

How to Renew Your Trainee 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 trainee 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 (ACT or PST).
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.*

Frequently Asked Questions

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

You will need the following to complete the renewal process: ACT or 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?

Trainee renewal opens 60 days prior to the expiration date of the trainee 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).

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**. 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 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 email address during the renewal process to receive confirmation of your renewal and receipt of your payment.

6. I will be applying for the CPS, CAC, or LAC soon. 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.

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.

Fee Schedule

- **Renewal Fees**
 - Addiction Counselor Trainee Status: \$100
 - Prevention Specialist Trainee Status: \$100