

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

Renewal begins one month prior to your birth month and ends on 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 email address to receive confirmation of your renewal and receipt of 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/certificate online:**

- 1. Go to the Board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx>.**
- 2. Click on the appropriate renewal link for your level of licensure or certification.**
- 3. Enter your last name, your certificate/license number and the 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. My login information is not working. What do I do?**

The online renewal system is available one month prior to your birth month and closes on the last day of your birth month. If you are attempting to log in outside of this time frame, the system will display an error message.

Ensure the information you entered on the log in screen matches the information on your certificate or license. If you have had a recent name change, please contact the Board to ensure the correct information is being provided. When entering your name during login, check that you are entering just your last name (not your full name).

### **2. 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**. Use this Fee Schedule to determine your applicable renewal fee.

### **3. 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.

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

Continuing education is only due in even-numbered years. When completing the online renewal during odd-numbered years, the continuing education page may still appear in the renewal. This is not required for renewal in odd-numbered years. The online system will allow you to bypass the continuing education page without entering any information.

**5. I am interested in placing my license or certificate 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 process.

**6. 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.

**7. 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 license/certification 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@midwestsolutionsd.com](mailto:bapp@midwestsolutionsd.com).

## Fee Schedule

- **Renewal Fees**

- Certified Addiction Counselor: \$175.00
- Certified Prevention Specialist: \$175.00
- Licensed Addiction Counselor: \$200.00
- Dual Credential:
  - CAC/CPS: \$262.50
  - LAC/CPS: \$287.50
- Retirement Status:
  - Certified Addiction Counselor OR Certified Prevention Specialist: \$87.50
  - Licensed Addiction Counselor: \$100.00
- Addiction Counselor Trainee Status: \$150.00
- Prevention Specialist Trainee Status: \$150.00

- **Reinstatement Fee: \$150.00**

Reinstatement is open for 15 days following the birth month renewal period. If you do not renew by the end of your birth month, a \$150.00 reinstatement fee is applied to the renewal. Reinstatement should be completed using the online renewal system.