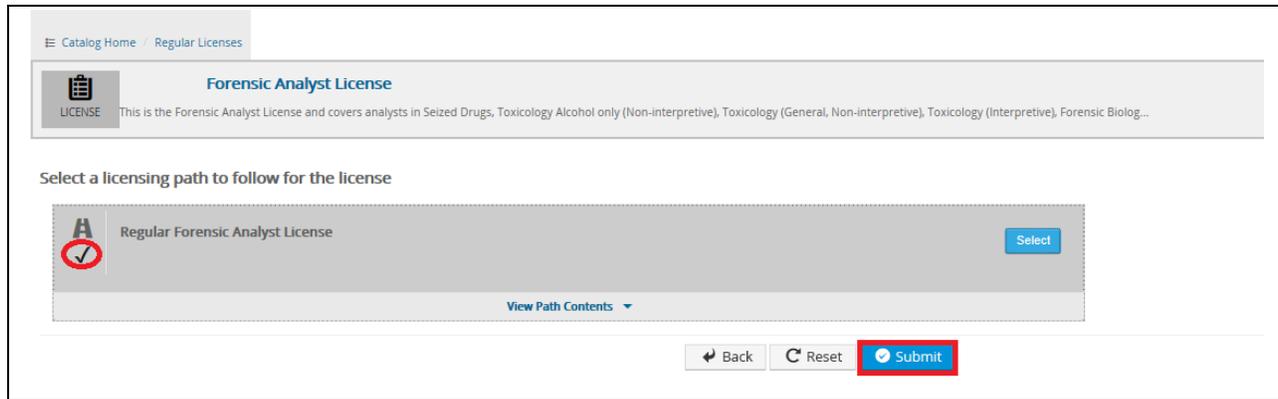


15. In this tutorial for a BLANKET License, there is only (1) selection available so the “Select” button is only displayed, it is not active. Click “Submit” to choose the license



16. Once chosen, a *check mark* will appear below the license’s title

17. Click "Submit"



Catalog Home / Regular Licenses

Forensic Analyst License

LICENSE This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog...

Select a licensing path to follow for the license

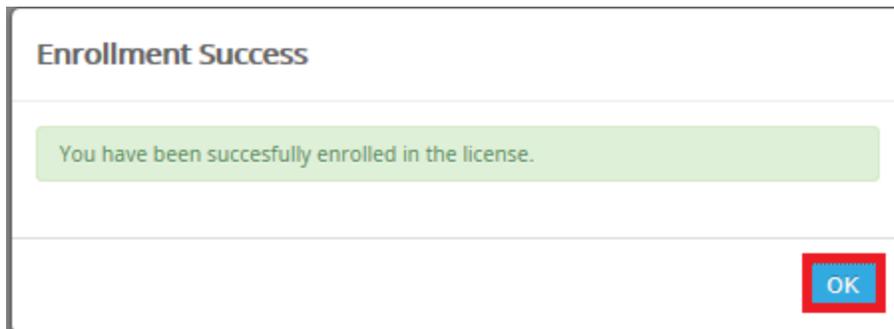
A Regular Forensic Analyst License Select

[View Path Contents](#)

Back Reset Submit

18. Message – "You have been successfully enrolled in the license"

19. Click "OK"



Enrollment Success

You have been successfully enrolled in the license.

OK

20. You are then taken to Licenses, where your license choice will be displayed.

21. Click on License Title



TEST PROFILE

Licensures Results 1-1

Filter title

Title	Licensed	Licensed Until	Due By	Application
Blanket License	No	Not Licensed		

22. Click on "Apply"

Blanket License

Mandatory Items

Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License Application	Online	None	APPLY

Application Fees

Title	Type	Price	Action
Blanket License Fee	Other Activity	None	

23. Click on "Launch"

Learning 1 + ADD

The list of your **current** Learning Activities. You can view your **completed** Activities from your Training History.

Search

Sort on ▾

	General Forensic Analyst License Application	Launch
	<i>Not Started</i>	

Sort on ▾

24. Begin your General Application

General Forensic Analyst Application Questions

Welcome to the Texas Forensic Science Commission's online licensing application process. Before you begin entering your information into the required fields, please note the following:

Please ensure that you are using either Firefox or Google Chrome prior to filling out the application. Other browsers are not compatible with this application. In submitting information to the Commission, you are verifying that you have answered all questions completely and truthfully and that all information provided is accurate.

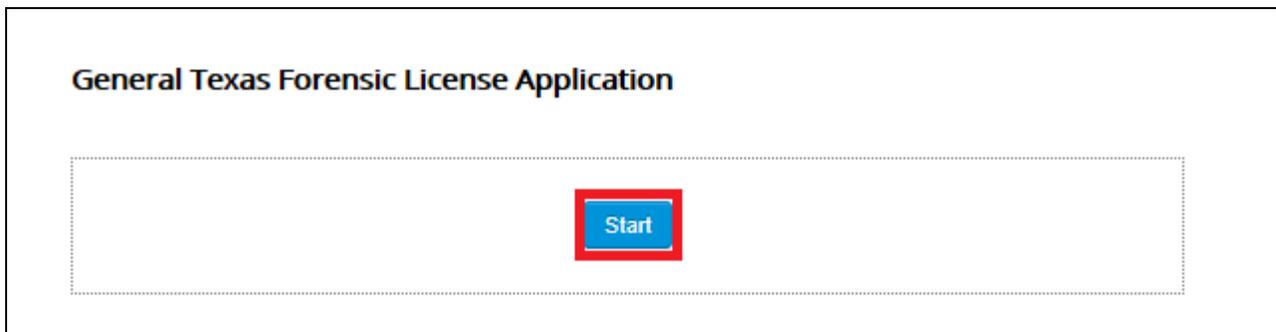
If you have any questions regarding the questions posed in the application, or any technical difficulties with the application, please contact us at licensing@fsc.texas.gov.

Click "Next" below to begin your application.

25. Click "Next"



26. Click "Start"



Follow the prompts as directed to complete your application.

NOTE: You should be prepared to include any attachments for eligibility review:

- Higher Education Transcripts
- Specific Coursework Transcripts
- Military Service (DD-214)
- Resume/Curriculum Vitae
- Proficiency Testing Compliance
- Blanket License Certification for Out-Of-State Laboratories

27. Once Application is completed, click "Submit"



28. The completion of your Application

- Your application has been submitted for FSC review
 - Application will be ACCEPTED/APPROVED once all requirements are met
 - Application will be REJECTED if there are missing requirements
 - In either case, email notifications will be sent
- You may EXPORT Your Application and save a copy of it for future reference, but it is not required
- Click "Return to Homepage" to return to your TopClass Homepage

General Texas Forensic License Application

Thank you for submitting your General Texas Forensic License Application. A licensing specialist will review your application and assess whether you have met the qualifications for licensure. You may be contacted with requests for follow-up information as needed.

You may export and save your application by clicking the "Export" button below.

Your license will not be granted if the applicable license fee is not paid or if you have not passed the applicable exam. To pay the fee, please click the "Exit" button below, add the appropriate license to "Your Cart", and then follow the on-screen instructions. If you have not taken the exam, please contact the exam proctor designee in your laboratory. Blanket laboratory licensees do not need to pay a fee in TopClass. Blanket fees are paid directly by your laboratory.

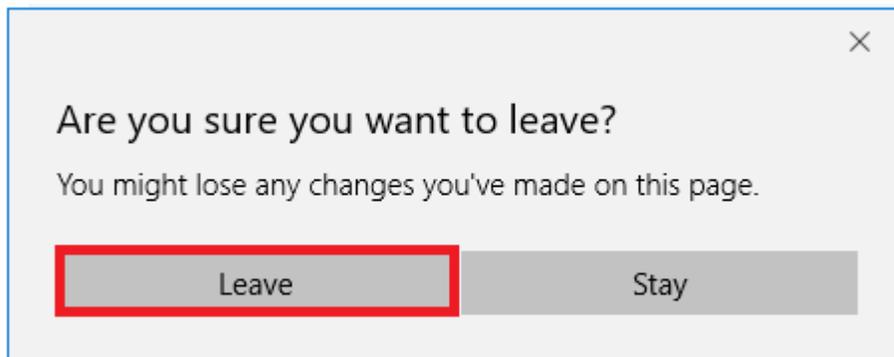
If your contact information changes for any reason, please contact the Texas Forensic Science Commission. You may check the status of your application by logging into your TopClass account.

If you have any questions, please contact us at licensing@fsc.texas.gov.

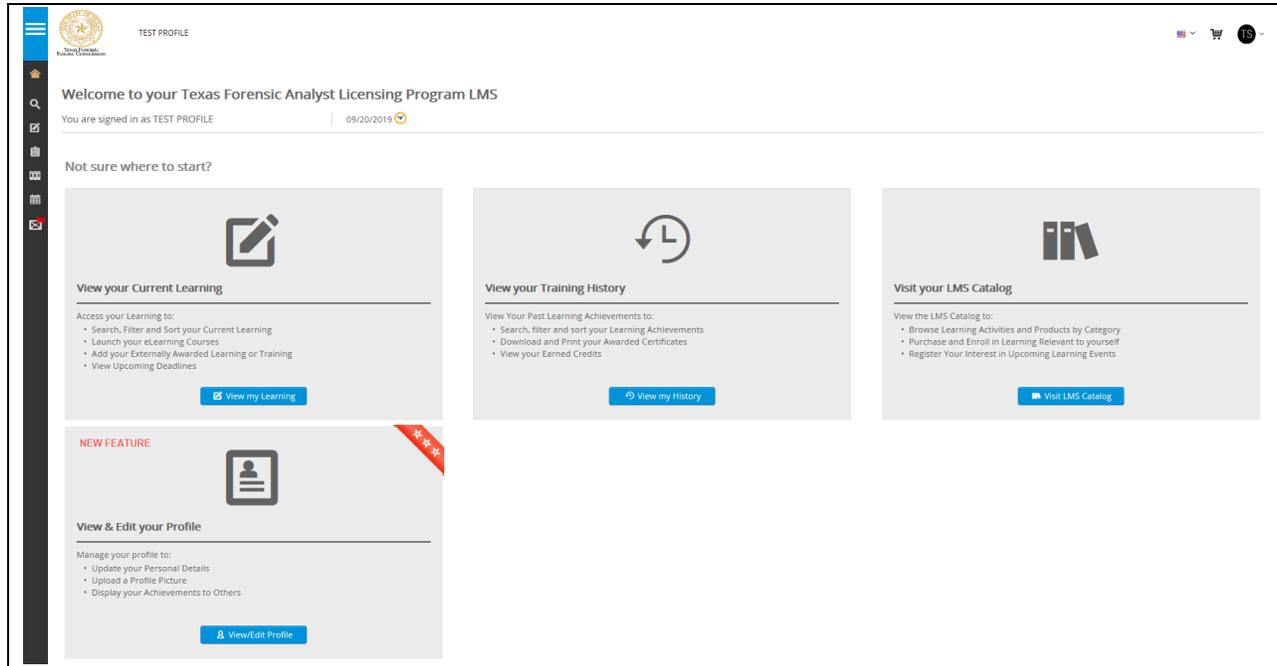
Export Application

Return to homepage

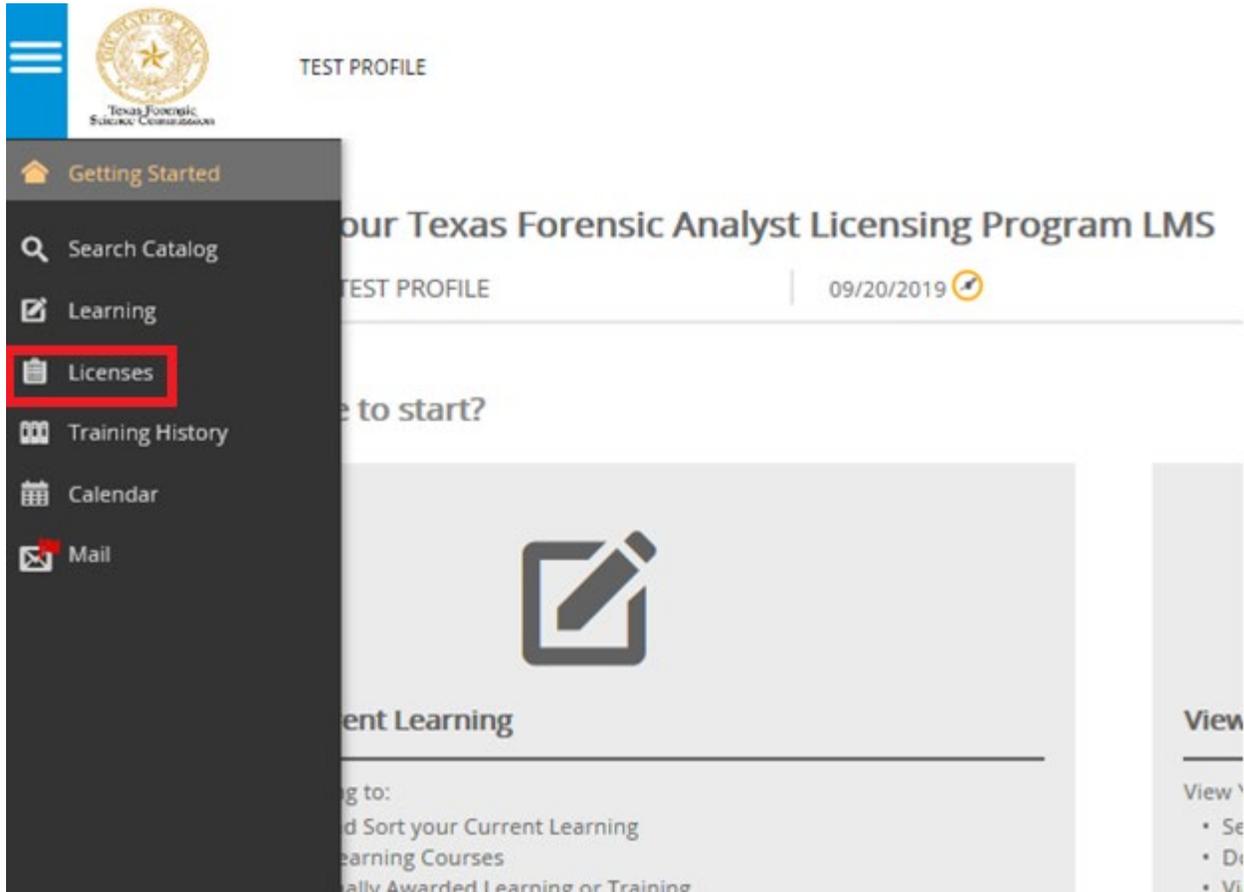
29. If you receive a message to Leave or Stay, click on "Leave"



30. Your TopClass Homepage is displayed



31. To pay for your License, Hover your mouse over the left side margin
32. Click on "Licenses"



33. Click on appropriate license.
 - Note: if you have not completed your application, this option may not be available. Please go back, complete your license application and submit it.

Licenses

Filter title

Title	Licensed	Licensed Until	Due By	Application
Blanket License	No	Not Licensed		Download

34. Paying for your License. Click "Add to Cart".

Blanket License

Mandatory Items

Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License Application	Online	Enrolled	LAUNCH  

Application Fees

Title	Type	Price	Action
Blanket License Fee	Other Activity	None	ADD TO CART 

35. You now have an item added to your Shopping Cart (located in the upper right corner of your screen). Click the shopping cart at the top of the page.



36. Click "Secure Checkout".

Shopping Cart

TOTAL: \$102.50 

	Blanket License Fee	\$100.00 Edit Quantity: 1 REMOVE SAVE FOR LATER
---	----------------------------	---

TEXAS.GOV PRICE: \$102.50

[View Full Cart](#) **SECURE CHECKOUT** 

[My Purchase History](#)
[My Saved Items](#)

37. Complete Billing & Delivery information

BILLING

Title:

* First Name:

Middle Name:

* Last Name:

* Phone 1:

Phone 2:

* Email Address:

* Address Line 1:

Address Line 2:

* City:

* State:

* ZIP Code:

DELIVERY

Use Billing Address for Delivery Address

Title:

* First Name:

Middle Name:

* Last Name:

* Phone 1:

Phone 2:

* Email:

* Address Line 1:

Address Line 2:

* City:

State:

Zip Code:

* Country:

38. There are TWO Payment options.

- If payment is being made by Debit/Credit card, click on **“Pay via Texas.gov”**
 - You will be taken to the Texas.Gov website to complete the payment process
 - You will receive a Purchase Confirmation
 - Please return to TopClass from this page to complete your payment in your TopClass shopping cart
- If you have a coupon code because your laboratory is paying your licensing fee, please enter it in the coupon box and click **“Apply”**. These codes are sent to your laboratory and distributed by your laboratory.
 - You will be taken to the TopClass section to complete payment details with your coupon, click on **“PAY \$0.00”**
 - You will receive a Purchase Confirmation
 - Click on **“Return to Homepage”** to return to your TopClass home page

PAYMENT

Do you have a coupon you would like to use? Enter coupon code here

Please note only one coupon can be used per order.