

South Dakota Board of Addiction and Prevention Professionals (BAPP)

Frequently Asked Questions

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, and course syllabus to the BAPP Administrative Office.

When information is available about the written examination?

An applicant may submit an application to test and the required fee to the board for approval. The board shall notify applicants approved for testing in writing of the examination date, time, and place. An applicant needing special accommodations for the examination shall submit to the board a request for the accommodations accompanied by a health care provider's documentation for the accommodations at least sixty days prior to the examination date.

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.

How many times am I able to take the written examination?

Applicants are permitted three attempts. An applicant who fails the written examination required for licensure or certification may retest by submitting to the board an application to retest and the required fee.

What is the cost for certification / licensure renewal?

Licensee renewal occurs every two years in odd years, beginning October 1, 2023. The biennial certification fee is \$350 and the biennial license fee is \$400.

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.

South Dakota Board of Addiction and Prevention Professionals (BAPP)

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 of \$150.00.

When and how do trainees renew their status?

Trainees renew their trainee status in their renewal month by submitting a trainee renewal application and the \$100.00 annual 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?

A licensee shall complete forty hours of qualified continuing education in each continuing education cycle. At least four of the continuing education hours must be on counseling ethics. Continuing education hours are due upon renewal of a license or certificate.

How do I get approval for continuing professional training?

An individual must submit a 'Request for Approval of Continuing Education' 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. It can be found under the Continuing Professional Training tab.

How do Service Providers get approval for continuing education?

A service provider must complete and submit the 'Request for Approval of Continuing Education' 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 and documentation must be submitted within thirty days before or after the activity is held.

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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?

Payment for initial certification/licensure must be paid by check or money order. Renewal fees must be paid via credit card/debit card.

How do I change my name with the Board?

Please mail or email a copy of your marriage/divorce certificate to PO Box 340, 1351 Harrison Ave., Pierre, SD 57501 or bapp@midwestsolutionssd.com