

TopClass Instructions - Instructions for Upgrading your Provisional License to Full Licensure (Initially Licensed Provisionally (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.

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**

SIGN IN

Username

Password



Sign in

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](#)

NEW FEATURE

View & Edit your Profile

Manage your profile to:

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

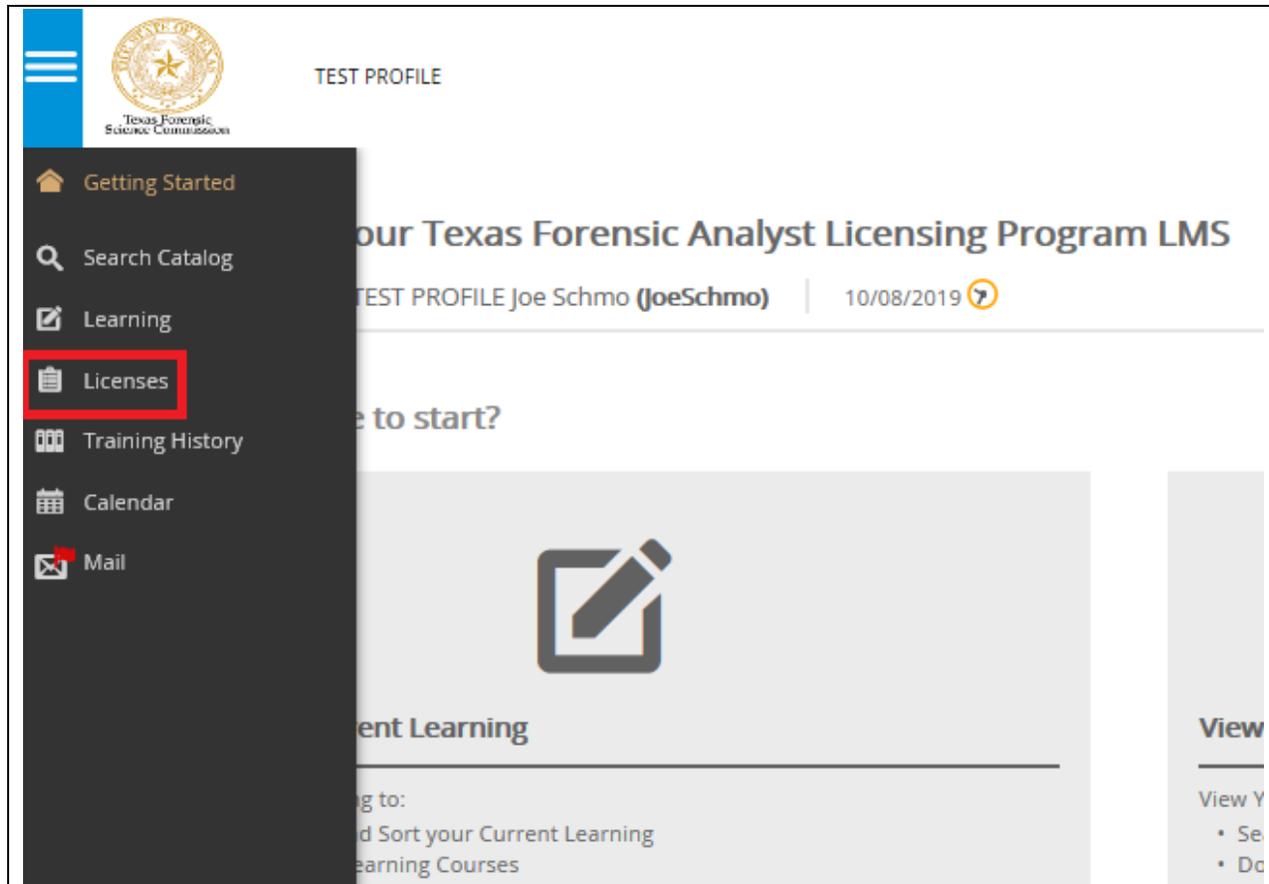
[View/Edit Profile](#)

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
- Click on “Licenses”



11. The Licenses page displays your current license status. To upgrade your license, click on “**Post Provisional Forensic Analyst License: Click here to apply for full licensure**”

The screenshot displays the 'Licenses' page with a search bar and a table of license records. The table has columns for 'Title', 'Licensed', 'Licensed Until', 'Due By', and 'Application'. The first row is highlighted with a red box, and the second row is circled in yellow.

Title	Licensed	Licensed Until	Due By	Application
Post Provisional Forensic Analyst License: Click here to apply for full licensure	No	Not Licensed	10/08/2020	
Provisional Forensic Analyst License	Yes	10/08/2020	10/08/2020	Download

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

13. Click on “**APPLY**”

(NOTE: This tutorial guide will be using Post Provisional Forensic Analyst License)

Post Provisional Forensic Analyst License Application

Mandatory Items

Mandatory items can be completed in any order.

Title	Type	Status	Action
Post Provisional Application	Online	None	APPLY

Final Exams

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

14. Click on “**LAUNCH**”



TEST PROFILE

Learning 1 ADD

The list of your **current** Learning Activities. You can view your **completed** Activities from your [Training History](#).

Search

Sort on ▾

	Post Provisional Application	Launch ▾
	<i>Not Started</i>	

Sort on ▾

15. Begin the Post Provisional Application Process

Post Provisional 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.

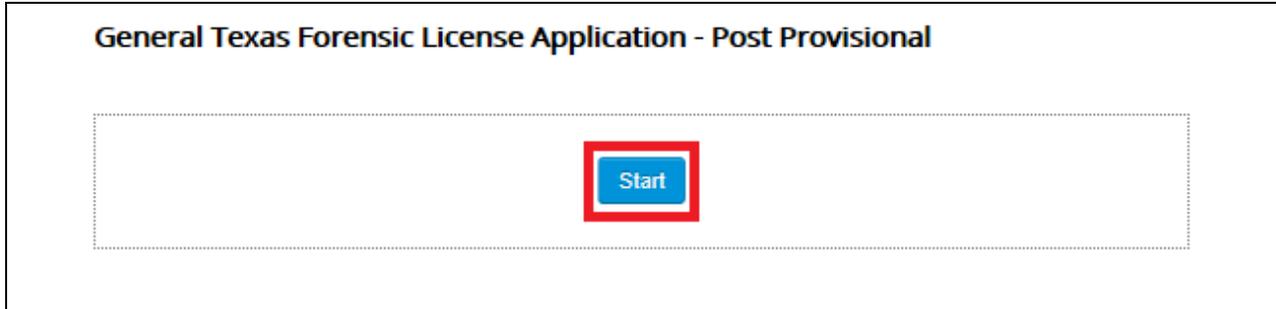
If you have any questions regarding the questions posed in the application, or any technical difficulties with the application, please contact us at licensing@fsc.texas.gov.

Click "Next" below to begin your application.

16. Click on "Next"



17. Click "START" to start the application



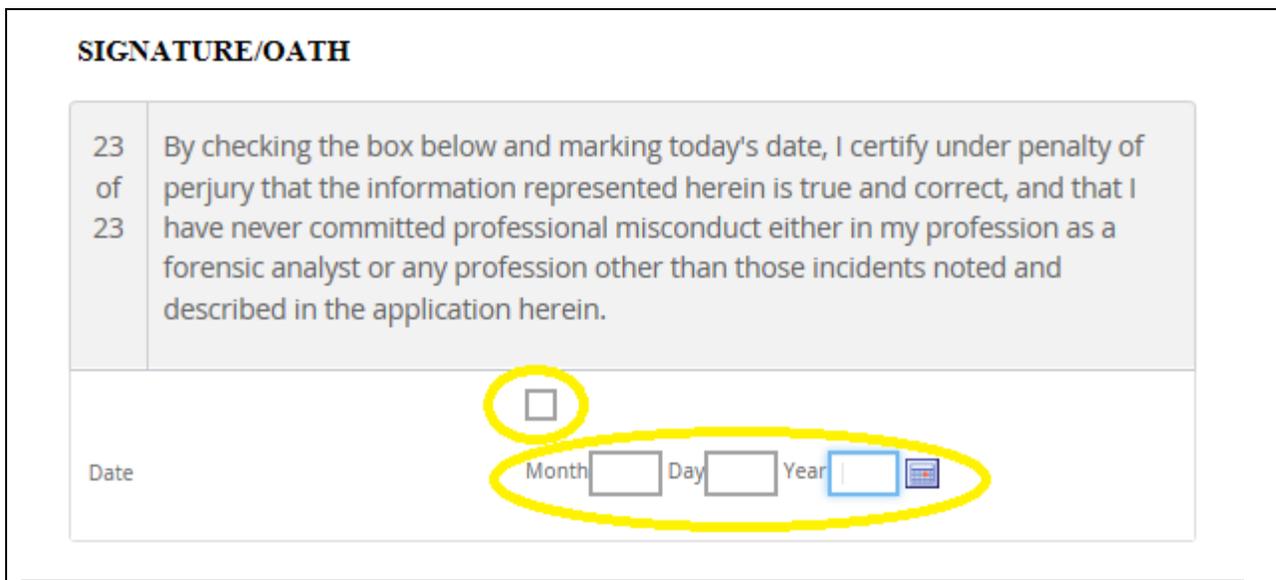
Follow the prompts as directed to complete your application.

NOTE: You should be prepared to include any attachments for eligibility review as it applies to your licensing:

- Higher Education Transcripts
- Specific Coursework Transcripts
- Waiver of Coursework and/or Minimum Education Requirements

At the end of the application it will be necessary for you to "sign" and date your application by checking the box for:

- SIGNATURE/OATH



18. Once Application is completed, click **“Submit”**



19. 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 - Post Provisional

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.

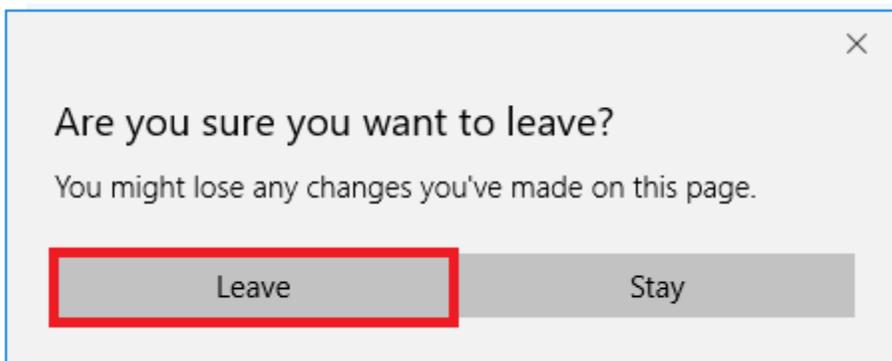
Your license will not be granted if the applicable license fee is not paid or if you have not passed the applicable exam. To pay the fee, please click the "Exit" button below, add the appropriate license to "Your Cart", and then follow the on-screen instructions. If you have not taken the exam, please 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

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



21. Your TopClass Homepage is displayed

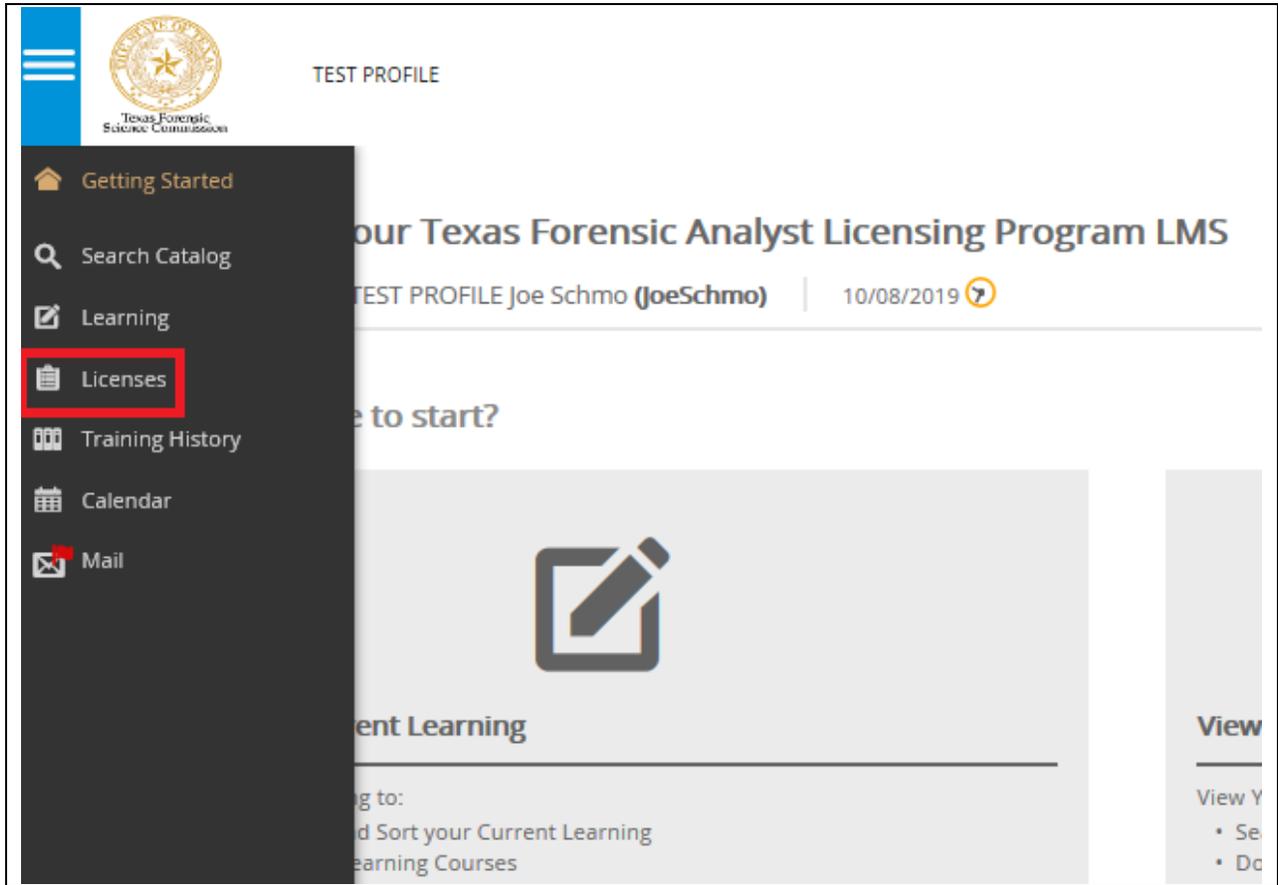
The screenshot shows the user interface of the TopClass LMS. At the top left, there is a navigation menu with icons for home, search, and other functions. The main header area includes the Texas Forensic Science Institute logo, the text "TEST PROFILE", and the user's name "TEST PROFILE Joe Schmo (joeSchmo)" along with the date "10/08/2019". A welcome message reads "Welcome to your Texas Forensic Analyst Licensing Program LMS". Below this, a section titled "Not sure where to start?" offers four main navigation options:

- 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 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
- 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
- View & Edit your Profile** (NEW FEATURE): Manage your profile to:
 - Update your Personal Details
 - Upload a Profile Picture
 - Display your Achievements to Others

At the bottom of the page, there is a link to "Discover More with Product Tours".

To check the status of your license upgrade application,

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



22. To check the status of your license upgrade application, click on “**Post Provisional Forensic Analyst License: Click here to apply for full licensure**”

Title	Licensed	Licensed Until	Due By	Application
Post Provisional Forensic Analyst License: Click here to apply for full licensure	No	Not Licensed	10/08/2020	
Provisional Forensic Analyst License	Yes	10/08/2020	10/08/2020	Download

If you have not completed the General Forensic Exam, both status bars for full licensure will remain red as shown below:

Post Provisional Forensic Analyst License Application

Mandatory Items

● Mandatory items can be completed in any order.

Title	Type	Status	Action
Post Provisional Application	Online	Enrolled	LAUNCH  

Final Exams

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	None	

If your application has not yet been approved, but you have completed/passed the exam, your status will appear as shown below:

Post Provisional Forensic Analyst License Application

Mandatory Items

● Mandatory items can be completed in any order.

Title	Type	Status	Action
Post Provisional Application	Online	Enrolled	LAUNCH  

Final Exams

100%

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	Completed	COURSE 

Once your application is accepted/approved for full licensure, both bars will appear green and the appropriate date your license is valid until should appears as shown below:

Post Provisional Forensic Analyst License Application



Congratulations, you have satisfied this license.
Your license is valid until 10/08/2021 12:27 PM.

Mandatory Items

100%

● Mandatory items can be completed in any order.

Title	Type	Status	Action
Post Provisional Application	Online	Completed	COURSE 

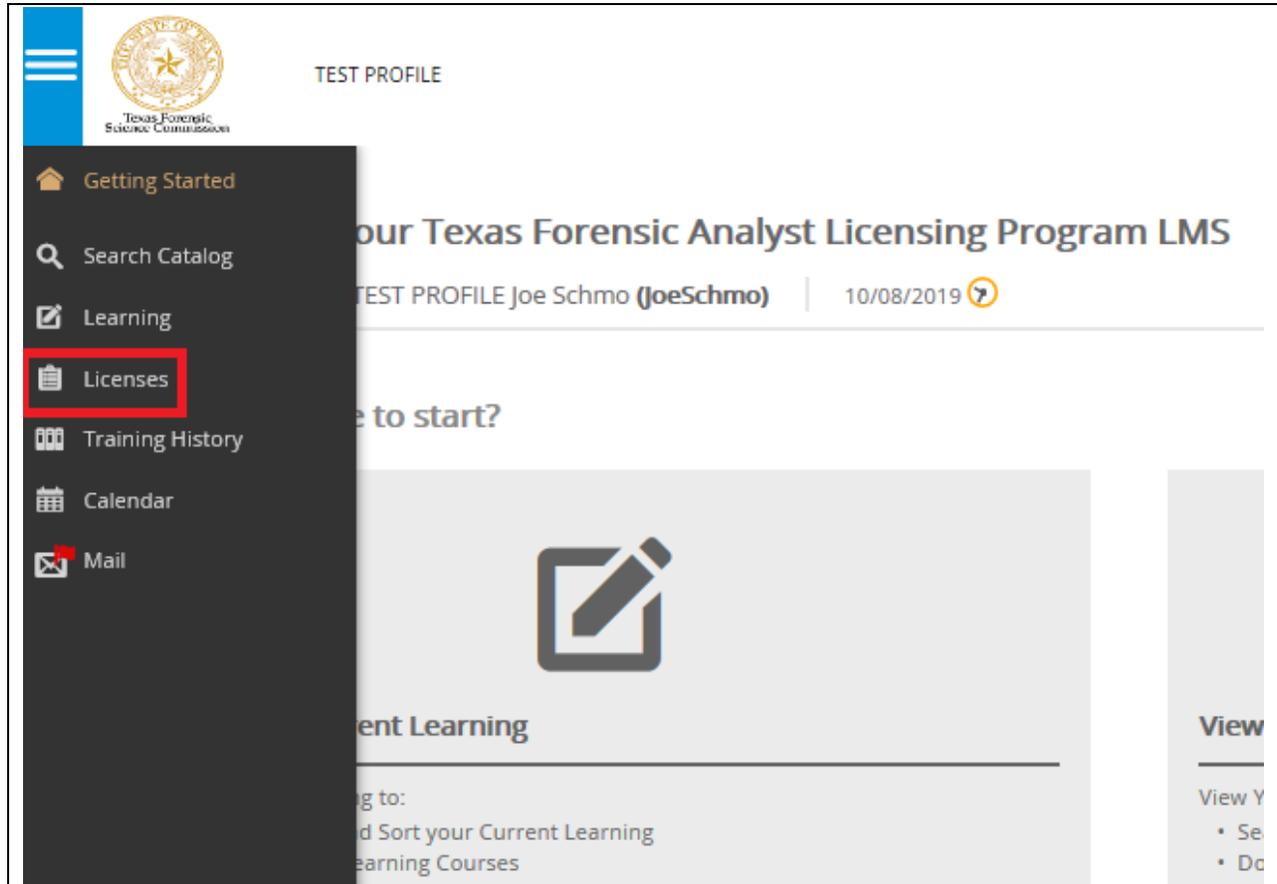
Final Exams

100%

Title	Type	Status	Action
General_Forensic_Analyst_Licensing_Exam	Online	Completed	COURSE 

23. Access far left menu

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



NOTE: Your Full Regular Post Provisional License is valid for (2) years from the date following the end of your provisional license period.

Check your “Licensed Until” date on the screen shown below:

The screenshot shows a table titled 'Licenses' with a search filter and a table of license information. The table has five columns: Title, Licensed, Licensed Until, Due By, and Application. The 'Licensed Until' column for the 'Post Provisional Forensic Analyst License' is circled in yellow.

Title	Licensed	Licensed Until	Due By	Application
Post Provisional Forensic Analyst License: Click here to apply for full licensure	Yes	10/08/2021	10/08/2021	Download
Provisional Forensic Analyst License	Yes	10/08/2020	10/08/2020	Download