

\*\*\*\*\*Online Renewal Begins October 15<sup>th</sup> \*\*\*\*\*

## How to Renew Your License Online

The online system will be available beginning on October 15<sup>th</sup> and close at midnight on November 30<sup>th</sup>. You must renew your license by November 30<sup>th</sup> 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 30<sup>th</sup>. 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 30<sup>th</sup> can I still practice?**

If your license is not renewed by November 30<sup>th</sup>, your license automatically expires. You may renew your license in the 30-day period between December 1<sup>st</sup> and December 31<sup>st</sup> ("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 31<sup>st</sup>?**

If you fail to renew or inactivate your license by December 31<sup>st</sup> 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](mailto:sdbce@midwestsolutionsd.com).