

**TopClass Instructions - Provisional 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**

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**Username**

**Password**  
 

**Sign in**

**Forgot your password?**

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Don't Have an Account?

[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

**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](#)

**NEW FEATURE**

### View & Edit your Profile

Manage your profile to:

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

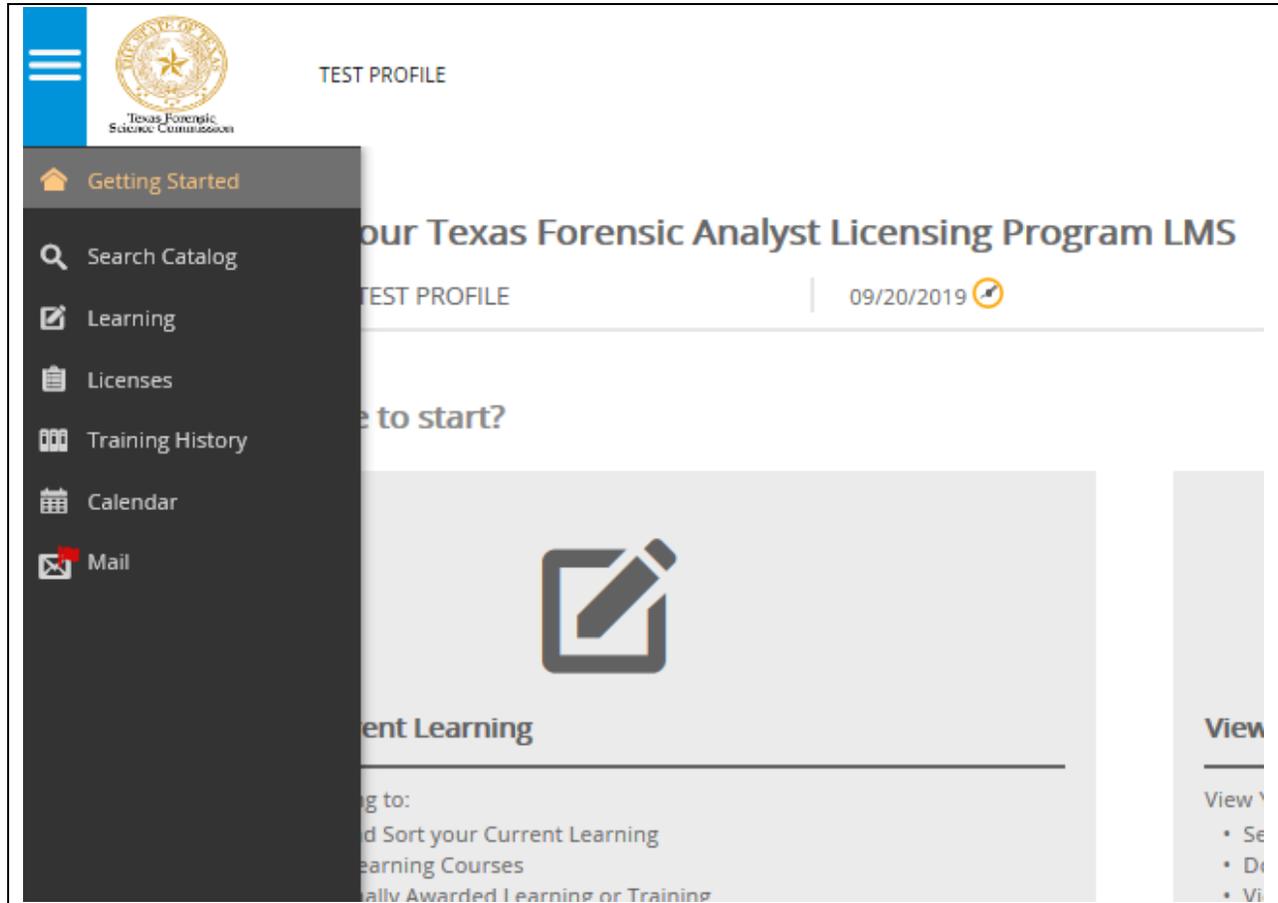
[View/Edit Profile](#)

### 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 PROVISIONAL)

Browse All Categories

Blanket License

Provisional License

Regular Licenses

Temporary License

- Provisional License

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

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

The screenshot displays three license options in a list. Each option includes a 'LICENSE' icon, a title, a description, a price of '\$0.00', and an 'APPLY' button. The 'APPLY' buttons are highlighted with red boxes. Below each option is a 'Provisional License' tag.

- Provisional Forensic Biology Screening Analyst License**  
This is the Provisional Forensic Forensic Biology Screening Analyst License. If you are applying for a Forensic Analyst license, please use the Provisional Forensic Analyst License option, not this o...  
View prices from \$150.00  
**APPLY**
- Provisional Forensic Technician License**  
This is the Provisional Forensic Technician License. If you are applying for a Forensic Analyst license, please use the Provisional Forensic Analyst License option, not this one. If you are applying...  
View prices from \$150.00  
**APPLY**
- Provisional Forensic Analyst License**  
This is the Provisional Forensic Analyst License. If you are applying for a Forensic Technician license, please use the Provisional Forensic Technician License option, not this one. If you are apply...  
View prices from \$220.00  
**APPLY**

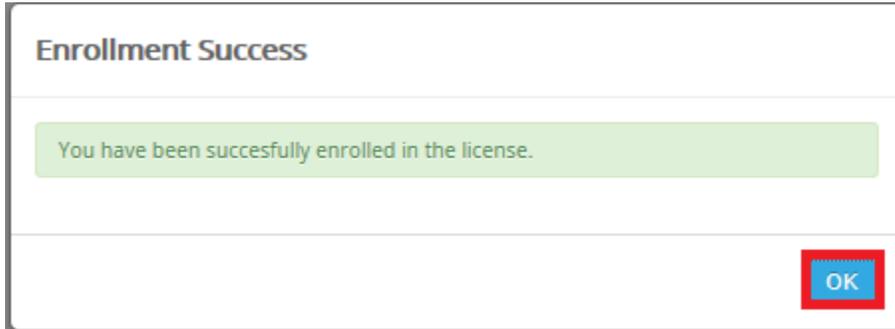
14. Click **Select** to choose the PROVISIONAL Forensic License  
(NOTE: This tutorial guide will be using PROVISIONAL Forensic Analyst License)

The screenshot shows a web interface for selecting a license. At the top, there is a breadcrumb trail: "Catalog Home / Provisional License". Below this is a header section with a clipboard icon and the text "Provisional Forensic Analyst License". A sub-header reads: "This is the Provisional Forensic Analyst License. If you are applying for a Forensic Technician license, please use the Provisional Forensic Technician License option, not this one. If you are apply...". The main content area is titled "Select a licensing path to follow for the license". It features a single selection card for "Provisional Forensic Analyst License" with a blue "Select" button. Below the card is a "View Path Contents" dropdown menu. At the bottom of the page 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 is identical to the previous one, but with a yellow circle highlighting the "Select" button and a checkmark appearing next to the "Provisional Forensic Analyst License" title in the selection card. The "Submit" button at the bottom is now highlighted with a red border.

- 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 bar.

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

### Provisional 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
Provisional License Application Fee	Other Activity	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.

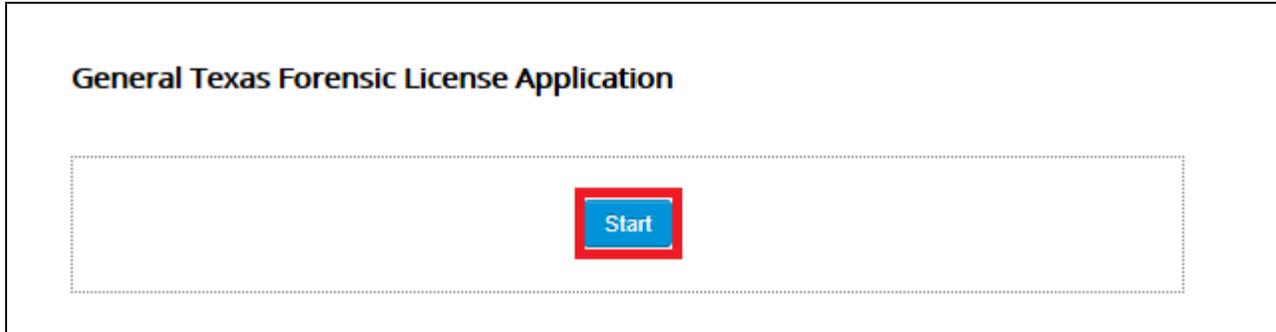
If you have any questions regarding the questions posed in the application, or any technical difficulties with the application, please contact us at [licensing@fsc.texas.gov](mailto:licensing@fsc.texas.gov).

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

<b>PERMISSION TO CONTACT PREVIOUS EMPLOYERS AND CONDUCT CRIMINAL BACKGROUND CHECK</b>	
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"/>
<b>SIGNATURE/OATH</b>	
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 shows the user interface of the Texas Forensic Analyst Licensing Program LMS. At the top, there is a header with the program logo, the text "TEST PROFILE", and user information including the date "09/20/2015". A navigation sidebar is visible on the left. The main content area is titled "Welcome to your Texas Forensic Analyst Licensing Program LMS" and includes a "Not sure where to start?" section with three primary options: "View your Current Learning", "View your Training History", and "Visit your LMS Catalog". A "NEW FEATURE" banner highlights the "View & Edit your Profile" option.

**TEST PROFILE** | 09/20/2015

Welcome to your Texas Forensic Analyst Licensing Program LMS

You are signed in as TEST PROFILE

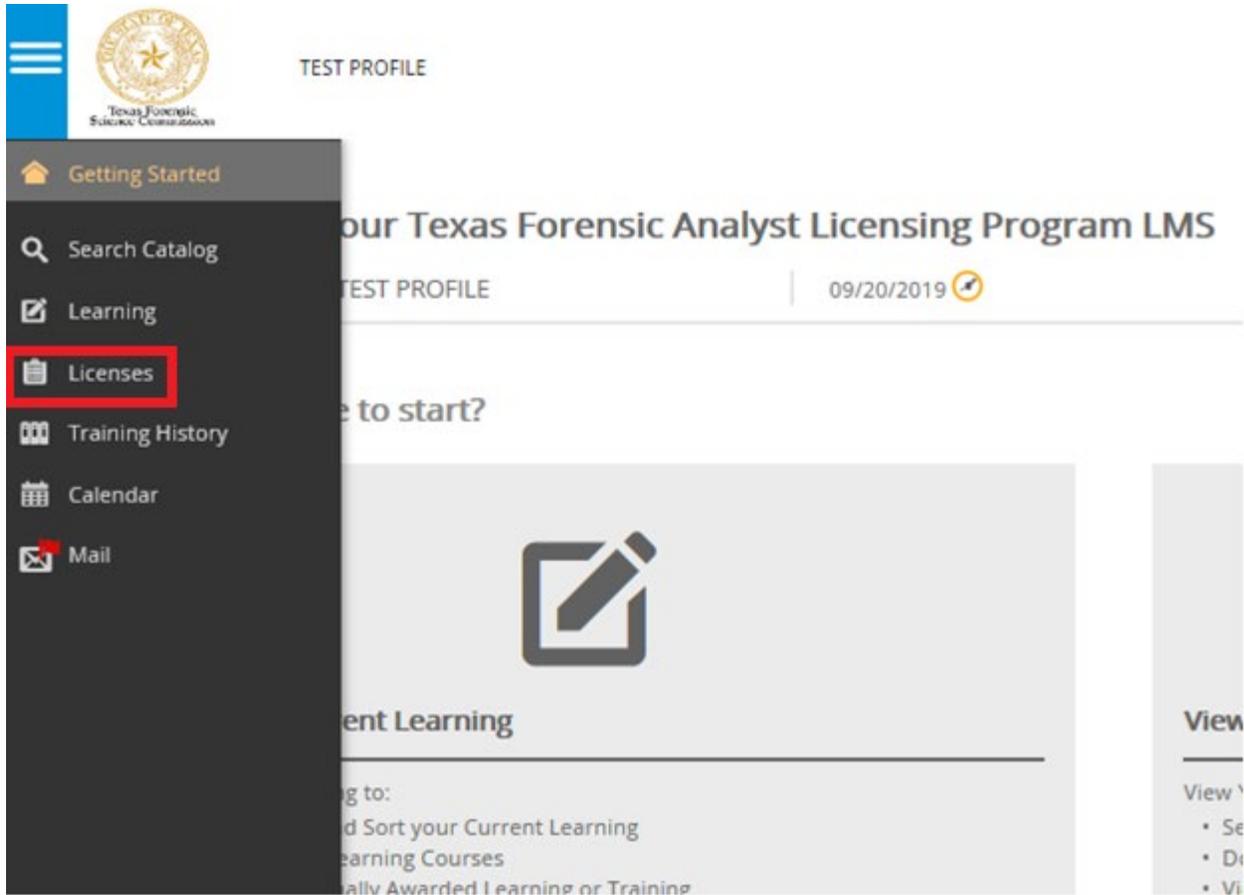
**Not sure where to start?**

- 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.

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

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

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

### Provisional 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**

Title	Type	Price	Action
Provisional License Application Fee	Other Activity	None	<b>ADD TO CART</b> 

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>Provisional License Application Fee</b>	<b>\$220.00</b>
		Edit Quantity: 1
		REMOVE
		SAVE FOR LATER

TEXAS.GOV PRICE: \$225.20

[View Full Cart](#)

[My Purchase History](#)

[My Saved Items](#)

**SECURE CHECKOUT** 

## 36. Complete Billing & Delivery Information


TEST PROFILE





← MY CART
ITEMS
BILLING
PAYMENT
CONFIRMATION

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

**YOUR ITEMS**

	Title	Amount	Quantity
	Provisional License Application Fee	\$220.00 	1

**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:**

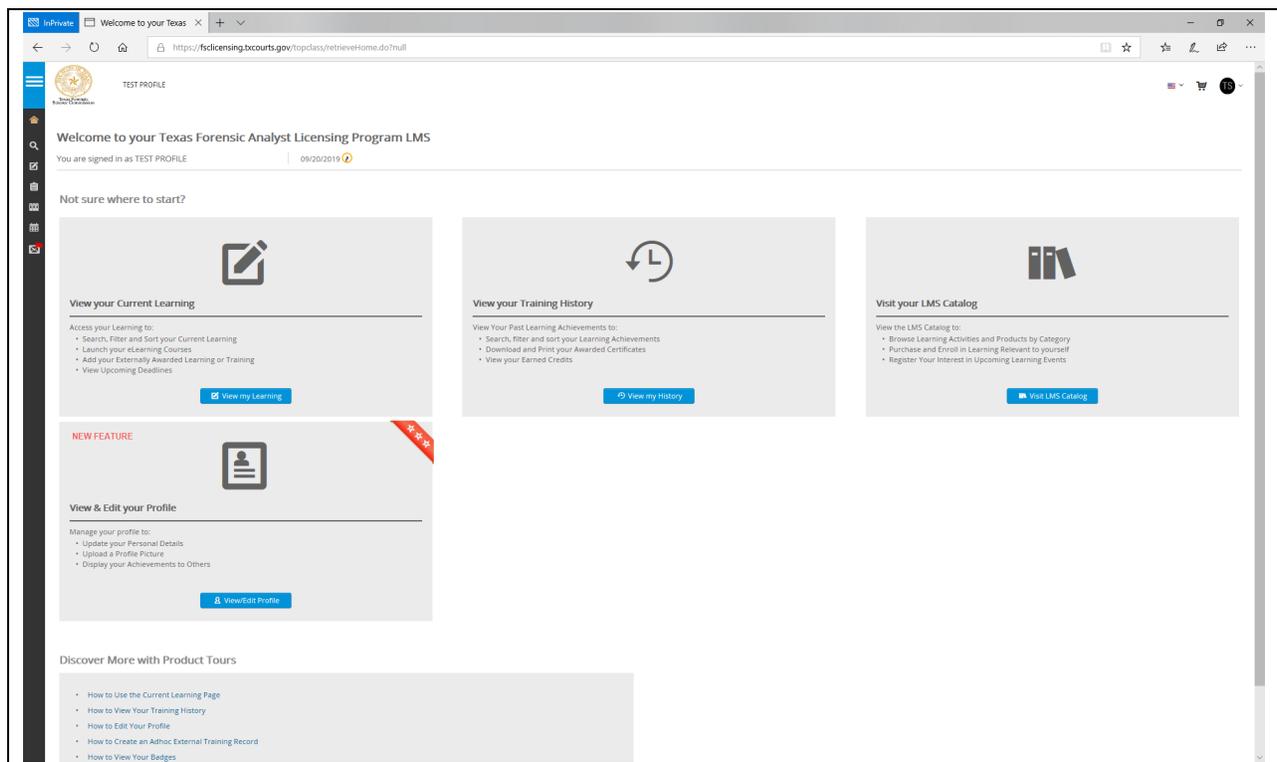
37. There are TWO Payment options.

- 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.

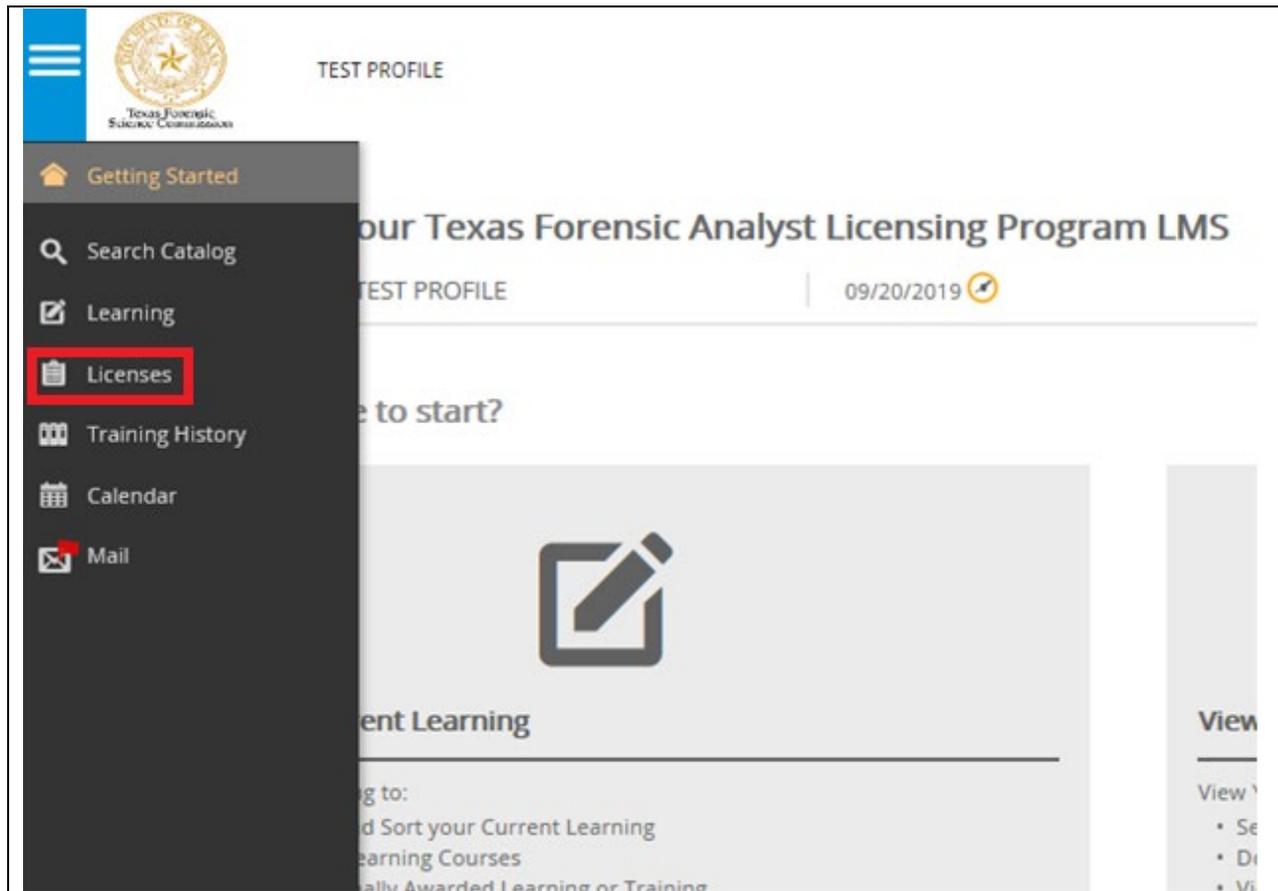
## TopClass Homepage



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
Provisional 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 provisional licensure. Your application bar will remain red until you are approved for licensure.

Example: Payment Complete / Application Not Complete

### Provisional 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
Provisional License Application Fee	Other Activity	Completed	

Example: Payment Complete / Application Complete

**Provisional Forensic Analyst License** 



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

**Mandatory Items**

100%

1 Mandatory items can be completed in any order.

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

**Application Fees**

100%

Title	Type	Price	Action
Provisional License Application Fee	Other Activity	Completed	

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.

As an approved PROVISIONAL license holder, when you check the status of your license, you'll notice an option to apply for full licensure when you're ready.

Licenses Results 1-2

Title	Licensed	Licensed Until	Due By	Application
Post Provisional Forensic Analyst License: <a href="#">Click here to apply for full licensure</a>	No	Not Licensed	10/02/2020	
Provisional Forensic Analyst License	Yes	10/02/2020	10/02/2020	<a href="#">Download</a>

Please see our separate post-provisional instructions for information on how to apply for full licensure after you've been licensed provisionally.