

# South Dakota Qualified Mental Health Professional (QMHP) Training

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# About QMHP

The Department of Social Services, Division of Behavioral Health provides Qualified Mental Health Professional (QMHP) training as required by [SDCL 27A-1-7](#) to [eligible professionals](#).

The web-based training provides education regarding the statutory requirements pertaining to the emergency committal process and must be completed every four years. This training is not required for professionals to provide services which are within the scope of a licensed discipline. However, QMHP training is required to conduct the examination specified in [SDCL 27A-10-6](#).

## 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 South Dakota 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).

### Qualified professionals include:

- Licensed psychologist
- Advanced practice nurse (such as an APRN, CNP, or CNS) with at least a master's degree and two years or 1,000 hours of clinical experience that includes mental health evaluation and treatment
- Certified Social Worker in Private or Independent Practice (CSW-PIP)
- Certified Social Worker (CSW) with 2 years of clinical supervision and is employed by the state or a community mental health center OR has an organizational plan of supervision approved by the Division of Behavioral Health (see below).
- Master's degree in psychology with 2 years of clinical supervision being supervised by a South Dakota licensed psychologist.
- Licensed Professional Counselor-Mental Health (LPC-MH)
- Licensed Professional Counselor (LPC) with 2 years of clinical supervision and is employed by the state or a community mental health center OR has an organizational plan of supervision approved by the Division of Behavioral Health (see below).
- Licensed Marriage and Family Therapist (LMFT) with 2 years of clinical supervision
- Physician Assistant with 2 years or 1,000 hours of clinical experience that included mental health evaluation and treatment

Any required supervision must have been provided in a mental health setting. Supervisees/those who are not yet licensed are not eligible.

Federal government employees who are licensed in another state, are in good standing with their licensing board, and acting within the scope of their professional license are eligible for South Dakota's QMHP.

## What is an approved organizational plan of supervision and when is it needed?

A formal organizational clinical supervision arrangement must be in place for CSWs or LPCs who are not employed by the state of South Dakota or a community mental health center to be eligible for QMHP. An individualized plan of supervision approved by the state board does not meet criteria for

the organizational plan of supervision.

Organizational plans of supervision can be submitted to the Division of Behavioral Health for review and approval. If the plan is approved, the agency will have approval for all LPCs/CSWs applying for QMHP provided all qualifications are met. The plan should be on your organization's letterhead and contain the following:

- Frequency of supervision/type of supervision (individual, team, etc.)
- Supervisor is licensed for private practice (ie- LCSW-PIP, LPC-MH, etc.)
- Access to Supervisor in event of emergency QMHP evaluation
- QMHP certification for LPC/CSW is only valid while employed within the organization.

Organizational clinical supervision plan letters can be emailed to [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us).

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

The term “mental health center” refers to the 11 state contracted community mental health centers (CMHCs) in the state of South Dakota. They include Brookings Behavioral Health and Wellness, Capital Area Counseling Services, 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, Three Rivers Mental Health Center, and West River Mental Health. Mental health centers are further defined in [SDCL 27A-1-1\(16\)](#).

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

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.

# First Time Users

If you have previously obtained your QMHP in South Dakota, please skip to page 5 for instructions on recertifying. If you are obtaining your QMHP in South Dakota for the first time, please use the following directions.

## Step 1

Go to <https://dss.sd.gov/qmhp/Default.aspx>

## Step 2

Click "Register Here".



WELCOME TO DIVISION OF BEHAVIORAL HEALTH TRAINING

County Board of Mental Illness Member Training  
Qualified Mental Health Professional Registration

[Login](#) or [Register Here](#)

## Step 3

Fill out your contact information. This will be used to get in contact with you for training purposes as needed. It is recommended to use your personal email rather than your work email.



REGISTER USER

☐ I am a County Board of Mental Illness Member

**Contact Information**

Email   
First Name   
Last Name   
Day Phone   
Evening Phone

**Physical Address**

Address 1   
Address 2   
City   
State   
Zip Code

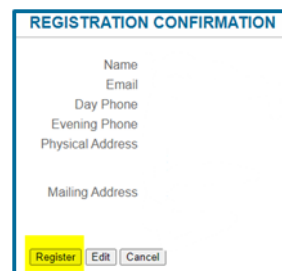
**Separate mailing address** ☐

Verification Code  (case sensitive)  
Password   
Confirm Password

***\*Please remember this password. You will need it to login and take the test!***

## Step 4

Confirm your information by clicking "Register".



REGISTRATION CONFIRMATION

Name   
Email   
Day Phone   
Evening Phone   
Physical Address   
Mailing Address

## Step 5

You will be prompted to log in and will receive a confirmation email from [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us) notifying you that your account has been activated. Log in with the password you just created and follow the training instructions on page 5.

# Training Instructions

If you are applying for your QMHP for the first time, please see page 4 for how to register.

## Step 1

Go to <https://dss.sd.gov/qmhp/Default.aspx> and log in. If you've forgotten your password, please see page 9.

## Step 2

Click on "My Training" on the lefthand side of the page. The most current training will be displayed. Click "Register".

MY TRAINING	
<a href="#">My Training</a> <a href="#">My Account</a> <a href="#">My Address</a> <a href="#">Change Password</a>	Available Training: Qualified Mental Health Professional Training 2021 <a href="#">Register</a>

## Step 3

Fill out the information that describes your qualifications to be a QMHP. Only select the licensing options that apply to you.

*If you do not feel you fit into one of these options, please see page 2 for more information.*

Once you have selected your licensure another box will appear at the bottom. Please select this box **only if you work for the federal government** and are currently licensed in a profession in another state, are in good standing with the licensing board, and act within the scope of your professional license.

TRAINING REGISTRATION
<p><b>Please check the box that applies to you:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A psychologist who is licensed to practice psychology in South Dakota.</li><li><input type="checkbox"/> An advanced practice nurse with at least a master's degree from an accredited education program and either two years or one thousand hours of clinical experience including mental health evaluation and treatment.</li><li><input type="checkbox"/> A certified social worker with a master's degree from an accredited training program and two years of supervised clinical experience in a mental health setting.</li><li><input type="checkbox"/> A person who has a master's degree in psychology from an accredited program and two years of supervised clinical mental health experience and who meets the provision of subdivision <a href="#">36-27A-2(2)</a>.</li><li><input type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a licensed professional counselor and has two years of supervised clinical experience in a mental health setting and who is employed by the state of South Dakota or a mental health center.</li><li><input type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a licensed professional counselor-mental health.</li><li><input type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a marriage and family therapist with two years of supervised clinical experience in a mental health setting.</li><li><input type="checkbox"/> A physician assistant who is licensed under chapter <a href="#">36-4A</a> and either two years or one thousands hours of clinical experience that includes mental health evaluation and treatment.</li></ul>

<p><b>Please check the box that applies to you:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A psychologist who is licensed to practice psychology in South Dakota.</li><li><input type="checkbox"/> An advanced practice nurse with at least a master's degree from an accredited education program and either two years or one thousand hours of clinical experience including mental health evaluation and treatment.</li><li><input type="checkbox"/> A certified social worker with a master's degree from an accredited training program and two years of supervised clinical experience in a mental health setting.</li><li><input type="checkbox"/> A person who has a master's degree in psychology from an accredited program and two years of supervised clinical experience including mental health evaluation and treatment.</li><li><input checked="" type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a licensed professional counselor and has two years of supervised clinical experience in a mental health setting and who is employed by the state of South Dakota or a mental health center.</li><li><input type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a licensed professional counselor-mental health.</li><li><input type="checkbox"/> A counselor who is certified under chapter <a href="#">36-32</a> as a marriage and family therapist with two years of supervised clinical experience in a mental health setting.</li><li><input type="checkbox"/> A physician assistant who is licensed under chapter <a href="#">36-4A</a> and either two years or one thousands hours of clinical experience that includes mental health evaluation and treatment.</li><li><input type="checkbox"/> A professional as listed in subdivision (1) to (8), inclusive, who is employed by the federal government and currently licensed in that profession in another state, in good standing with the licensing board, and acting within the scope of the professional's license.</li></ul>
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If selected, you must fill in the federal agency you work for and the state of your licensure.

<input checked="" type="checkbox"/> A professional as listed in subdivision (1) to (8), inclusive, who is employed by the federal government and currently licensed in that profession in another state, in good standing with the licensing board, and acting within the scope of the professional's license.
Federal Agency <input type="text"/>
State of Licensure <input type="text"/>

## Step 4

Fill in your current place of employment, explain the clinical experience and schooling you've had.

Current Place of Employment

Please explain clinical experience and schooling

## Step 5

Verify the following information.

- ☐ I verify that I meet the requirements of [SDCL 27A-1-3](#).
- ☐ I verify that my licensure is in good standing with the licensing board.
- ☐ I verify that I am acting within the scope of my professional licensure.

## Step 6

Type your first and last name to sign and insert the date to attest that the above is true and accurate to the best of your knowledge and click "Continue".

By signing this document, I verify that all the above is true and accurate to the best of my knowledge.

Signature

mm/dd/yyyy

Date

Continue

Cancel

## Step 7

Click "Register". You will receive a confirmation email to indicate you've successfully registered.

### Next Steps:

1. Click "Register" and finish the registration process.
2. Upon successful registration, you will receive a confirmation email.
3. Please mail or email a copy of licensure to the Division of Behavioral Health. Email: [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us)

Register

Edit

Cancel

## Step 8

Submit a copy of your professional license to the Division of Behavioral Health at [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us).

## Step 9

Please allow up to 5-7 business days for the Division of Behavioral Health to process your registration. You will receive an email notification once you've been approved to begin training.

*The training must be completed within 30 days from the date you start the training, or it will be deemed as a failed attempt. Failure to complete the training will result in a 30-day wait period before you are able to re-register to take the training/testing again.*

## Step 10

Once approved for training, log into your account, go to the "My Training" tab and press "Start".

MY TRAINING

[My Training](#)  
[My Account](#)  
[My Address](#)  
[Change Password](#)

Available Training: Qualified Mental Health Professional Training 2021 

Start

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Expiration Date	Renewal Date
Qualified Mental Health Professional Training 2021				0 / 13	Not Started			

## Step 11

Select the first module to begin training. Training modules must be completed in the order they are listed. You do not need to complete all modules at once. Your progress of completed modules will be saved. You cannot save your progress in the middle of a module. You may utilize the workbook found at [dss.sd.gov/behavioralhealth/professional\\_trainings.aspx](https://dss.sd.gov/behavioralhealth/professional_trainings.aspx) to take notes and assist you with the quiz.

## Step 12

You have 60 minutes to complete the quiz questions at the end of each video. Please answer all questions or your training will be marked as a failed attempt.

**MODULE QUIZ**

**Warning**  
You will have **30 minutes to complete the quiz**.  
There are 1 questions on the quiz. Once you start the quiz, it must be completed or else it will be marked as a failed attempt.

Continue

If you answer a question correctly, your score displayed on the "Training Modules" page will increase. Each time you answer a question wrong, your score will drop. Please note you need **above 75% to pass**.

**TRAINING MODULES**

Training Qualified Mental Health Professional Training 2021  
Description South Dakota state law requires Qualified Mental Health Professionals (QMHP) to participate in training provided by the South Dakota Department of Social Services. Only a QMHP may do an examination required as part of an involuntary mental illness commitment process.

Score **100%**

Please note under "Module Status", upon completion of a module, it will say "Completed" and you can move on to the next module. You *cannot* go back to a past module.

Module Name	Module Status
QMHP Introduction 2021	Completed
<a href="#">QMHP Voluntary Admission of Adults 2021</a>	New
QMHP Voluntary Admission of Minors 2021	New

## Step 13

Upon completion of training, your score will appear, and your certificate will auto-populate. To print or download your certificate, please click "Certificate".

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Expiration Date	Renewal Date
Qualified Mental Health Professional Training 2021				13 / 13	Passed	Certificate		

Please note your expiration date and eligibility for renewal date. You will receive an automated email reminder 90 days prior to the expiration date.

# Training Questions

## **I remember having to pay a fee to get my QMHP certification. Do I still have to submit a payment?**

No, effective June 1, 2024, there is no longer a fee associated with the QMHP training and certification.

## **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.

## **What does the training consist of?**

There are seven modules in the training, each of which include a video to view followed by quiz questions. You have 60 minutes to complete the questions at the end of each module. The time will start over when you begin a new module. You must receive 75% or more to pass.

Module	Video Length (min)	Number of Quiz Questions	Work Book Pages
1	5:57	4	2 - 7
2	3:44	4	8– 13
3	6:24	5	14—19
4	5:36	7	20—27
5	4:19	6	28—33
6	2:51	3	34—41
7	2:12	4	42– 47

## **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 required. After the waited 30 days, please send an email to [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us) requesting approval to re-register. Once approved, log back in with the same email and password to re-register 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.

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

No, the QMHP training is not eligible for CEUs.

### **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 three months prior to the expiration of your current eligibility. A reminder will be emailed to you 90 days prior to your expiration date. Please remember to account for the time it takes to be approved for training (5-7 business days upon receipt of registration and licensure) if you do not want your certification to expire before you complete the training again.

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

If you are an LPC/LCSW, 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.

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 QMHP expires before I am able to complete the training again?**

The process for renewing your QMHP does not change if your QMHP has expired. You are not allowed to complete mental status examinations for the involuntary commitment process nor represent yourself as a QMHP until successfully complete the training.

### **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 [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us) or call 605-367-5236 for further assistance.

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

This message appears when you are attempting to create a new registration with an email already registered in the system. Click "log in" and enter your email and password (see above for how to reset your password if needed). If this does not work, contact the Division of Behavioral Health for assistance at [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us) or call 605-367-5236.

### **What do I do if I need my name changed on my certificate?**

Contact the Division of Behavioral Health at [DSSBHQMHP@state.sd.us](mailto:DSSBHQMHP@state.sd.us) or call 605-367-5236.