South Dakota Board of Addiction and Prevention Professionals (BAPP)

Frequently Asked Questions

When are the certification / licensure application deadlines?
January 1 and July 1 of every year.

What coursework is required for certification / licensure?
The required specialized education courses vary for certification and licensure. Please refer to the BAPP Standards Manual (located on the BAPP website) for all academic and work experience requirements.

Where do I go to take my courses?
All courses must be approved by the BAPP Board of Directors and must be completed at an accredited post secondary institution that offers addiction specific coursework. You can contact the BAPP Administrative Office to request a list of approved courses from various institutions. For courses not on the pre-approved lists, you must complete the Portfolio Review Course Evaluation form (located on the BAPP website). Submit the completed form, a transcript, course syllabus, and the $25 portfolio review fee to the BAPP Administrative Office.

When is the written examination given?
The written examination is given semi-annually in March and September. The BAPP utilizes Computer Based Testing (CBT). Candidates have the opportunity to schedule their own testing place, date, and time within a two-week period providing the Board has approved their application portfolio and pre-registered them for the examination.

What examination preparation materials are available?
You can go to the IC&RC website at www.internationalcredentialing.org for ‘candidate guides’ which will provide information on the written examination process. Publications are also available through the Distance Learning Center, LLC (an order form is located under ‘Forms’ on the BAPP website).

What is the cost for certification / licensure renewal?
Certified and licensed professionals renew their certification annually in their birth month. The certification renewal fee is $175.00, and the licensure renewal fee is $200.00. Renewals must be received in the Board office or postmarked by the last day of the month of the practitioner’s birth.
What is trainee status?
It is a status of recognition through the Board for a person who is seeking to complete the requirements for addiction counselor or prevention specialist.

How do I obtain trainee status?
You must have a current place of employment where it is possible to gain the necessary work experience and supervision. Applicants must submit an application, transcripts, and the required trainee recognition fee.

When and how do trainees renew their status?
Trainees renew their trainee status in their birth month by submitting a trainee renewal application and the $150.00 renewal fee.

How long can an individual maintain trainee status?
Trainee recognition status will be granted for up to five years. Trainees must meet all academic and work experience requirements for either Certified Addiction Counselor (CAC) or Licensed Addiction Counselor (LAC) and successfully pass the IC&RC written examination before their five-year trainee recognition period ends.

When are my continuing professional training hours due?
Practitioners must submit 40 contact hours of approved continuing professional training to the Board every two years. Dually credentialed practitioners are required to submit 60 contact hours every two years. Continuing education hours must be submitted to the Board during the practitioner’s birth month every two years in even-numbered years.

How do I get approval for continuing professional training?
An individual must submit a 'Request for Approval of Continuing Professional Training' form in conjunction with documentation of the event (brochure, training outline or agenda detailing the time frames, subject matter and content of the event, qualifications of the instructors, etc.). The form (located on the BAPP website) must be submitted thirty days before or after the training is held.

How do Service Providers get approval for continuing education?
A service provider must complete and submit the ‘Educational Provider Status Agreement’ form, the ‘Request for Approval of Continuing Professional Training’ form, and the following documentation: dates and location of the activity, sponsoring agency and subject matter offered, instructors or speakers and their qualifications, the number of contact hours requested, and agenda outlining the time frame of program activities. The forms, documentation, and a $25.00 service provider fee must be submitted within thirty days before or after the activity is held.
What is the reciprocity process?
A certified / licensed professional is required to request a reciprocity application from their current Board. The individual must complete the application and sign the release and authorization. Include a money order (payable to IC&RC) for the non-refundable application fee of $100.00 per credential. Make a copy for your records. Mail the completed application and fee to your current IC&RC member Board. Please see the IC&RC website (www.internationalcredentialing.org) for a full listing of IC&RC Member Boards.

Do you accept credit cards or cash for payment?
No. Payment must be received by check or money order.