Steps for Completing the LCCA/LCPA Exam

Apply & receive approval from HHSC

Register for the LCCA or LCPA exam

UTA must verify your eligibility with HHSC Schedule a testing date & inform UTA to send materials

Complete the exam

Await score via email

- Complete an application and receive approval from HHSC prior to registering for an exam.
- Create an account with SSW Office of Professional Development. Register for your chosen exam type in your preferred testing location (requires exam fee).
- Within 3 business days of registration, we will verify your exam eligibility with HHSC and email you instructions to schedule your exam with the testing location.
- Schedule your exam
 with the appropriate
 testing location
 (requires separate
 proctor fee). Notify
 SSW Office of
 Professional
 Development of your
 scheduled exam date
 and location so we can
 send your testing
 materials to the testing
 location.
- Complete the exam at your scheduled time and testing location.
 You will have 3 hours.*
 Bring your driver's license and a copy of the email confirmation with your assigned exam number.
- *Please notify us in advance of any needed ADA Accommodations.
- Once you have completed your exam, you will be notified of your score within approximately 5 business days via email.