



South Dakota Board of Examiners for Counselors &
Marriage and Family Therapists

P.O. Box 340, 1351 N. Harrison Ave., Pierre, SD 57501-0340

Ph: 605-224-1721

Fax: 1-888-425-3032

E-mail: SDBCE@midwestsolutionssd.com dss.sd.gov/licensingboards/counselors/counselors.aspx

IMPORTANT RENEWAL INFORMATION

Please read entire message and attachment

October 5, 2020

Re: 2021-2022 License Renewal

It is time to renew your license. The Board has made changes to the renewal process and requirements. Please read this letter and the attachment for information about changes to the renewal process. Additional information is available on the Board's website at <https://dss.sd.gov/licensingboards/counselors/counselors.aspx>.

Licenses are now renewed every two years. The cost to renew your license for the two-year period is \$225 per license. When you renew your license this year, your license will be valid until November 30, 2022. Moving forward, you will renew your license by November 30th of even-numbered years.

To align continuing education requirements with the new biennial renewal cycle, no continuing education will be required until 2022. When you renew your license in 2022, you will need to provide proof of 40 hours of continuing education, acquired between January 1, 2020 and November 30, 2022. Continuing education will be submitted in even-numbered years when you renew your license.

Your license(s) can now be renewed online. Credit or debit cards will be accepted for online renewals. Specific instructions for online renewal are included with this letter. The online renewal system will open on October 15th and remain open until midnight on November 30th. If you hold more than one license, you can renew all licenses at the same time on the online system.

If you choose to renew with a paper application, you may access and print the renewal application on the Board's website. Renewal forms submitted via mail must be postmarked by November 30th and include a check or money order for the renewal amount. Credit or debit card payments can only be processed through the online system.

You may choose to inactivate your license rather than renew your license. An inactive license is not valid for practice. You may choose to inactivate a license if you anticipate not practicing for up to two years, but wish to be able to reactivate your license in the future. To inactivate a license, you must submit an application and the required fee by mail. The application to inactivate a license is available on the Board's website. You cannot inactivate an expired license, so you must exercise the option to inactivate your license by November 30th.

Please be advised that if you do not renew or inactivate your license by November 30th your license will automatically expire. You may have 30 days to reinstate your license by submitting a renewal application and paying the required fees, but you are not eligible to practice until your license is reinstated. After December 31st, you will be required to complete an application for licensure and provide proof of passing the applicable national examination on a date **after** the expiration of your license and you will not be allowed to practice until a new license is issued.

If you have questions about the renewal requirements for your license, the online renewal system or options for inactivating your license, please contact the Board at sdbce@midwestsolutionssd.com or 605-224-1721.

*****Online Renewal Begins October 15th *****

How to Renew Your License Online

The online system will be available beginning on October 15th and close at midnight on November 30th. You must renew your license by November 30th or your license will automatically expire.

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 license online:

1. **Go to the Board's website at <https://dss.sd.gov/licensingboards/counselors/counselors.aspx>**
2. **Click on "Renew License"**
3. **Enter your last name, your date of birth and last four of your SSN**
4. **Complete the Renewal Form**
5. **Submit the renewal fee of \$225 for each license you are renewing**
6. **Confirmation of your renewal and receipt will be sent to the email address provided during the renewal process**

Frequently Asked Questions

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

If you are unable to log-in to the online system using your last name, date of birth 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 license. 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.

2.) If I hold both an LPC and an LPC-MH, do I have to renew each license?

You are not required to hold an LPC to maintain your LPC-MH. You may choose to inactivate your LPC or allow it to expire when you renew your LPC-MH. If you wish to inactivate a license, please visit the Board's website for an application. If you allow your LPC to expire and renew your LPC-MH, you will be licensed to practice counseling.

3.) How do I inactivate a license and how long is an inactive license valid?

You may choose to inactivate your license by submitting an application and the required fee (\$25) to the Board before November 30th. You cannot inactivate an expired license. An inactive license is valid for up to two years and may be renewed once. You can reactive an inactive license by paying the required renewal fees and providing proof of the required continuing education for the inactive period.

4.) If I forget to renew my license by November 30th can I still practice?

If your license is not renewed by November 30th, your license automatically expires. You may renew your license in the 30-day period between December 1st and December 31st ("reinstatement period") but you cannot practice during this period if you have not renewed your license. If you do not renew or inactivate your license during the reinstatement period, your license will expire.

5.) Can an expired license be reinstated after the December 31st?

If you fail to renew or inactivate your license by December 31st of an even-numbered year, your license is expired. You can reinstate your license during the 5-year period following expiration by providing proof of passage of the applicable national examination on a date that is after the date your license expired. If you fail to reinstate an expired license during this 5-year period, your license will be permanently expired and you will be required to complete all of the requirements of a new application, including supervised experience.

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 sdbce@midwestsolutionsd.com.