TopClass Instructions – Regular Forensic Analyst, Screener and Technician License Renewal

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

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

<u>Please do not create duplicate accounts, You have already created an account but if you need login</u> 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/

	Userna	me			
	Usem	ame			
	Passwo	ord			
	Passw	vord		۲	
orgot your passw	ord?	l	Sign in		

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

Usernan	ne		
Passwor	d		
Passwo	rd	۲	
	Sign in		

TopClass Homepage



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

Texa forenik sizene Connaiscon	TEST PROFILE.	
Getting Started	our Texas Forensic A	nalyst Licensing Program LMS
Q Search Catalog	but rexus rorensie A	anyst Licensing Program Livis
🗹 Learning	TEST PROFILE	10/03/2019 🕜
📋 Licenses		
000 Training History	e to start?	
🛗 Calendar		
🛃 Mail	ent Learning	
	ig to: d Sort your Current Learning earning Courses hally Awarded Learning or Training Deadlines View my Le	earning

 Click on desired "License" (NOTE: This tutorial guide will be using REGULAR Forensic Analyst License)

Licen	ses					
c	۹ [Filter title				
	Т	Title *	Licensed	Licensed Until	Due By	Application
	F	Forensic Analyst License	Yes	11/30/2019	10/10/2021	Download

5. Your current Regular License is valid message as displayed, click on "Begin Renewal Application"

Regular Forensic Analy	st License 🗉		
	Con	ratulations you have satisfied this license	
	Your	license is valid until	
	104		
		Begin Renewal Application 🎜	
Mandatory Items			
		100%	
-			
Mandatory items can be completed in any order.			
Mandatory items can be completed in any order.	Туре	Status	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application	Type Online	Status Completed	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees	Type Online	Status Completed	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees	Type Online	Status Completed 100%	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees Title	Type Online	Status Completed 100%	Action
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Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees Title Regular License Application Fee - Analyst	Type Online Type Other Activity	Status Completed 100% Price Completed	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees Title Regular License Application Fee - Analyst Final Exams	Type Online Type Other Activity	Status Completed 100% Price Completed	Action COURSE 2 Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees Title Regular License Application Fee - Analyst Final Exams	Type Online Type Other Activity	Status Completed 100% Price Completed 100%	Action
Mandatory items can be completed in any order. Title General Forensic Analyst License Application Application Fees Title Regular License Application Fee - Analyst Final Exams Title	Type Online Type Other Activity Type	Status Completed 100% Price Completed 100% Status	Action

- 6. Click "Select" on Blanket License Renewal
 - A Check Mark will be placed under the license renewal symbol

LICENSE	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
Select a l	rensing path to follow for the license	
	Forensic Analyst Renewal	Select
	View Path Contents 💌	
		✓ Back Submit

7. Click "Submit"

ELICENSE Forensic Analyst License LICENSE This is the Forensic Analyst License and covers analysts in Seized Drugs, Toxicology Alcohol only (Non-interpretive), Toxicol only (Non-interpret	xicology (General, Non-interpretive), Toxicology (Interpretive), Forensic Biolog
Select a licensing path to follow for the license Forensic Analyst Renewal	Select
View Path Contents 👻	₽ Back Submit

8. Click on "APPLY"

Forensic Analyst Renewal			
Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	None	APPLY 🗹
Credits Requirement			
creates nequirement			
Credits Path1 Credits Path2 Credits Path3 (Credits Path4 Credits Path5		
Credit Type		Progress	Action
General			Claim
Firearms/Toolmark Analyst			Claim
Maintenance Fees			
Title	Туре	Price	Action
Regular License Maintenance Fee - Analyst	Other Activity	None	ADD TO CART '#

- 9. You are now enrolled toward General Forensic License Renewal
 - Click on "Launch"

Texas Forensic Science Commission	TEST PROFILE	
	Learning 1	🔂 ADD
The list of you	our current Learning Activities. You can view your completed Activities from your Training History.	
Q Search		
Sort on -		
	General Forensic Analyst License Renewal Application	unch 🝷
	Not Started	
Sort on 🔺		

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

• Click on "Next" (Bottom right of screen)

Welcome to the Texas Forensic Science Commission's online renewal 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. It is your obligation to provide all requested information to the best of your ability. In submitting information to the Commission, you are verifying that you have answered all questions co truthfully and that all information provided is accurate.	g:
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. It is your obligation to provide all requested information to the best of your ability. In submitting information to the Commission, you are verifying that you have answered all questions co truthfully and that all information provided is accurate.	
It is your obligation to provide all requested information to the best of your ability. In submitting information to the Commission, you are verifying that you have answered all questions co truthfully and that all information provided is accurate.	
	is completely and
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.	

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

Renewal Application Questions		
	Start	

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
 - o DD-214
- PROFICIENCY TESTING COMPLIANCE CERTIFICATION

- 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
- <u>SIGNATURE/OATH</u>



13. Click on "Submit"

	3 You are currently taking a test. Click S to	o navigate Course Contents instead.
8 2	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

R	enewal Application Questions
	Thank you for submitting your renewal 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\$200 for forensic analysts and \$130 for technicians and screening analysts. To pay the fee, please click the "Exit" button below, add the appropriate license fee to "Your Cart", and then follow the on-screen instructions.
	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.
	f you have any questions, please contact us at licensing@fsc.texas.gov.
	Export Application
4	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.				
Lawy Charl				
Stay				

16. Your TopClass Homepage is displayed

TEST PROFILE		≡~ ≒ 🚯 ~
Welcome to your Texas Forensic Analyst Licensing Program Vou are signed in as TEST PROFILE Ost2012019	n LMS	
Not sure where to start?		
	£_)	IIN
View your Current Learning	View your Training History	Visit your LMS Catalog
Access your Learning to: • Search, Filter and Sorty your Current Learning • Laurch your elearning Courses • Add your Deterning Hydrawide Learning or Training • Were Upcoming Deadlines	View Your Past Learning Achievements to: • Search, filter and sorty your Learning Achievements • Download and Print your Avanted Certificates • View your Earned Credits	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
B View my Learning	오 View my History	Visit LMS Catalog
View & Edit your Profile		
Manage your profile to: • Update your Personal Details • Updad a Profile Future • Display your Achievements to Others		
8. View/Edit Profile		

- 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"

Texas Forensic Science Commission	TEST PROFILE		
Q Search Catalog	our Texas Forens	ic Analyst Licensing Progra	Im LMS
Learning	FEST PROFILE	09/20/2019 🧭	
Licenses			
000 Training History	e to start?		
🛗 Calendar			
🔂 Mail			
	ent Learning		View
	ig to: d Sort your Current Learning earning Courses ally Awarded Learning or Tra	ining	View ' • Se • Dr

20. Click on your "License"

Licenses				
Q Filter title				
Title +	Licensed	Licensed Until	Due By	Application
Forensic Analyst License	No	11/30/2019	11/30/2019	Download

21. Continuing Forensic Education credits (AKA: Credits Requirement as displayed) are required toward license renewals.

There are (5) Credits Paths:

- Credits Path 1
 - General
 - Firearms/Toolmark Analyst

Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement			
Credits Path1 Credits Path2 Credits P	ath3 Credits Path4 Credits Path5		
Credit Type		Progress	
General			
Firearms/Toolmark Analyst			
Maintenance Fees			

- Credits Path 2
 - General
 - Forensic Biology/DNA

Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement			
Credits Path1 Credits Path2 Credits Pa Credit Type General	ath3 Credits Path4 Credits Path5	Progress	A C
Credits Path1 Credits Path2 Credits Pa Credit Type General Forensic Biology/DNA	ath3 Credits Path4 Credits Path5	Progress	· · · · · · · · · · · · · · · · · · ·
Credits Path1 Credits Path2 Credits Pa Credit Type General Forensic Biology/DNA	ath3 Credits Path4 Credits Path5	Progress	
Credits Path1 Credits Path2 Cr	ath3 Credits Path4 Credits Path5	Progress	
Credits Path1 Credits Path2 Cr	ath3 Credits Path4 Credits Path5	Progress	

- Credits Path 3
 - General
 - Materials (Trace) Analyst

Manufatana Manua			
Mandatory items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement			
Credits Path1 Credits Path2 Credits	Path3 Credits Path4 Credits Path5		
Credits Path1 Credits Path2 Credits Credit Type	Path3 Credits Path4 Credits Path5	Progress	Actio
Credits Path1 Credits Path2 Credits Credit Type General	Credits Path4 Credits Path5	Progress	Actio Clair
Credits Path1 Credits Path2 Credits Credit Type General Materials (Trace) Analyst	Credits Path4 Credits Path5	Progress	Action Clair Clair
Credits Path1 Credits Path2 Credits Credit Type General Materials (Trace) Analyst	Credits Path4 Credits Path5	Progress	Actio Clair Clair
Credits Path1 Credits Path2 Credits Credit Type General Materials (Trace) Analys	Credits Path4 Credits Path5	Progress	Actio Clair Clair
Credits Path1 Credits Path2 Credits Credit Type General Materials (Trace) Analys Maintenance Fees	Credits Path4 Credits Path5	Propress	Actio Clair Clair
Credits Path1 Credits Path2 Credits Credit Type General Materials (Frace) Analys Maintenance Fees	Credits Path4 Credits Path5	Progress	Actio Clair Clair

- Credits Path 4
 - General
 - Seized Drugs

Mandatory Items				
Mandatory items can be completed in any order.				
Title	Туре	Status	Action	
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄	
Credits Requirement				
Credits Path1 Credits Path2 Credits Path3	Credits Path4 Credits Path5			
Credit Type		Progress	Action	
General			Claim	
Seized Drugs			Claim	
Maintenance Fees				
Maintenance Fees				
Maintenance Fees	Type	Price	Action	

- Credits Path 5
 - General
 - Toxicology

Forensic Analyst Rene	wal		
Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement Credits Path1 Credits Path2 Credits Pa	th3 Credits Path4 Credits Path5		
Credit Type		Progress	Action
Toxicology			Claim
Maintenance Fees			
Title	Туре	Price	Action

You should select the same Credit Path that matches your forensic discipline as you indicated on the renewal application.

22. Select on your Credit Path

(NOTE: For the purpose of this tutorial guide, the use of Credit Path 4 - Seized Drugs Analyst will be used)

- Both General and Discipline Specific Credit Types are required:
 - General 8 Hours
 - Discipline Specific 16 Hours

23. Click on either General "CLAIM" or the Discipline Specific "CLAIM" to report the hours of credit needed or you can report them separately as they accrue – Either button will take you to the same reporting area.

(NOTE: For the purpose of this tutorial/guide, General "CLAIM" is selected to proceed to the reporting area)

Forensic Analyst Renew	val		
Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement			
Credits Path1 Credits Path2 Credits Path	3 Credits Path4 Credits Path5		
Credit Type		Progress	Actio
General Seizerd Drugs			Clain
Jeren profes			
Maintenance Fees			
Title	Туре	Price	Action

24. The Commission has pre-approved programs that may be selected from the first box titled "Type Here to Choose". These may be selected by clicking in the box to display a drop-down list and you may select the appropriate training or conference. If the name of your training or conference is not listed, you may manually type it in for the Commission to review for eligibility.

General Details	Create			
Specify General Properties for this External Training				
Icome to the reporting platform for your Continuing Forensic Education activities. The Commission has pre-approved continuing forensic education programs that may be selected from the e-filled list below to help you quickly make your entry. Start by typing the name of the training or conference sponsor in the first box below to find your pre-approved conference or training, you cannot find the training in the list below, you may make your entry by filling in the necessary information in the boxes below. You must enter the Title, Date Completed, your Employing boratory. Sponsor, and number of completed hours. If you have notes or further explanation about the conference and the hours you are claiming for the training or any other information u'd like to provide, please provide them in the Notes box.				
**When reporting continuing forensic education hours in the boxes below, enter any General Continuing Forensic Education hours in the first box in this sectio Continuing Forensic Education hours in the second box in this section. The hours SHOULD NOT overlap or be reported twice. Please enter only up to the num required of you during the two-year license cycle in the Discipline-Specific Continuing Forensic Education section (16 total hours; 8 total hours per discipl disciplines). The remainder of your hours, discipline-specific or otherwise, must be reported under General Continuing Forensic Education hours. Journal articles count for one article.	on. Enter your Discipline-Specific nber of discipline-specific hours ine if licensed in multiple bu have met your minimum. e hour per peer-reviewed journal			
Attachments: Using the attachment/upload button, please upload proof of your attendance at the training in the form of a conference and/or training agenda attended the conference or training. For journal articles, you must upload the first page or a screen shot of the first page of the peer-reviewed journal article. F combine into one PDF document for uploading.	or any other documentation you For multiple documents, please			
Approved CFE hours are applied for credit on the date the program and/or training is delivered and do not rollover to the next license cycle.				
Click here to view the Commission's administrative rules on license renewal and Continuing Forensic Education.				
Further questions are answered via email at licensing@fsc.texas.gov.				
Type the name of the training or conference sponsor in the box below to find your pre-approved conference or training If you cannot find the training in the list below, you may make your entry by filling in the necessary information in the b If none are applicable - you are still free to enter all the relevant data yourself.	;. oxes below.			
Agilent 3-day MassHunter Software and Application Training				
American Academy of Forensic Sciences Annual Conference				
American Association for the Advancement of Science Annual Conference	?			
American Society of Questioned Document Examiners Annual Conference				
D American Society of Trace Evidence Examiners Annual Conference				
Employing 1300/3600° Conference				
cubiolup monoroli.				
Sponsor: Spansor	0			

- 25. NOTE: For the purpose of this tutorial/guide "AMERICAN ACADEMY OF FORENSIC SCIENCES ANNUAL CONFERENCE" was selected.
 - The TITLE box is filled in based on your selection
 - Enter the DATE COMPLETED
 - Enter your current EMPLOYING LABORATORY
 - Enter the VENDOR, LABORATORY or OTHER organization that sponsored the training or conference

If none are application American Academy	able - you are still free to enter all the relevant data yourself.	
* Title:	American Academy of Forensic Sciences Annual Conference] 🤊
Date Completed:	10/10/2019	
Employing Laboratory:]
Sponsor:	Sponsor] 🛛
Notes:	B I U E E E I I + I + Ø I American Academy of Forensic Sciences Annual Conference Please report the number of hours you attended the conference and attach the agenda or any other appropriate documentation of the training a	ind/or conference.

26. Click on the "General CFE:" box & select GENERAL to report your General CFE hours

CFE Hours		
General CFE:	Type Here To Choose	
	Firearms/Toolmarks Forensic Biology/DNA	7
Discipline-Specific CFE:	General	
	Materials (Trace) Seized Drugs Toxicology	7
	Create	

27. Enter the number of hours you need to report for the GENERAL CFE.

CFE Hours		
General CFE:	General	_
	8.00	0
		C Reset
Discipline-Specific CFE:	Type Here To Choose	
	Amount	0
	Create	

28. Click on the "Discipline-Specific CFE:" box to select your forensic discipline

CFE Hours			
General CFE:	General		
	8.00		
		2 Reset	
Discipline-Specific CFE:	Type Here To Choose		
	Firearms/Toolmarks Forensic Biology/DNA General Materials (Trace)	3	
	Toxicology		

29. Enter the number of hours you need to report for the Discipline-Specific CFE, click on "CREATE"

CFE Hours			
General CFE:	General]	
	8.00	0	
			2 Reset
Discipline-Specific CFE:	Seized Drugs]	
	16.00 ×	7	
	Create		

30. You have added a Continuing Forensic Education Credit pending approval by the Commission. Click on "Select File" to attach any supporting documentation for your CFE that may aid toward elgibility/approval. Click on "SAVE"

CFE Hours		1	
General CFE:	General		
	8.00	0	
Discipline-Specific CFE:	Seized Drugs	}	Ì
	18.00	0	
Attachments			
Attachments:			
Select File			
Download			
	Save Delete		

31. You have saved the External Training Record (AKA: CFE/Continuing Forensic Education)

TEST PROPILE (se Schmo		Saved External Training Record		
••••••••••••••••••••••••••••••••••••••				
American Academy of Forensic Science	es Annual Co	onference		
	General Details		Save Delete	
	Specify General Proper	ties for this External Training		
	* Title:	American Academy of Forensic Sciences Annual Conference	0	
	Date Completed:	10/10/2019		
	Employing Laboratory:	My Lab		
	Sponsor:	Your Lab	0	
	Notes:	B / U E E E III + E + ♂ ∞		
		American Academy of Forensic Sciences Annual Conference Please report the number of hours you attended the conference and attach the agenda or any other appropriate documentation of the train	ing and/or conference.	
			Werde: 21	
		p	Words: 31	
	CFE Hours	P	Words: 31	
	CFE Hours General CFE:	p General	Words: 31 _{al}	
	CFE Hours General CFE:	P General 6.00	Words: 31	
	CFE Hours General CFE: Discipline-Specific CFE:	P General 8.00 Select Drige	Words: 31 ₂	
	CFE Hours General CFE: Discipline Specific CFE:	P General 8:00 Belead Drugs 14:00	Words: 31 / ? ?	
	CFE Hours General CFE: Discipline-Specific CFE: Attachments	P General 8:00 Seleed Drops 14:00	Words: 31 (2) (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4	
	CFE Hours General CFE: Discipline-Specific CFE: Attachments Attachments	P General 8:00 Extend Drugs 14:00	Words 31	
	CFE Hours General CFE: Disopline-Specific CFE: Attachments Attachments: Select File.	Beneral 8.00 Beneral Drops 10.00	Words 31 (?) (?)	
	CFE Hours General CFE Disopime-Specific CFE Attachments Attachments Select File. Download	P General 6:00 Secoed Drugs 16:00	Words 31	

32. Access far left menu

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



33. Click on your "License"

License	es				
۹	Filter title				
	Title +	Licensed	Licensed Until	Due Ry	Application
				bue by	Application
	Forensic Analyst License	No	11/30/2019	11/30/2019	Download

34. This is your license "status" screen. All bars will appear RED until your CFE credits are approved, payment is made toward renewing your license and the renewal application is approved by the Commission's licensing staff.

Example: Renewal Application Not Complete / Credits Not Approved / Renewal Payment Not Complete

Forensic Analyst Renew	val		
Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Enrolled	LAUNCH 🗹 🗄
Credits Requirement			
Credits Path1 Credits Path2 Credits Path	3 Credits Path4 Credits Path5		
Credit Type		Progress	Action
General			Claim
Seized Drugs			Claim
Maintenance Fees			
Title	Туре	Price	Action
Regular License Maintenance Fee - Analyst	Other Activity	None	ADD TO CART ¥

Example: Renewal Application Not Complete / Credits Approved / Renewal Payment Not Complete

Forensic Analyst Renew	/al		
Mandatory Items			
Mandatory items can be completed in any order			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	None	
Credits Requirement			
		100%	
Credits Path1 Credits Path2 Credits Path3	Credits Path4 Credits Path5		\sim
Credit Type		Progress	Action
General		100%	
Seized Drugs		100%	
Maintenance Fees			
Title	Туре	Price	Action
Regular License Maintenance Fee - Analyst	Other Activity	None	ADD TO CART 💥

35. Paying for your renewal, click on "ADD TO CART"

Forensic Analyst Renew	al		
Mandatory Items			
manuatory reams			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	None	APPLY Z
Condita Dominant			
Credits Requirement		100%	
		100.0	
Credits Path1 Credits Path2 Credits Path3	Credits Path4 Credits Path5		
Credit Type		Progress	Action
General		100%) 🔳
Seized Drugs		100%	
Maintenance Fees			
Title	Туре	Price	Action
Regular License Maintenance Fee - Analyst	Other Activity	None	ADD TO CART 💥

36. 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.



37. Click "Secure Checkout".

Shopping Cart		TOTAL: \$204.75 🛞
E	Regular License Maintenance Fee - Analyst	\$200.00 Edit Quantity: 1 REMOVE SAVE FOR LATER
		SUBTOTAL:
	TOTAL COUPON	N DISCOUNT:
	TEXAS	5.GOV PRICE: \$204.75
View Full Cart My Purchase History <u>My Saved Items</u>		

Complete Billing & Delivery information

Test PROFILE					
	K WMY CART	ITEMS BILLING	PAYMENT DE	ELIVERY CONFIRMATION	TEXAS.GOV PRICE: \$204.75
YOUR ITEMS					
	Title				Amount
8 8	Regular License Maintenance Fee - Ar	nałyst			\$200.00 🕥
					SUBTOTAL: \$420.00 TOTAL COUPON DISCOUNT: \$220.00 TEXAS.GOV PRICE: \$204.75

ILLING		
Title:	Address Line 1: Address Line 1	
* First Name:	Address Line 2:	
	Address Line 2	
Middle Name:	* City:	
Middle Name	City	
* Last Name:	* State:	
Schmo		
* Phone 1:	* ZIP Code:	
Phone 1	Zip Code	
Phone 2:		
Phone 2		
* Email Address:		

e Billing Address for Delivery Address		
Title:	* Address Line 1:	
v	Address Line 2	
* First Name:	Address Line 2:	
First Name	Address Line 2	
Middle Name:	* City:	
Middle Name	City	
* Last Name:	State:	
Last Name		
Phone 1:	Zip Code:	
Phone 1	Zip Code	
Phone 2:	* Country:	
Phone 2	-	
Ere all		

- 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? Please note only one coupon can be used per order.	Enter coupon code here	Pay via Texas gov	

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

TopClass Homepage

🔯 InPrivate 🗖 Welcome to your Texas × + ∨		- 0 ×
\leftrightarrow \rightarrow O \textcircled{a} https://fsclicensing.txcourts.gov/topclass/retrieveHome.do?null		□☆ ☆ & ピ …
TEST PROFILE		≡~ ¥ (8)~
You are signed in as TEST PROFILE 09/20/2019 🕢		
Not sure where to start?		
° 📝	€ J	iin
View your Current Learning	View your Training History	Visit your LMS Catalog
Access your Learning for: • Search There and Son your Current Learning • Learnich your Learning Gourses • A day user Libernaming Academical Learning or Franking • Vew Upcoming Deatlines 12 Vew my Learning	Verer Your Patt Learning Athievements to: • Search, Rimer adds roy our Anaroled Certificates • Oreanised and Print your Awarded Certificates • Verer your Earned Credits	Verv the LMS Catalog to: • Browse Laming Activities and Products by Category • Purchase and Erroll in Learning Belevant to yourself • Register Your Interest in Upcoming Learning Events IM Vale LMSC Catalog
NEW FEATURE		
View & Edit your Profile		
Manage your profile for • Update a Profile Picture • Update a Profile Picture • Daplay your Achievements to Others ▲ Newstat Profile		
Discover More with Product Tours		
How to Use the Current Learning Page How to Use Your Training Hostory How to Edit Your Profile How to Edit Your Profile How to Edit Your Profile How to View Your Budges		

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

- 39. Access far left menu
- Hover your mouse over the left side margin
- Click on "Licenses"



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

Licenses					
Q Filter title					
Title 🔶	Licensed	Licensed Until	Due By	Application	
Forensic Analyst License	No	11/30/2019	11/30/2019		

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 <u>Licensing@fsc.texas.gov</u> 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.

Example: Renewal Application Not Complete / Credits Approved / Renewal Payment Complete

Forensic Analyst Renew	val		
Mandatory Items			
Mandatory items can be completed in any order.			
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	None	APPLY 🗹
Credits Requirement			
		100%	
Credits Path1 Credits Path2 Credits Path	3 Credits Path4 Credits Path5		
Credit Type		Progress	Action
General		100%	
Seized Drugs		100%	
Maintenance Fees		4004	
		100%	
Title	Туре	Price	Action
Regular License Maintenance Fee - Analyst	Other Activity	Completed	

Forensic Analyst Renew	al 🗈		
	Congrat Your lice	ulations, you have satisfied this license. ense is valid until 12/01/2021 12:00 AM.	
Mandatory Items			
Mandatory items can be completed in any order.		100%	
Title	Туре	Status	Action
General Forensic Analyst License Renewal Application	Online	Completed	COURSE 🗹
Credits Requirement		100%	
Credits Path1 Credits Path2 Credits Path3	Credits Path4 Credits Path5		
Credit Type		Progress	Action
		10084	
General		100%	
General Seized Drugs		100%	
General Seized Drugs		100%	
General Seized Drugs		100%	
General Seized Drugs Maintenance Fees		100%	
General Seized Drugs Maintenance Fees		100%	

Example: Renewal Application Complete / Credits Approved / Renewal Payment Complete

License has been renewed for another term