

## **How to Renew Your Licensure/Certification**

Renewal begins October 1 and ends on November 30 of odd years. Immediately following the renewal period is a 30-day reinstatement period. A licensee who has not renewed their license or certificate by November 30 may not practice during the reinstatement period until the license or certificate is renewed.

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

### **To complete the renewal of your license/certificate online:**

1. Go to the Board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx>.
2. Navigate to the Renewal Information page.
3. Click on the appropriate renewal link for your level of licensure or certification.
4. Enter your last name, your certificate/license number and the last four digits of your SSN.
5. Complete the Renewal Form
6. Submit the renewal fee as appropriate (online system accepts Visa, Mastercard, Discover, American Express and debit cards).
7. 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. My login information is not working. What do I do?**

To log in to the online renewal, you will use your last name, license/certificate number, and the last four digits of your SSN.

Ensure the last name you are using is the last name on your license/certificate. If you have changed your name and need to update this information with the Board, please send us documentation of your name change.

If your license or certificate number begins with a zero (example: 0301XXXX), exclude the leading zero.

### **2. I am dually credentialed (CAC/CPS or LAC/CPS). How do I renew?**

Dually credentialed licensees may renew online but need to contact the Board before doing so. If you are dually credentialed, please contact the Board's office at 605-224-1721 to renew online, or you may download the paper renewal form from the Board's website.

### **3. Will the Board mail out an invoice for renewal?**

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

### **4. Will my employer or agency be able to pay for my renewal?**

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. Do I have to submit continuing education for renewal?**

There is no continuing education due in 2023. Moving forward, 40 hours of continuing education will be due in odd years during the renewal period.

## **6. How do I place my license or certificate on inactive status?**

You may choose to inactivate your license or certificate by submitting an application and the required fee to the Board before November 30<sup>th</sup>. An inactive license/certificate is valid for 4 years and may be reactivated at any time within the four years.

The application to inactivate a license/certificate is available on the Renewal Information page of the Board's website.

## **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 November 30th, can I still practice?**

You may not practice after November 30<sup>th</sup> if you have not renewed your license or certificate. Licensees will have until December 31 to reinstate their license or certificate. Any license or certificate not renewed by December 31 will expire.

## **9. Can an expired license be reinstated after December 31<sup>st</sup>?**

An expired license/certificate cannot be reinstated after December 31. After December 31<sup>st</sup>, you will be required to complete a new application for licensure or certification and provide proof of passing the national examination after the date of expiration. You may not practice until a new license/certificate is issued.

## **Renewal Fees**

- Certified Addiction Counselor: \$350
- Certified Prevention Specialist: \$350
- Licensed Addiction Counselor: \$400
- Dual Credential (CAC/CPS or LAC/CPS): \$400

If you have questions about the online renewal process or need assistance, please contact our office at 605-224-1721 or [bapp@midwestsolutionsd.com](mailto:bapp@midwestsolutionsd.com).