

*****Online Renewal Begins One Month Prior to Your Birth Month*****

How to Renew Your Licensure/Certification Online

The online system will be available beginning one month prior to your birth month. You must renew your certification/licensure by the last day of your birth month.

To help ensure a trouble-free renewal when using the online system, please be prepared to provide a valid e-mail address to receive confirmation of your renewal and receipt of your payment and a form of payment to pay the applicable renewal fees. The online system accepts Visa, Mastercard, Discover, American Express and debit cards.

To complete the renewal of your license/certification online:

1. Go to the Board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx>
2. Click on **"Renew CAC Status"** ; **"Renew LAC Status"**
3. Enter your last name, your certificate/license number and last four digits of your SSN
4. Complete the Renewal Form
5. Submit the renewal fee as appropriate (online system accepts Visa, Mastercard, Discover, American Express and debit cards)
6. Confirmation of your renewal and a receipt will be sent to the email address provided during the renewal process. *Check your Spam/Junk email folder if you do not receive confirmation.*

Frequently Asked Questions

1.) What all do I need prior to starting the online renewal process?

You will need the following in order to complete the renewal process: Valid credit card (online system accepts Visa, Mastercard, Discover, American Express and debit cards) and a list of your continuing education/trainings completed in the previous two years, including dates of training activities, title of training activity, sponsor and number of hours earned. You will be able to report all of your continuing education/trainings during the renewal process.

2.) My log in information is not working. What do I do?

The online renewal system is available one month prior to your birth month. If you are unable to log-in to the online system using your last name, certificate/license number and last four numbers of your social security number, please check to make sure the last name you are using is the last name on your current certification. If you have changed your name and need to update it with the Board, please send a copy of the documents reflecting the change to the Board (bapp@midwestsolutionssd.com).

3.) Will the Board mail out an invoice for the 2022 renewal?

The Board will not send out invoices for the 2022 renewal. If needed, the full list of applicable renewal fees can be found on the Board's website under **Fee Schedule**. Use this Fee Schedule to determine your applicable renewal fee.

4.) Will my employer or agency be able to pay for my renewal for 2022?

Once you reach the payment screen during the online renewal process, you will be able to use any Visa, Mastercard, Discover, American Express or debit cards to submit payment. You will receive a receipt via email after the renewal process is complete.

5.) As an even-numbered year, 2022 is the renewal year in which reporting of Continuing Professional Training is required. How will we report continuing education during the 2022 renewal?

During the online renewal process, you will be required to enter your continuing education/trainings completed in the previous two years. The online renewal will allow you to record the dates of training activities, title of training activity, sponsor and number of hours earned. Please have the list of your continuing education/trainings ready prior to beginning the renewal process.

6.) I am interested in placing my license/certification on inactive or retirement status. What steps do I need to take to place my certification in inactive or retirement status?

There is a separate application for practitioners who want to place their license/certification in either an inactive or retirement status. Please contact the Board to initiate this separate process.

7.) Is there a paper application available to renew my license/certification?

A paper renewal application is available on the Renewal Information page. A paper renewal application should only be used as a last resort as it may cause a delay in the processing of your renewal.

8.) If I forget to renew my license by the last day of my Birth month, can I still practice?

If your license/certification is not renewed by the last day of your Birth month, you will have 15 days to reinstate your license/certification. You may renew your certification/license online in the 15-day period following your Birth month, ("reinstatement period") but you cannot practice during this period if you have not renewed your license/certification. If you do not renew or inactivate your license/certification during the reinstatement period, it will expire.

Please visit the Board's website for additional FAQs. If you have any questions about the online renewal process or need assistance, please contact our office at 605-224-1721 or bapp@midwestsolutionssd.com.