



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

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September 30, 2022

It is time to renew your license for 2023-2024. You can renew your license online at <https://dss.sd.gov/licensingboards/counselors/counselors.aspx> and click on "Renew License".

The online renewal system will open on October 1st and remain open until midnight on November 30th. If you hold more than one license with this Board, you can renew all licenses at the same time on the online system. In order to ensure the accuracy of your personal information, you must complete your own renewal application. Specific instructions and frequently asked questions for the online renewal are available on the Board's website.

Continuing Education requirements: Licensees will be required to report 40* hours of continuing education through the online renewal system. The 40 hours of continuing education must be acquired between January 1, 2020 - November 30, 2022. Four hours must be on the subject of Ethics as it relates to counseling. To ensure a trouble-free renewal, please have the following information ready for your renewal: Date of training, title of training, sponsor of training, type of training (general, ethics, supervision) and number of hours. You will not be required to upload documentation during the online renewal, but you will be required to submit documentation to the Board if you are selected for an audit.

Board Approved Supervisor status renewal: If you are a Board Approved Supervisor, you will receive a separate mailing regarding the renewal of that status. Your counseling license must be renewed to renew your Board Approved Supervisor status. Board Approved Supervisor status must be renewed by November 30th.

You may choose to inactivate your license rather than renew your license. An inactive license is not valid for practice. To inactivate a license, you must submit an application and the required fee by mail. The application to inactivate a license is available by contacting the Board's office. 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 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. You will not be allowed to practice until a new license is issued.

If you have questions about renewal or inactivation, please contact the Board at 605-224-1721 or sdbce@midwestsolutionssd.com.

**The number of hours is prorated based on your initial date of licensure. Please refer to the Continuing Education Page on the Board's website for more information.*