

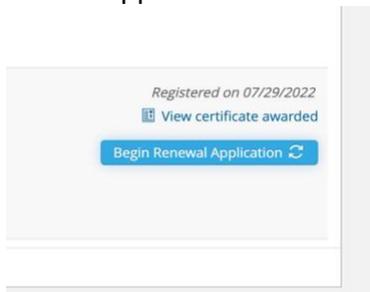


TEXAS FORENSIC SCIENCE COMMISSION

FORENSIC ANALYST AND TECHNICIAN LICENSE RENEWAL INSTRUCTIONS

Renewal Online Application Instructions

- Log into your [TopClass Account](#).
- Find the “Learning Center” tab and “Licenses”
- View your license title (e.g., Forensic Analyst License; Forensic Technician License; Forensic Biology Screening Analyst License) and click the green “Begin Renewal Application” button next to the license title.



- On the next screen, you’ll select “Submit” to begin the renewal application.



- Select “Apply” to start the online (“paper”) application at any time.
- Fill in all the required boxes in the application. Don’t forget to attach your [Performance Monitoring Certification Form](#). Only attach it once. If you log out and log back into your application, even though it appears the PDF is there, the software system will force you to upload the form again.

*Once you have hit the SUBMIT button at the end of the “paper” portion of your application, please do not log back into your application. Your application will be marked by licensing staff with an “In Review” status. Feel free to continue fulfilling the other components at this point (i.e., CFE reporting, the Mandatory Legal and PR Course, payment, etc.). You will hear from licensing staff before your license expires if you are missing something licensing staff needs to process your application. Licensing staff will not let your license lapse if you have a pending renewal application, and you are missing items for renewal. We prioritize the processing of applications by license expiration date.



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CFE Reporting Instructions

In your renewal application, click the blue “Claim” button to report CFE.

applying for a Regular Forensic Analyst License, please apply under the Forensic Analyst License or the Forensic Technician License as appropriate.

Other Information

- Contact: Not Set
- Certificate Awarded

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ONLINE

Continuing Forensic Education Requirements

Claim

Once you’ve reported enough CFE to fulfill the requirements, you’ll see this claim button turn green and say Completed. There are some nuances where the system cannot calculate appropriately such as multiple discipline fulfillment of requirements, etc. We will manually count those for you. To ensure your hours have been counted, you can verify your approved hours under the “Completed” tab in your Learning Center.

Learning Center

Current **Completed** Submissions Licenses

Search Learning Items 🔍

20 Learning Items

Regular License Maintenance Fee - Technician Completed on 09/16/2022 8:59 AM

FEE

FSC Mandatory Legal and Professional Responsibility Course 2022 Satisfied and Completed on 08/29/2022 12:40 PM

Online

[View Submissions](#) | [View Course](#)

[View credits awarded](#)

American Academy of Forensic Sciences Annual Conference Completed on 02/25/2022 12:00 AM

Continuing Forensic Education

[View credits awarded](#)

TYPE	NAME	SUB TYPE	VALUE

When reporting CFE, you must enter a date and time (that falls within your current license period) for the course or training to count for credit. Don’t forget to enter the date. In the hours boxes at the bottom of the entry box, **in the first box that says “General”, you must select the category “General” from the drop-down menu and then enter the number of General hours you are requesting credit for—even if that number is zero.** In the second box “Discipline-Specific hours”, you’ll select your forensic discipline from the dropdown and then



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record the number of hours you're claiming. This tells the software system how to count your credit hours.

* Title: ?

Date Completed: ?

Reporting Laboratory:

Sponsor: ?

Notes:

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0 WORDS POWERED BY TINYMCE

Hours

General CFE:
 ?

Discipline-Specific CFE:
 ?

Report the number of Discipline-Specific CFE hours you are claiming for this training here. You must select the appropriate forensic discipline in the box above.

You may combine and attach multiple journal articles to one entry. For a journal article entry with 8 articles that are discipline-specific, for example, you'd pick "General" from the first drop-down menu; enter "0" for the hours. In the discipline-specific box, you'd enter the discipline you're seeking credit for and then the number of hours (8.0) in the box below. Then, you'll attach the first page or screenshot of each article.

Mandatory Legal and Professional Responsibility Course

Launch the FSC Mandatory Legal and PR Course from your renewal application by clicking on the title. Email licensing staff if you have trouble with clicking and launching the course from the title. Remember, you are only required to complete the course once each license cycle. If you've already completed the course this license cycle, please let us know and we will mark it complete for you. Email licensing staff at licensing@fsc.texas.gov.



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Final Exams 1 items



FSC Mandatory Legal and Professional Responsibility Course 2022

Completed

Fee

Pay the required fee by adding it to your cart and checking out through the Texas.gov platform. Please read the full instructions. You must return to TopClass to complete the transaction and for the transaction to record and clear in TopClass.

If your laboratory is paying the fee for you, you won't need to do anything for this item. Licensing staff will complete the transaction for you.

Maintenance Fees 1 items



Regular License Maintenance Fee - Technician

Completed