

How to Renew Your Addiction Counselor Trainee (ACT) or Prevention Specialist Trainee (PST) Status Online

The online system will be available beginning one month prior to your birth month. You must renew your Trainee Status 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 ACT Status online:

1. Go to the Board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx>
2. Click on "Renew ACT Status" or "Renew PST Status"
3. Enter your last name, your ACT (or PST) Certificate 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: Your ACT Certificate number, last four digits of your SSN and a valid credit or debit card. If you are renewing your PST Status, you will need your PST Certificate number, last four digits of your SSN and a valid credit or debit card.

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, your certificate 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 certificate. 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/voucher for my employer for the 2022 renewal?

The Board will not send out invoices for the 2022 renewal. The letter you received in the mail is your renewal notification. If needed, the full list of applicable renewal fees can be found on the Board's website under, **Find the 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 card to submit payment. You will receive a receipt via email after the renewal process is complete.

5.) Will I receive a receipt so I can submit to my employer or agency for reimbursement purposes?

Yes. Please be prepared to provide a valid e-mail address during the renewal process in order to receive confirmation of your renewal and receipt of your payment.

6.) I will be applying for the CPS, CAC or LAC in the near future. Should I still renew my Trainee Status?

Yes. You should maintain your Trainee status until you obtain certification or licensure.

7.) Is there a paper application available to renew my Trainee status?

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 trainee status renewal.

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@midwestsolutionsd.com.