

SC DEPARTMENT OF LABOR, LICENSING AND REGULATION  
DIVISION OF PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF EXAMINERS FOR LICENSURE OF  
PROFESSIONAL COUNSELORS, MARRIAGE AND FAMILY THERAPISTS, AND  
PSYCHO-EDUCATIONAL SPECIALISTS

[www.llr.state.sc.us/pol/counselors](http://www.llr.state.sc.us/pol/counselors)

CONTINUING EDUCATION GUIDELINES

Revised 5/17

In accordance with Regulations 36-13 and 36-14, the Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists regards continuing education (CE) as a required part of an ongoing process of professional development and licensure.

CONTINUING EDUCATION FOR PROFESSIONAL COUNSELORS and  
MARRIAGE & FAMILY THERAPISTS and SUPERVISORS

I. MINIMUM REQUIREMENTS FOR PROFESSIONAL COUNSELOR AND  
MARRIAGE & FAMILY THERAPIST LICENSES & MULTIPLE LICENSES

Persons licensed as a Professional Counselor or Marriage & Family Therapist must complete forty (40) contact hours of which 25 hours must be formal (face-to-face instruction) of continuing education related to their respective professional license during every two-year licensure period. Those persons licensed as an Intern are exempt from CE requirements.

Those persons holding multiple licenses with the Board as a Professional Counselor, Marriage & Family Therapist and/or Psycho-Educational Specialist are required to complete twenty-five (25) contact hours of formal continuing education PER LICENSE during every two-year licensure period as a condition of renewal of their licenses. Each 25 contact hours of CE per license must be related to each license type.

II. MINIMUM REQUIREMENTS FOR SUPERVISOR LICENSES

Persons licensed as a Professional Counselor Supervisor or Marriage & Family Therapy Supervisor must complete ten (10) hours of continuing education in supervision of their discipline during every two-year licensure period. These hours must be oriented to supervision and are in addition to the continuing education hours required for renewal of the Professional Counselor or Marriage & Family Therapist license. A minimum of ½ of these hours must be “formal” education (face-to-face attendance). The remaining 5 hours may be obtained on an “informal” basis such as self studies, internet, etc.

Supervisor dual licensees (those persons licensed both as a Professional Counselor Supervisor and a Marriage & Family Therapist Supervisor) may complete ten (10) hours of

**formal continuing education in supervision which must be at least five (5) hours of supervision continuing education in each discipline.**

### **III. DEFINITION OF FORMAL CONTINUING EDUCATION**

**Formal continuing education must meet two general criteria:**

- 1. All offerings must be designed specifically for the purpose of providing continuing education rather than basic clinical training.**
- 2. All offerings must deal specifically with theory, research or practice related either to professional counseling or marriage & family therapy in relation to each discipline and should be able to be related to the core educational course requirements in Regulations 36-04 for LPCs and in Regulations 36-07 for LMFTs.**

**Formal continuing education must also meet the following specific criteria:**

- 1. The activity must occur after the date the licensee first became licensed.**
- 2. No hours may be carried forward from the renewal period in which they were earned.**
- 3. The activity must involve face-to-face instruction or live (inter-active) television-assisted instruction.**
- 4. Webcasts or webinars are acceptable as long as the live online educational presentation allows participating viewers to submit questions and comments (must be inter-active).**
- 5. Video or audio tape recordings may be used only as an adjunct to live face-to-face teaching or live television-assisted instruction.**
- 6. Only hour-for-hour contact with a teacher, instructor, trainer, or supervisor shall be counted. Hours shall be granted for actual time spent as a learner in a structured, educational format. Breaks, lunches, business meetings, and committee meetings may not be counted.**
- 7. Any formal continuing education activity sponsored by a professional counselor certifying body, marriage & family therapy certifying body, NAADAC, or SCAADAC approved by the Board as a continuing education sponsoring body, or one of its regional or state divisions, is automatically approved for the formal continuing education requirement.**

### **IV. DEFINITION OF INFORMAL CONTINUING EDUCATION**

**Informal continuing education activities are defined as activities which are not formally structured or supervised but which are used by each licensee to enhance professional development.**

**A maximum of fifteen (15) hours during each two-year licensure period may be obtained through informal continuing education.**

### **Informal Continuing Education Activities:**

- a) a first time presentation of a paper, workshop, or seminar for a national, regional, statewide, or other professional meeting may be approved for a maximum of five (5) continuing education hours;
- b) a published paper in a referred journal may be approved for a maximum of five (5) continuing education hours and **may be used only once**;
- c) preparation of a new or related course for an educational institution or organization may be approved for a maximum of five (5) continuing education hours;
- d) an individual self-study to include use of on-line courses, audiovisual materials, reading of professional journals and books, and participation in professional study and discussion groups may be approved based on the number of hours engaged in the activity for a total of fifteen (15) hours during each two-year licensure period.

#### **DOCUMENTATION FOR a) through d):**

##### **a) Presenter:**

The activities presented must fall within the renewal period and focus on professional development in areas that will assist you with providing counseling/therapy for the client or it can be focused on the coursework required for licensure. The required documentation is a letter of confirmation from the organization for which you presented and must include the date(s) of presentation, name of presentation and the length of presentation. Credit is based on hour per hour of presentation, **not to exceed 5 contact hours**.

##### **b & d) Publication activities/reading books:**

- Publication dates must fall within the renewal period.
- Required documentation is a copy of the cover page of the article(s) or book.
- Should be limited to articles in peer reviewed journals or related to your license type.
- It can also be a chapter in a published book (a copy of the table of contents listing the chapter is required).
- .Provide name/author/title page/table of contents to reflect topics or the summary page/bibliography of author. May be approved for a maximum of **5 contact hours**.

##### **c) Preparation of a new or related course for an educational institution or organization:**

- Syllabi signed by graduate school director to reflect your name as the instructor (for teaching a graduate course).
- May be approved for a maximum of **5 contact hours**.

## **CONTINUING EDUCATION FOR PSYCHO-EDUCATIONAL SPECIALISTS**

### **I. MINIMUM REQUIREMENTS**

Persons licensed as Psycho-Educational Specialists must complete forty (40) hours of continuing education related to their professional licensure during every two-year licensure period. Of the 40 hours, 25 hours must be formal (face-to-face instruction) and the remainder can be informal (non face-to-face instruction). If you have more than one license with the Board, please refer to the information on dual licenses.

### **II. CONTINUING EDUCATION CREDIT**

Continuing education credit may be awarded for documented completion of the following activities:

#### **Formal:**

A minimum of twenty (20) continuing education hours in workshops, conferences, formal in-service training, college or university courses, and teaching and training activities. For teaching and training activities, credit may be awarded only for the first time the content is taught and limited to a maximum of ten (10) hours; or

#### **Informal:**

- a) Maximum of twenty (20) continuing education hours in research and publications, supervision of interns, post-graduate supervised experiences, program planning/evaluation and self-study.
- b) Maximum of ten (10) hours may be awarded for unpublished research.
- c) Maximum of twenty (20) hours may be awarded for research and publication or presentation.
- d) Maximum of ten (10) hours may be awarded for articles published or posters presented. Each project may be claimed only once.
- e) Maximum of twenty(20) hours may be awarded for supervision of interns.
- f) No more than one (1) post-graduate supervised experience may be claimed in any renewal period.
- g) Maximum of fifteen (15) hours may be awarded for program planning/evaluation.
- h) Maximum of twenty (20) hours may be awarded for self-study. No more than one (1) activity may be counted per organization per year.
- i) Maximum of ten (10) hours may be awarded in professional organization leadership.

**GENERAL INFORMATION**

All certificates of completion/verification of attendance should reflect:

- Licensee’s name
- Name of workshop/seminar/training
- Name of sponsoring entity
- Dates of the offering
- Number of contact hours for credit

**Clinical Model of Supervision:**

CE hours can be granted for clinical supervision which you received as a supervisee on a regular basis which involved a formalized set agenda for obtaining supervision for credit in an specialized area of practice that may be of interest to the licensee.

- Credit cannot be granted for supervision that you provide to others.
- This type of CE will be considered “formal” (face-to-face) education and there is not a limit to the amount of hours that can be obtained in this area during each two year renewal period.
- The application to become a provider of clinical supervision is located on the website, [www.llr.state.sc.us/pol/counselors](http://www.llr.state.sc.us/pol/counselors). It is listed under “Education” on the left-hand side of home page. Stroll down to the “Clinical Model of Supervision” topic.

**Activities:**

**Acceptable Documentation**

College/University courses.....	Official copy of transcript
Seminars, workshops, conferences.....	Copy of certificate
Publications activities.....	Copy of cover page, article or book
Home Study/on-line courses.....	Certificate of completion
Teleconference, <u>if supervised</u> .....	Documentation of attendance

**USE OF 3 SEMESTER HOUR GRADUATE LEVEL COURSE FOR CE**

If desired, a 3-semester-hour graduate level course at a regionally accredited institution of learning may be used for continuing education. Forty-five (45) contact hours of CE credit will be granted. This is applicable for both traditional classroom attendance or it can be an on-line graduate level course. An official transcript will be required for CE documentation.

**CONTINUING EDUCATION CONVERSION CHART**

One (1) contact hour.....=	1 clock hour
One (1) Continuing Education Unit (CEU).....=	10 contact hours
1 Semester Credit.....=	15 contact hours
1 Quarter Credit.....=	10 contact hours

## **OTHER NOTES OF INTEREST**

- **Board allows maximum of 6.50 hours per day based on a 5-day course**
- **Dissertation cannot be used**
- **Board will accept an “audit” course (no grade) but requires official transcript and letter from professor confirming attendance.**
- **If “co-presenting” a training class for “formal” CE, ½ of the hours can be counted as formal CE for co-presenting a training class.**
- **An Ethics course is not required for renewal but it is acceptable.**

## **SPONSORS OF CONTINUING EDUCATION**

**Applications for continuing education sponsorship can be found at our website: [www.llr.state.sc.us/pol/counselors](http://www.llr.state.sc.us/pol/counselors) under “Education”.**

**The Board recognizes various organizations and/or individuals that sponsor continuing education activities.**

## **BOARD APPROVED ORGANIZATIONS AND AGENCIES TO PROVIDE CONTINUING EDUCATION**

The following organizations and agencies are pre-approved as providers of continuing education. Attendance in any counseling/mft/school psychology related continuing education program sponsored by an institution, organization or agency on this list is pre-approved as acceptable toward meeting the CE requirements.

These organizations (including South Carolina affiliates) are considered “official” sponsors and were approved when the Board was originally established:

American Association for Marriage & Family Therapy  
American Academy of Psychotherapists  
American Association for Counseling & Development  
American Association of Pastoral Counselors  
American College Testing  
American Nurses Association  
American Mental Health Counselors Association  
American Association of Mental Health Clergy  
American Association of Sex Educators, Counselors  
American Institute of Adlerian Studies, Ltd.  
Commission on Rehabilitation Counselor Certification  
International Transactional Analysis Association  
National Academy of Clinical Mental Health Counsel  
National Association of Social Workers  
National Board For Certified Counselors  
SC Department of Mental Health

SC Department of Alcohol & Other Drug Abuse Services  
SC Department of Education  
South Carolina Mental Health Counselors Association  
SC Association of Alcoholism & Drug Abuse Counselors-SCAADAC  
The College Board

## **LICENSE RENEWAL**

**Online renewal is available for the renewal of all licenses. Online renewal is available twenty-four hours a day. You can print a receipt to keep for your own records, confirming that you have completed the renewal process and that your VISA, MasterCard, Discover, AMEX and Diners Club or electronic check has been accepted. You may also use a debit card, but it must have the VISA or MasterCard logo on the front of the card. A new license card will be processed and mailed within 48 hours after renewing your license online.**

**Renewal notifications are generally mailed approximately 6 to 8 weeks prior to the renewal deadline of August 31st of each biennial year. (odd year)**

**The renewal notification will include a userid number which must be entered on the on-line renewal system.**

**Licensees are not required to submit documentation of their required continuing education (CE) hours to the board office. A random CE audit of a percentage of licensees will be conducted after the renewal period. If and when you are audited you will be responsible for submitting the required CE documentation at that time. Licensees shall maintain their own CE records for three (3) years after renewal in their personal, professional files.**