How to Renew Your Status Online

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 supervisee status 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 trainee status (Addiction Counselor Supervisee or Prevention Specialist Supervisee).
3. Enter your last name, your certificate 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

Supervisee Renewal – Frequently Asked Questions

1. Will I have to show proof of education during my renewal?

Starting November 1, 2027, supervisees will be required to show proof of progress, over the past year, in completing the educational requirements for certification or licensure. You can view the education requirements on our website here.

2. I thought I was an Addiction Counselor Trainee/Prevention Specialist Trainee. Where do I go to renew?

Effective November 1, 2027, all ACTs and PSTs were moved to a supervisee status. The term "Addiction Counselor Trainee" or "Prevention Specialist Trainee" is no longer used by the Board. Please use the respective supervisee renewal link.

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

Supervisee renewal opens 60 days prior to the expiration date of the supervisee status. If you are attempting to log in to the online renewal outside of the appropriate timeframe, the system will not allow you to log in.

Ensure the information you entered on the log in screen matches the information on your certificate. 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).