

**TopClass Instructions - Regular Forensic Analyst, Screener and  
Technician License**

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](mailto: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

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**

The image shows a 'SIGN IN' form with the following elements:

- SIGN IN** header
- Username** label above a text input field containing a vertical cursor.
- Password** label above a password input field containing the placeholder text 'Password' and a toggle eye icon.
- A blue **Sign in** button, which is highlighted with a red rectangular box.
- Below the form, the text **Don't Have an Account?** is followed by a **Register Now** button.
- A link [Is My Browser Supported?](#) is located at the bottom left.

# TopClass Homepage

**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](#)

### NEW FEATURE

### View & Edit your Profile

Manage your profile to:

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

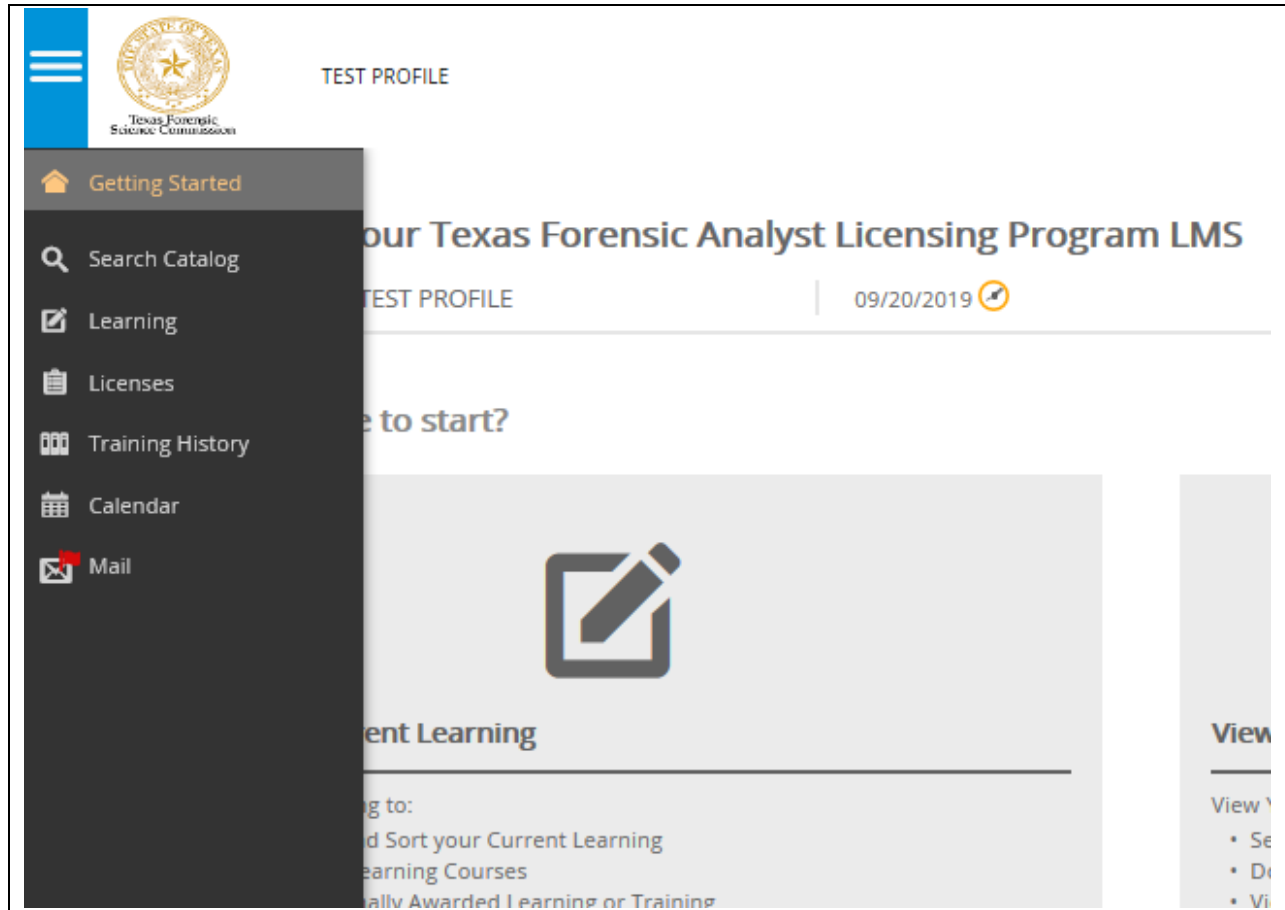
[View/Edit Profile](#)

### 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

10. Access far left menu

- Hover your mouse over the left side margin



11. Click "Search Catalog"



12. Click on a License Category (NOTE: This tutorial guide will be using REGULAR)

*Browse All Categories*

Blanket License

Provisional License

Regular Licenses

Temporary License

- Regular License

13. Choose the appropriate type of REGULAR License Category by clicking “Apply”  
(NOTE: This tutorial guide will be using REGULAR Forensic Analyst License)

- Forensic Biology Screening Analyst License,
- Forensic Analyst License OR
- Forensic Technician License

The screenshot displays three license categories in a list format. Each category includes a 'LICENSE' icon, a title, a description, a price of '\$0.00', and a 'View prices from' link with a price range and a small icon. An 'APPLY' button is present for each category, and a 'Regular Licenses' link is located at the bottom of each category's card.

License Category	Description	Price	View Prices From
Forensic Biology Screening Analyst License	This is the Forensic Analyst License and covers Forensic Biology Screening Analysts. If you are applying for a Regular Forensic Analyst License, please apply under the Forensic Analyst License or the...	\$0.00	View prices from \$150.00
Forensic Analyst 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...	\$0.00	View prices from \$220.00
Forensic Technician License	This is the Forensic Technician License and covers technicians in Seized Drugs, Toxicology, Forensic Biology, Firearms/Toolmarks, Document Examination, and Materials (Trace). If you are a Forensic Bl...	\$0.00	View prices from \$150.00

14. Click **Select** to choose the REGULAR Forensic License  
(NOTE: This tutorial guide will be using REGULAR Forensic Analyst License)

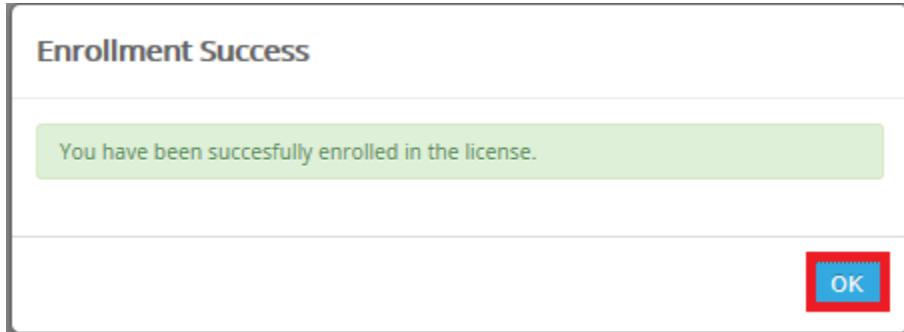
The screenshot shows a web interface for selecting a license. At the top, there is a breadcrumb trail: "Catalog Home / Regular Licenses". Below this is a header section for "Forensic Analyst License" with a sub-header "LICENSE" and a description: "This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog...". The main content area is titled "Select a licensing path to follow for the license". It contains a single selection card for "Regular Forensic Analyst License" with a large letter "A" icon. A red box highlights the "Select" button on the right side of the card. Below the card is a "View Path Contents" dropdown menu. At the bottom right, there are three buttons: "Back", "Reset", and "Submit".

15. After you've chosen **Select**, a checkmark will appear next to your license title.  
Now, click **Submit**.

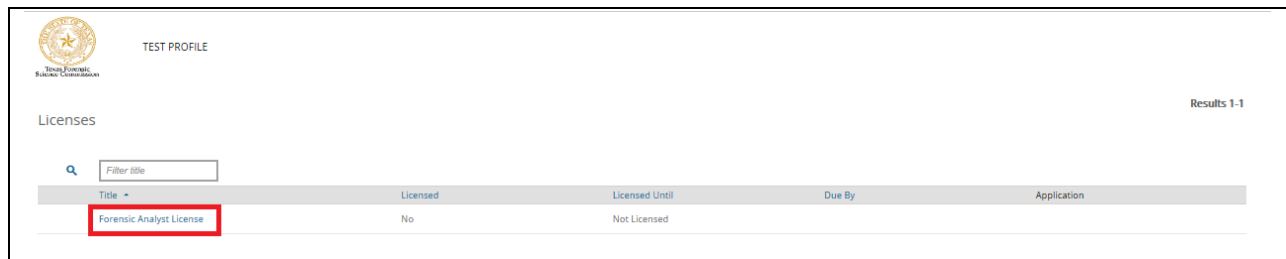
This screenshot shows the same interface as the previous one, but after the "Select" button has been clicked. A yellow circle highlights a checkmark that has appeared next to the "A" icon for the "Regular Forensic Analyst License" card. The "Select" button is now disabled. The "Submit" button at the bottom right is highlighted with a red box, indicating it is the next step to click.



- 16. Message – “You have been successfully enrolled in the license.”
- 17. Click “OK”



- 18. You are then taken to Licenses, where your license choice will be displayed.
- 19. Click on License Title



This is your license “status” screen. At this point, since you haven’t completed the application and it has not been approved, the application bar will remain red. Same for the fee and final exam bars.

20. Click “**APPLY**” to proceed to your application.

### Regular Forensic Analyst License

**Mandatory Items**

Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License Application	Online	None	<b>APPLY</b>

**Application Fees**

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	None	

**Final Exams**

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

21. Click on “**Launch**”

### Learning

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

Search

Sort on ▾

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

Sort on ▾

22. 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.

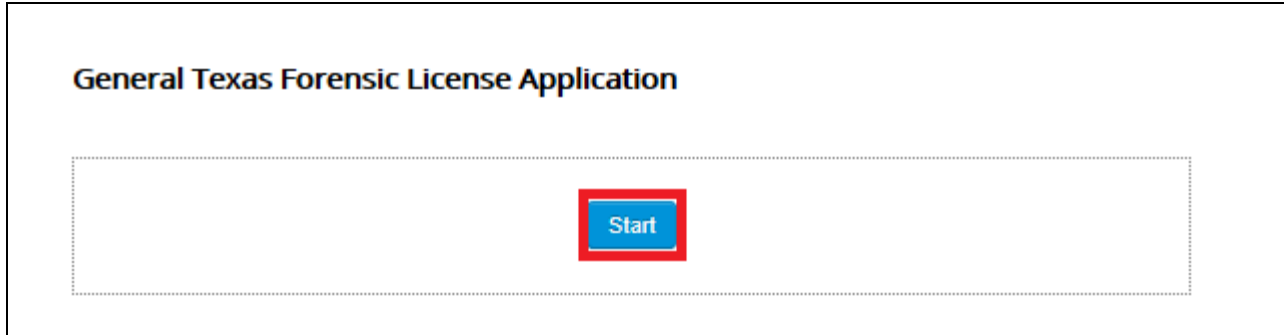
If you have any questions regarding the questions posed in the application, or any technical difficulties with the application, please contact us at [licensing@fsc.texas.gov](mailto:licensing@fsc.texas.gov).

Click "Next" below to begin your application.

23. Click "Next"



24. 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

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**

151 of 152	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.
	<input type="checkbox"/>
Date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

**SIGNATURE/OATH**

152 of 152	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.
	<input type="checkbox"/>
Date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

25. Once Application is completed, click “Submit”



26. 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](mailto:licensing@fsc.texas.gov).

[Export Application](#)  
[Return to homepage](#)

27. 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](#)

## 28. Your TopClass Homepage is displayed

The screenshot displays the user interface of the Texas Forensic Analyst Licensing Program LMS. At the top left, there is a navigation menu with icons for home, search, and other functions. The header includes the system logo, the text "TEST PROFILE", and user information such as "You are signed in as TEST PROFILE" and the date "09/20/2015". A main heading reads "Welcome to your Texas Forensic Analyst Licensing Program LMS". Below this, a section titled "Not sure where to start?" offers three primary navigation options: "View your Current Learning", "View your Training History", and "Visit your LMS Catalog". Each option includes a list of actions and a corresponding button. A "NEW FEATURE" banner highlights the "View & Edit your Profile" section, which includes options to update personal details, upload a profile picture, and display achievements to others.

**TEST PROFILE**

You are signed in as TEST PROFILE | 09/20/2015

### Welcome to your Texas Forensic Analyst Licensing Program LMS

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](#)

**NEW FEATURE**

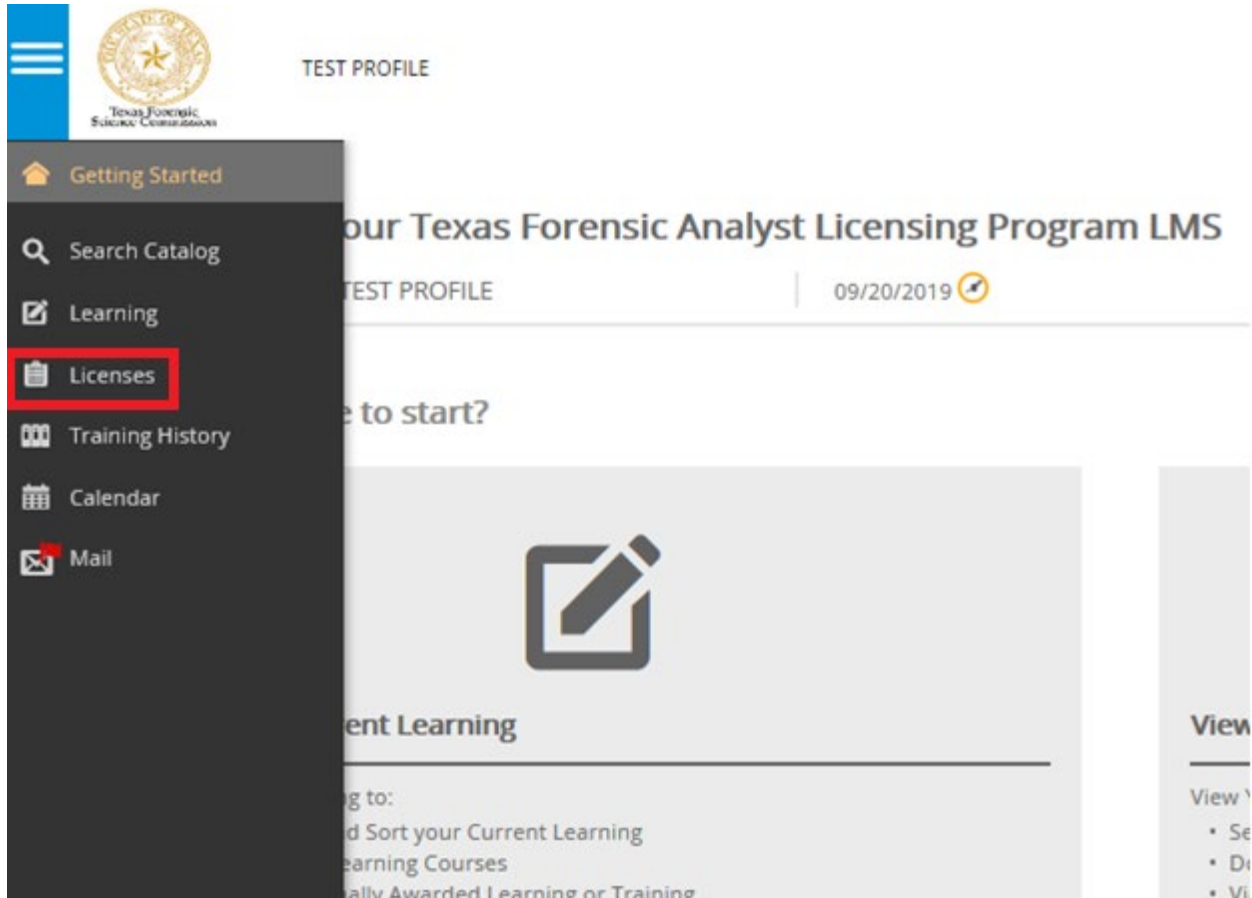
#### View & Edit your Profile

Manage your profile to:

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

[View/Edit Profile](#)

29. Once you have submitted your application, payment for your license should be made toward licensure.
30. To pay for your License, Hover your mouse over the left side margin
31. Click on “Licenses”



32. 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.

Title	Licensed	Licensed Until	Due By	Application
Forensic Analyst License	No	Not Licensed		Download

All bars will appear **red** until you've paid, taken & passed the exam and your application is approved by the Commission's licensing staff.

33. Paying for your License. Click **"Add to Cart"**.

### Regular Forensic Analyst License

**Mandatory Items**

Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License Application	Online	Enrolled	<a href="#">LAUNCH</a>

**Application Fees**

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	None	<a href="#">ADD TO CART</a>

**Final Exams**

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

34. 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 right of the page.



35. Click **"Secure Checkout"**.

### Shopping Cart

**TOTAL: \$225.20**

	<b>Regular License Application Fee - Analyst</b>	<b>\$220.00</b>
FEE		Edit Quantity: 1
		<a href="#">REMOVE</a>
		<a href="#">SAVE FOR LATER</a>


**TEXAS.GOV PRICE: \$225.20**

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

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





## 36. Complete Billing & Delivery Information


TEST PROFILE

← MY CART
ITEMS
BILLING
PAYMENT
DELIVERY
CONFIRMATION

TEXAS.GOV PRICE: \$225.20

**YOUR ITEMS**

	Title	Amount
 FEE	Regular License Application Fee - Analyst	\$220.00 

**SUBTOTAL: \$220.00**  
**TEXAS.GOV PRICE: \$225.20**

**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:**

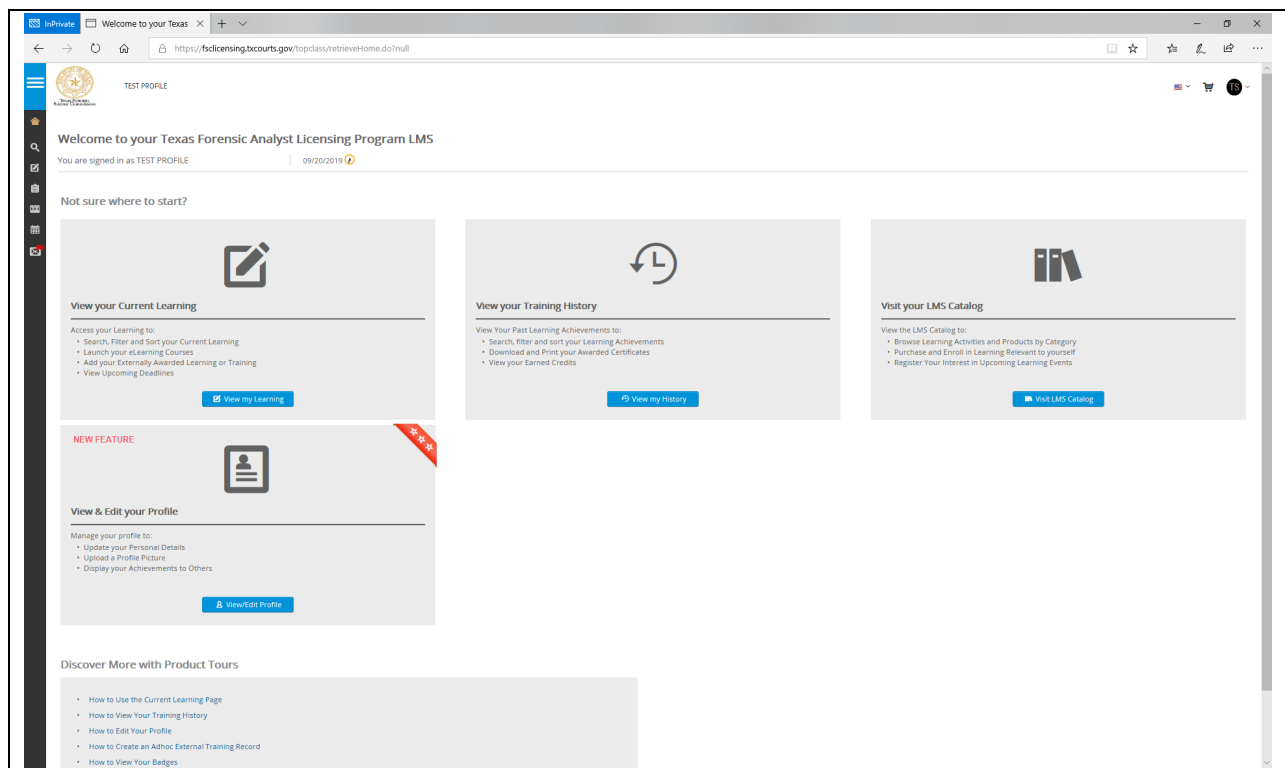
37. There are TWO Payment options.

- 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.

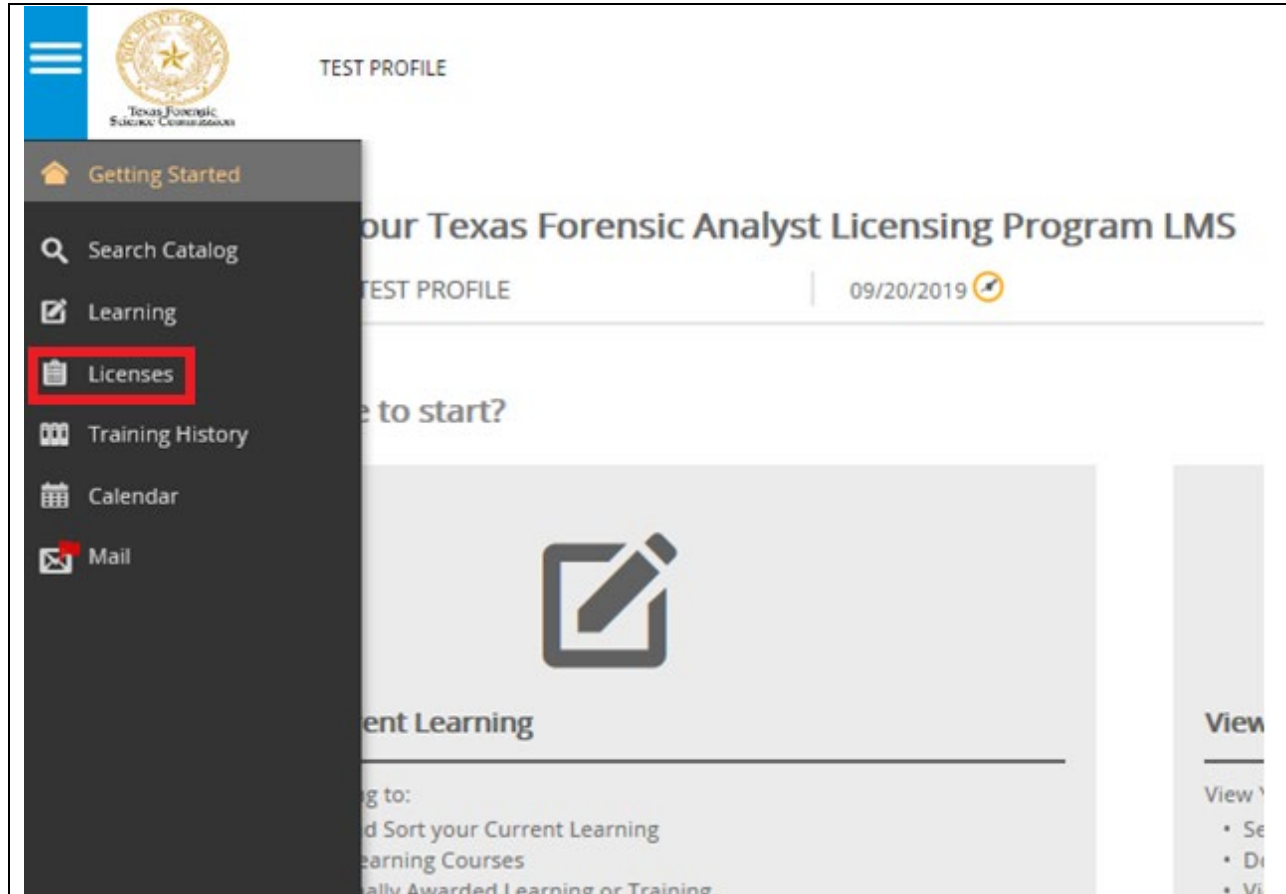
## TopClass Homepage



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

38. Access far left menu

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



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

Licenses

Filter title

Title	Licensed	Licensed Until	Due By	Application
Forensic Analyst License	No	Not Licensed		Download

The payment of application 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](mailto:licensing@fsc.texas.gov) so licensing staff can assist. Once your application is approved by licensing staff, the “Mandatory Items” or “application bar” will turn green as well, showing you’ve completed all items for regular licensure. Your application bar will remain red until you are approved for licensure. Your Final Exam bar will also remain red until you have taken/passed the General Forensic Exam.

Example: Payment Complete / Application Not Complete / Final Exam Not Complete

### Regular Forensic Analyst 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

100%

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	Completed	

Final Exams

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

Example: Payment Complete / Final Exam Complete / Application Not Complete

### Regular Forensic Analyst License

**Mandatory Items**

100%

Mandatory items can be completed in any order.

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

**Application Fees**

100%

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	Completed	


**Final Exams**

100%

Title	Type	Status	Action
General Forensic Analyst Licensing Exam	Online	Completed	COURSE

Example: Payment Complete / Final Exam Complete / Application Complete

### Regular Forensic Analyst License



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

**Mandatory Items**

100%

Mandatory items can be completed in any order.

Title	Type	Status	Action
General Forensic Analyst License Application	Online	Completed	COURSE

**Application Fees**

100%

Title	Type	Price	Action
Regular License Application Fee - Analyst	Other Activity	Completed	

**Final Exams**

100%

Title	Type	Status	Action
General Forensic Analyst Licensing Exam	Online	Completed	COURSE

If your application is REJECTED, you will receive an email notice stating the rejection reason(s). You should make the corrections/additions to your application and re-submit for FSC Review.

When your application is ACCEPTED/APPROVED, you will receive notice by email.