

TopClass Instructions – BLANKET License Renewal

This tutorial/guide is to be used by current Blanket Licensees that need to renew their licenses for another term.

NOTE: Current Blanket Licensees will not be able to renew until 60 days prior to expiration.


Please do not create duplicate accounts, You have already created an account but if you need 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.

1. Go to <https://fsclicensing.txcourts.gov/topclass/>

SIGN IN

Username

Password
 

Sign in

Forgot your password?

Don't Have an Account? **Register Now**

[Is My Browser Supported?](#)

2. If you do not need to have your password reset, enter your Username/Password and click “Sign In”.

SIGN IN

Username

Password

Don't Have an Account?

[Is My Browser Supported?](#)

TopClass Homepage

TEST PROFILE

Welcome to your Texas Forensic Analyst Licensing Program LMS

You are signed in as TEST PROFILE | 09/20/2019

Not sure where to start?

View your Current Learning

Access your Learning to:

- Search, Filter and Sort your Current Learning
- Launch your eLearning Courses
- Add your Externally Awarded Learning or Training
- View Upcoming Deadlines

[View my Learning](#)

View your Training History

View Your Past Learning Achievements to:

- Search, Filter and sort your Learning Achievements
- Download and Print your Awarded Certificates
- View your Earned Credits

[View my History](#)

Visit your LMS Catalog

View the LMS Catalog to:

- Browse Learning Activities and Products by Category
- Purchase and Enroll in Learning Relevant to yourself
- Register Your Interest in Upcoming Learning Events

[Visit LMS Catalog](#)

View & Edit your Profile

Manage your profile to:

- Update your Personal Details
- Upload a Profile Picture
- Display your Achievements to Others

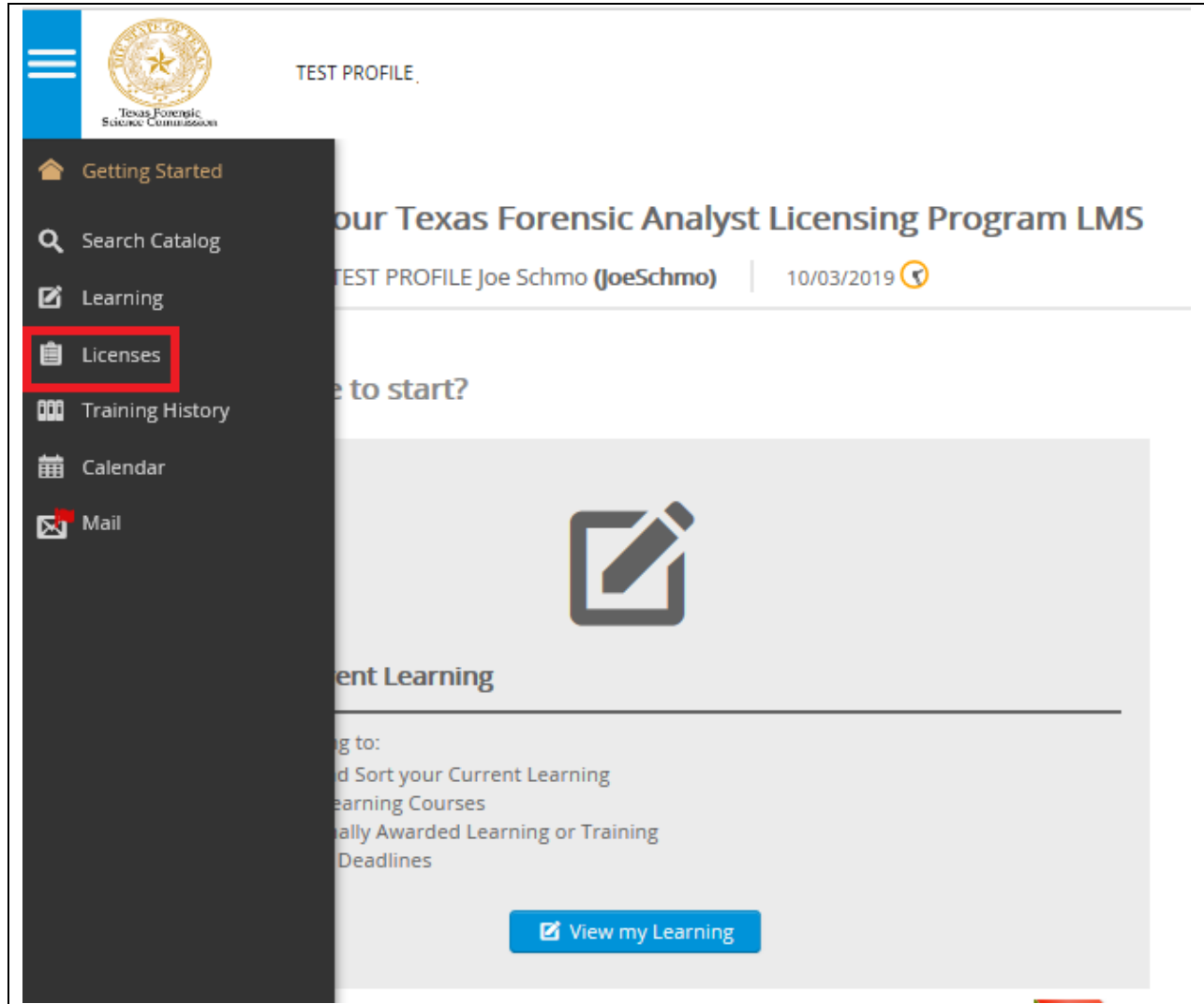
[View/Edit Profile](#)

NEW FEATURE

Discover More with Product Tours

- How to Use the Current Learning Page
- How to View Your Training History
- How to Edit Your Profile
- How to Create an Adhoc External Training Record
- How to View Your Badges

3. Access far left menu
 - Hover your mouse over the left side margin
 - Click on “Licenses”



4. Click on “Blanket License”

Licenses

Filter title

Title	Licensed	Licensed Until	Due By	Application
Blanket License	No	11/03/2019	10/03/2020	Download
Blanket License Renewal - Click here to renew your blanket license	No	Not Licensed		

5. Your current Blanket is valid message is displayed, click on “Begin Renewal Application”

Blanket License

Congratulations, you have satisfied this license.
Your license is valid

[Begin Renewal Application](#)

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	

6. Click “Select” on Blanket License Renewal
 - A Check Mark will be placed under the license renewal symbol
7. Click “Submit”
8. Click on “APPLY”

Blanket License Renewal

Mandatory Items

Mandatory items can be completed in any order.

Title	Type	Status	Action
Blanket License Renewal Application	Online	None	APPLY

9. You are now enrolled toward Blanket License Renewal
 - Click on “Launch”

TEST PROFILE

Learning ADD

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

Search

Sort on ▾

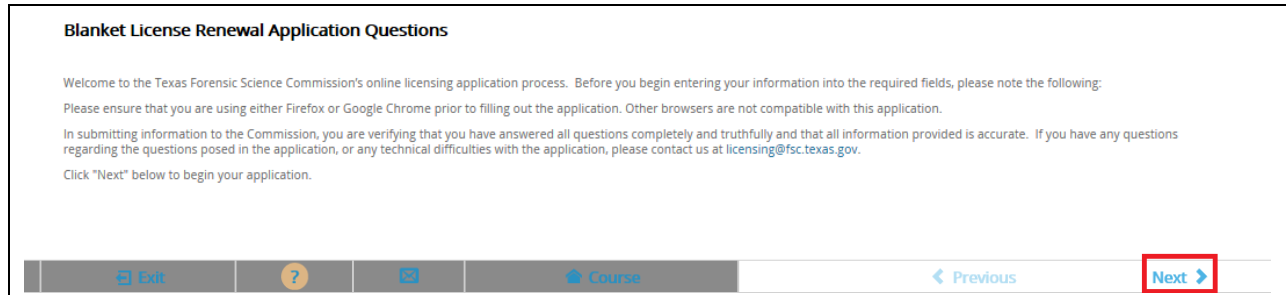
Blanket License Renewal Application [Launch](#)

Not Started

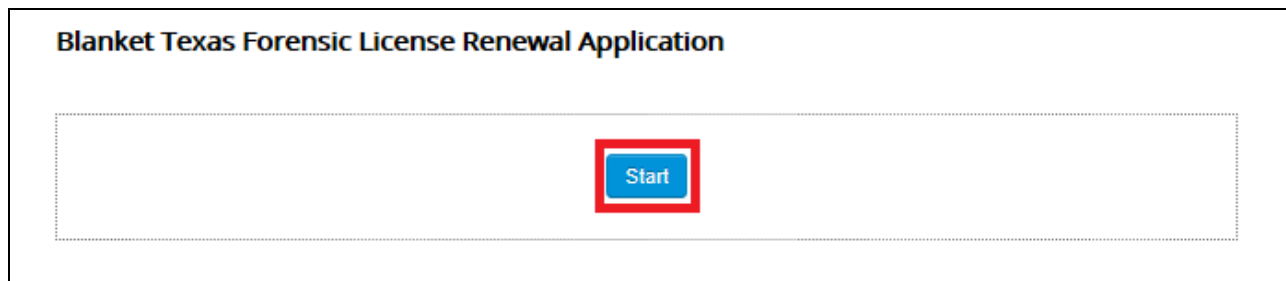
Sort on ▾

10. You are now at the beginning of the Blanket License Renewal Application Questions

- Click on “Next” (Bottom right of screen)



11. Click “Start” to begin entering your current information for renewal



Follow the prompts as directed to complete your application.

NOTE: You should be prepared to include any attachments that apply for renewal eligibility:

- MILITARY SERVICE
 - DD-214
- PROFICIENCY TESTING COMPLIANCE
- BLANKET LICENSE CERTIFICATION FOR OUT-OUT-STATE LABORATORIES
- ADDITIONAL PAGES AS NEEDED

12. At the end of the application it will be necessary for you to “sign” and date your application by checking the boxes of both:

- PERMISSION TO CONTACT PREVIOUS EMPLOYERS AND CONDUCT CRIMINAL BACKGROUND CHECK and
- SIGNATURE/OATH

PERMISSION TO CONTACT PREVIOUS EMPLOYERS AND CONDUCT CRIMINAL BACKGROUND CHECK	
45 of 46	I give permission to the Commission to contact any of the previous employers listed by me on this application. I also give permission to the Commission to conduct a full criminal background check by marking the checkbox and filling in the date below.
Date	<input type="checkbox"/> Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
SIGNATURE/OATH	
46 of 46	By checking the box below and marking today's date, I certify under penalty of perjury that the information represented herein is true and correct, and that I have never committed professional misconduct either in my profession as a forensic analyst or any profession other than those incidents noted and described in the application herein.
Date	<input type="checkbox"/> Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

13. Click on “**Submit**”

You are currently taking a test. Click to navigate Course Contents instead.	
	Save For Later Submit

14. The completion of your Application/Renewal

- 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.

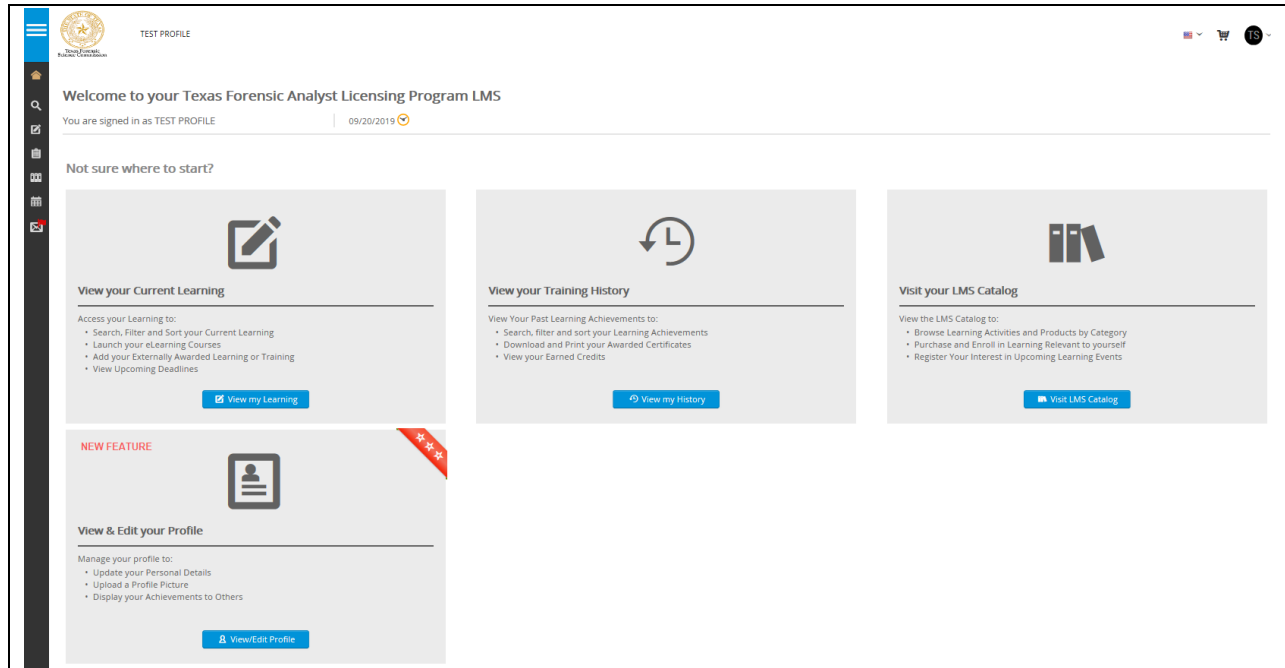
Export Application
Return to homepage

15. If you receive a message to Leave or Stay, click on **“Leave”**

Are you sure you want to leave?
You might lose any changes you've made on this page.

Leave Stay

16. Your TopClass Homepage is displayed



17. Once you have submitted your application for renewal, you should go ahead and pay.

18. To pay for you License, Hover your mouse over the left side margin

19. Click on "Licenses"

The screenshot shows the user interface of the Texas Forensic Analyst Licensing Program LMS. At the top left is the Texas Forensic Science Commission logo. The page title is "TEST PROFILE". A navigation menu is open on the left, with "Licenses" highlighted by a red box. Other menu items include "Getting Started", "Search Catalog", "Learning", "Training History", "Calendar", and "Mail". The main content area shows "Your Texas Forensic Analyst Licensing Program LMS" and "TEST PROFILE" with a date of "09/20/2019". Below this, there is a section titled "e to start?" and a large icon of a pencil writing on a document. The bottom part of the page shows "Current Learning" and "View" options.

20. Click on "Blanket License"

Licenses Results 1-1



Title	Licensed	Licensed Until	Due By	Application
Blanket License	No	10/31/2019	10/31/2019	

21. Paying for your renewal, click on “ADD TO CART”


Blanket License Renewal

Mandatory Items

Mandatory items can be completed in any order.

Title	Type	Status	Action
Blanket License Renewal Application	Online	Enrolled	LAUNCH  

Maintenance Fees


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


22. 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.




23. Click “Secure Checkout”.

Shopping Cart

TOTAL: \$102.50 

	Blanket License Renewal 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](#)

24. 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:

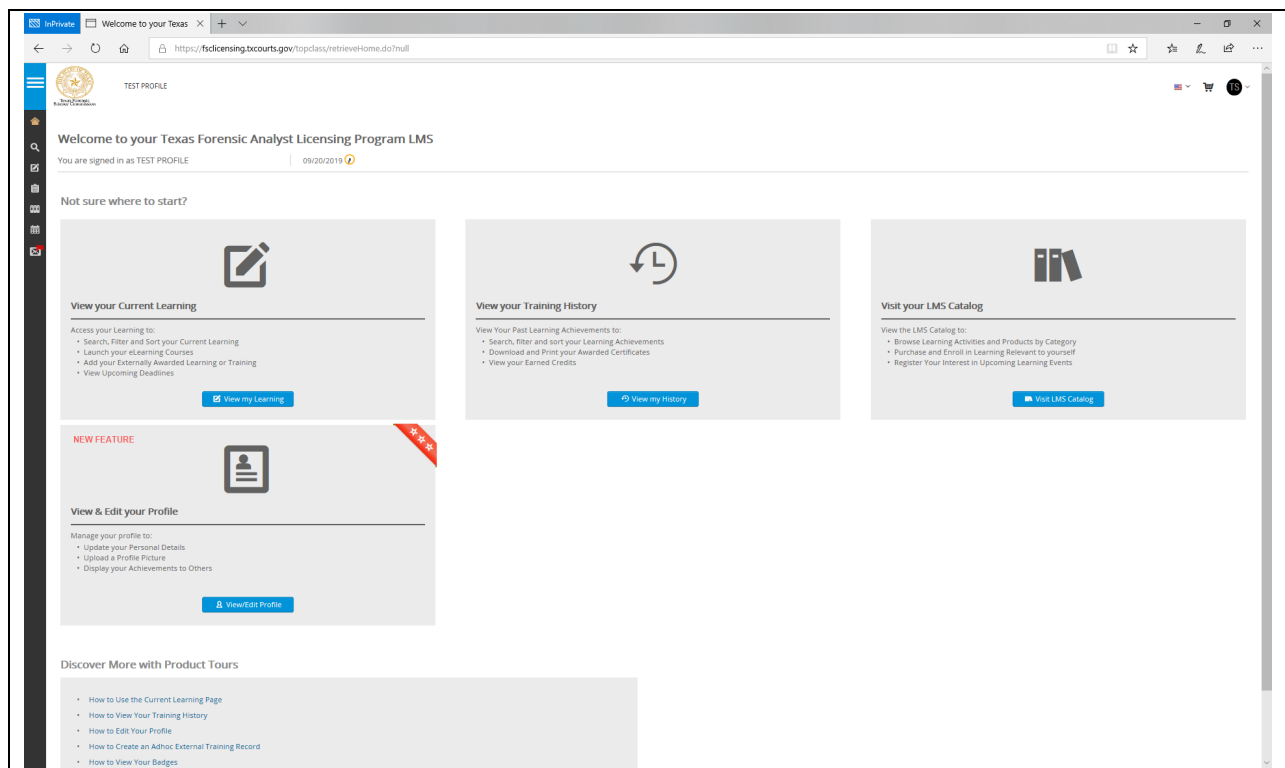
25. There are TWO Payment options.

- 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



You will receive an email confirmation and receipt of your payment.

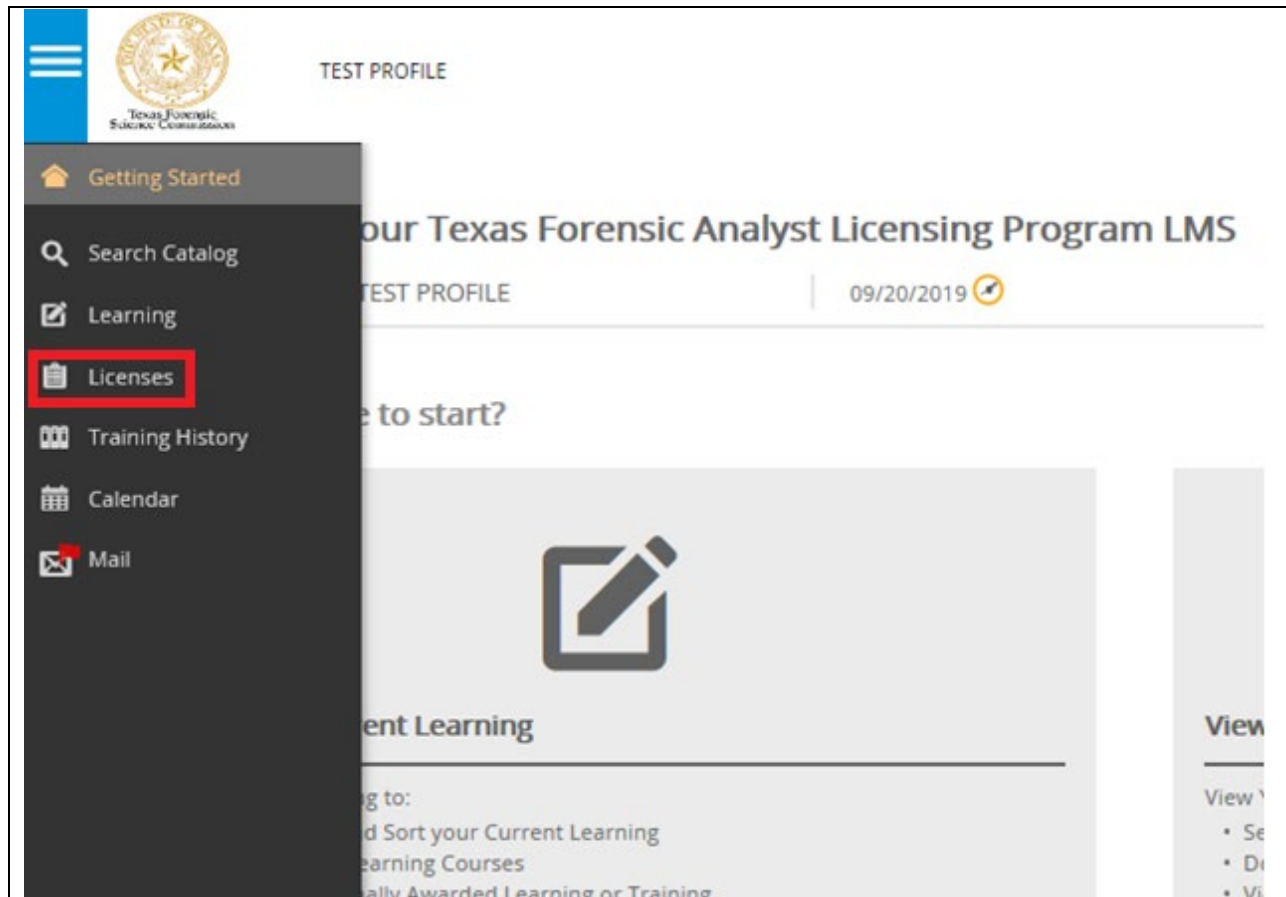
TopClass Homepage



You may also check the status of your payment by going to “Licenses” again.

26. Access far left menu

- Hover your mouse over the left side margin
- Click on “Licenses”



27. Click on your license to see the status of outstanding items.


Licenses RESULTS 1-1

Filter title

Title	Licensed	Licensed Until	Due By	Application
Blanket License	Yes	11/01/2020	11/01/2020	

The payment of your Maintenance Fees bar should appear green after you have paid. If you believe you have paid and the bar is not green, contact us at Licensing@fsc.texas.gov so licensing staff can assist. Once your application for renewal is approved by licensing staff, the “Mandatory Items” or “Maintenance Fees” bar will turn green as well, showing you’ve completed all items for Blanket License Renewal. Your application bar will remain red until you are approved for renewal.

Blanket License Renewal


 Congratulations, you have satisfied this license.
 Your license is valid until 11/01/2020 12:00 AM.

Mandatory Items 100%

● Mandatory items can be completed in any order.

Title	Type	Status	Action
Blanket License Renewal Application	Online	Completed	COURSE

Maintenance Fees 100%

Title	Type	Price	Action
Blanket License Renewal Fee	Other Activity	Completed	