

SC Board of Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists

2017 On-Line Renewal

General Information: All persons licensed by the Board as LPC, LMFT, LPES, LPC/S, and LMFT/S must renew their licenses biennially. Licensees will be mailed a renewal notification on June 12, 2017. *The renewal notification will have instructions which will include a User ID number for each licensee to use to access the on-line renewal.* The renewal deadline date is midnight on August 31, 2017.

Licensees can renew on-line with a Visa, MasterCard, Discover, AMEX and Diners Club or electronic check will be accepted. You may also use a debit card, but it must have the VISA or MasterCard logo on the front of the card. Online renewal is fast, easy, and available 24 hours a day, each day of the week during the renewal period. You can print a receipt for your records to confirm your renewal and that your payment has been accepted. Your pocket card(s) will be processed and mailed within 48 hours after renewing your license online.

This year, the Online Renewal System allows for proxy (third party) payments for renewals. This feature will allow you to complete the renewal application and then send a link for payment to a third party (such as an employer) for payment. The third party will not be able to view the renewal form, just the payment screens. Once payment is complete, you will be notified by email. The renewal process is not complete until payment is made.

Notices will be mailed on June 12, 2017 that will provide instructions for online license renewal. For security reasons, the notice will only contain your User ID. If you do not know your password, you may request it online <https://eservice.llr.sc.gov/SSO/Login/RecoverPass> The link to reset your password will be emailed to all email addresses we have on file for you.

If you cannot locate your notice, please go to the Board's website at www.llr.state.sc.us/pol/counselors and select "Online Services" "Renew a license".

- You cannot make a name change on-line. This must be changed BEFORE you renew your license online. Refer to "Change of Name Instructions" under "Board News" from the homepage of the website.

Answers to Renewal and Continuing Education Questions: The Board's website at www.llr.state.sc.us/pol/counselors will have the answers for your questions. The **Continuing Education Guidelines** and **Continuing Education FAQ** are located on the homepage under "Board News".

Renewal Requirements:

- Complete an online renewal form by answering all questions.
- Pay the renewal fee of \$150.00 per LPC, LMFT, and LPES license.
- Pay renewal fee of \$100.00 per Supervisor license: LPC/S, LMFT/S.
- Attest to CE hours for LPC, LMFT, or LPES:
40 hours of CE is required for an LPC, LMFT or LPES license. Of the 40 CE hours, 25 hours of CE must be formal (face to face attendance) education hours and 15 hours may be informal education hours. (If a licensee holds multiple licenses in this category, the CE is 25 CE hours of formal education per license type.)

- Attest to CE Hours for LPC/Supervisors or LMFT/Supervisors:
10 hours of formal CE is required for LPC/S or LMFT/S. (If a licensee holds both supervisors' licenses, the CE is 5 CE hours of formal education per license.)
- CE can be randomly audited after renewal. Keep all CE records for at least three years.

Late Renewal Information: If you do not renew by August 31, 2017, you cannot practice. Late renewal fee is \$50.00 per license. Late renewal is allowed for three months. Late period is 09/01/2017 through 11/30/2017. After that period, reinstatement of your license is required at today's requirement level.

Inactive/Retired Status:

The Board does not have an "inactive" status. If your license is not renewed by 8/31/17, the status will change to "lapsed" and you will no longer be able to practice.

If you have retired, you can mail/fax/email a request to have your license/s marked "Retired" effective 8/31/17.

The Board must have written notification and it must specify the license number/s. Your license will be marked "Retired" effective 8/31/2017.

Fax Number: (803) 896-4719 Counselors Board or email: marlo.thomas-koger@llr.sc.gov

Paper Renewal Forms: If you do not prefer to use the online license renewal services, you may print a copy of the license renewal form which will be made available on August 1, 2017. It will be posted to the Board's website at www.llr.state.sc.us/pol/counselors on the homepage. It is your responsibility to print this form. The Board will not mail out paper renewal forms to licensees.

A paper renewal form must be completed for EACH license that you hold. Credit cards/debit cards/ cash ARE NOT ACCEPTABLE for the paper renewal form. A personal check or money order must accompany the paper renewal form. The envelope must be post-marked by August 31, 2017 in order to avoid late fees. Incomplete renewal forms [such as missing signatures/dates, missing check for renewal fees, missing answers to questions] will be returned to the licensee as "INCOMPLETE".

Paper Renewal Forms For Multiple License Holders: If you prefer to use a paper renewal form, please note that a renewal form must be completed for EACH license that you hold. Each form should reflect the license type and the license number. The Board will accept one personal check or money order for the GRAND TOTAL of all the multiple license renewal fees.