

# Qualified Mental Health Professional (QMHP) Frequently Asked Questions

## General Questions

### **Why should I complete the training for a QMHP?**

A Qualified Mental Health Professional completes examinations as part of the commitment process under South Dakota Codified Law (SDCL) 27A-10-6. The examination includes a mental status examination and is conducted to determine if a person meets the criteria for involuntary commitment.

### **How do I know if I am eligible to take the QMHP Training?**

To be eligible for the QMHP training, one must be in good standing with any relevant licensing or certification board and meet one of the qualifications of SDCL 27A-1-3 found

here: [http://www.sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=27A-1-3](http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=27A-1-3).

### **What does the term “mental health center” refer to in regards to QMHP training eligibility?**

The term “mental health center” refers to the 11 state accredited community mental health centers (CMHCs) in the state of South Dakota. They include Behavior Management Systems, Brookings Behavioral Health and Wellness, Capital Area Counseling Service, Community Counseling Services, Dakota Counseling Institute, Human Service Agency, Lewis & Clark Behavioral Health Services, Northeastern Mental Health Center, Southeastern Behavioral HealthCare, Southern Plains Behavioral Health Services and Three Rivers Mental Health Center.

Mental health centers are further defined in SDCL 27A-1-1(16) here:

[http://sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=27A-1-1](http://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=27A-1-1)

### **Why may I be asked about my credentials, training/education, and/or supervision?**

In order to be eligible to complete the QMHP training and perform examinations for involuntary commitment, you must provide your licensing, certification board standing and your supervised experience in mental health settings to verify you meet the criteria outlined in SDCL 27A-1-3. Depending on your credentials and your place of employment, you may also be asked to provide information related to the formal supervision arrangements you are currently receiving at your place of employment.

## Training Questions

### **How do I complete the registration process to start the training?**

Upon confirming you meet the qualifications, please register for the training; then submit your check/money order, licensure and registration page. Upon receiving all of your information and determining that you meet the eligibility for the QMHP, you will be approved for the training. If you need more in-depth instructions, please refer to QMHP registration instructions on the DSS website. [Enrollment and Training Instructions.pdf \(sd.gov\)](#)

### **When will I know if I can start the training?**

You will receive an email once you have been approved to take the training.

### **How long do I have to complete the training?**

Once the training is initiated, you must complete the entire training within 30 calendar days. Failure to complete the training will result in a 30-day wait period before you are able to re-register and take the training/testing again.

### **How many modules are there?**

There are 13 total modules that will need to be completed. You do not need to complete all 13 modules in one setting. Your progress of completed modules will be saved.

### **How many test questions are there?**

There are 20 questions total. Each module has 1-5 questions to answer. You have 30 minutes to complete the questions at the end of each module. This time will start over when you begin a new module.

### **What happens if I fail the test?**

A failing score is 74% or below. If you do not successfully achieve 75%, you may reapply to retest after 30 days. A new registration is not required. After the waited 30 days, please log back in with the same email and password to retest for the QMHP training.

You are not allowed to complete mental status examinations for the involuntary commitment process nor represent yourself as a QMHP until successfully passing the test with a score of 75% or greater.

## Post-Training Questions

### **What is the requirement for renewing the training?**

The QMHP training must be completed every four years. You may register for renewal any time within one year prior to the expiration of your current eligibility. The Division of Behavioral Health does not send reminders of expiration and it will be your responsibility to renew in a timely manner.

### **What happens to my eligibility for the QMHP when my place of employment changes?**

If you have completed the QMHP training and obtain employment with a different employer, you should contact the Division of Behavioral Health to ensure you still meet the eligibility criteria for the QMHP. Administrative Rule of South Dakota (ARSD) 67:62:14:05 further describes that continued eligibility is contingent on meeting the eligibility criteria found in SDCL 27A-1-3:  
<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=67:62:14:05>

Example: If you were employed at a CMHC when you first completed the QMHP training but obtain employment at another agency or go into private practice, you may no longer meet eligibility requirements for the QMHP, depending on your credentials and experience.

### **What happens if my professional license is suspended and/or revoked?**

Upon suspension or revocation, please immediately notify the Division of Behavioral Health. Only individuals in good standing with their licensure and certification board may perform QMHP examinations. If the Division of Behavioral Health learns of a professional license suspension or revocation, the Division will remove your name from the list of currently trained QMHPs and will notify you of this action in writing.

## **Technical Support Questions**

### **What do I do if I forget my password?**

Please click the “Forgot Password” link below the login screen at <https://dss.sd.gov/qmhp/Views/Login.aspx>. An email will be sent to the email you registered with. If you have not received the email within 30 minutes, please check your spam folder. If you did not receive an email in your spam folder, please contact the Division of Behavioral Health at 1-605-367-5236 for further assistance.

### **How do I print my certificate?**

Upon completing the online training, your score will appear on your computer screen and your certificate will auto-populate with your name and dates of eligibility. Please reference Step 8, Training Instructions, in the QMHP Registration and Instructions if you have further questions. To reprint a certificate, please log in to your account, click on “My Training” and click on your certificate.

### **What should I do if I get the error message “Enter a unique email”?**

Please call the Division of Behavioral Health at 1-605-367-5236. This message appears when you have duplicate accounts.

## **Miscellaneous Questions**

### **Do I earn CEU's for this training?**

Completing the QMHP training is not eligible for CEUs.

### **Can I pay by credit or debit card?**

At this time, we are able to accept payment via checks or money orders.

### **What will happen to my payment upon not qualifying for the QMHP training?**

If you have submitted payment via check or money order and later are determined to not qualify for the training, your payment will be returned to you via certified mail.

## **Division of Behavioral Health**

605.367.5236

1.855.878.6057

[dssbhqmhp@state.sd.us](mailto:dssbhqmhp@state.sd.us)

[dss.sd.gov/behavioralhealth](http://dss.sd.gov/behavioralhealth)



South Dakota  
Department of  
**Social Services**