

South Carolina Department of Labor, Licensing and Regulation **South Carolina Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists, Addiction Counselors and Psycho-Educational Specialists** 110 Centerview Dr. • Columbia • SC • 29210 P.O. Box 11329 • Columbia • SC 29211-1329 Phone: 803-896-4658 • <u>Contact.Counselor@llr.sc.gov</u> • Fax: 803-896-4719 <u>www.llr.sc.gov/POL/Counselors/</u>



CONTINUING EDUCATION LOG SHEET

Name_____

Address _____

List All License #'s

******Biennial CE hours are 40 hours <u>each</u> for LPC, LMFT and LPES or 25 hours <u>per</u> <u>license</u> type for multiple license holders of LPC, LMFT and LPES. Biennial CE hours are 10 hours each for LPC Supervisor and LMFT Supervisor licenses or 5 hours for each license type for dual supervisor license holders.

LISTING OF CONTINUING EDUCATION:

Type or print the information for each CE activity for which you are requesting renewal credit and the license to which it should be applied. Convert any CE units (1 unit is considered to equal 10 contact hours) to contact hours and total the column. KEEP WRITTEN VERIFICATION OF ATTENDANCE AND A COPY OF THE FLYER OR BROCHURE PROVIDING THE FORMAT OF THE OFFERING. FOR COURSEWORK CREDIT, SEND COURSE DESCRIPTION AND TRANSCRIPT. Refer to Board's web site www.llr.state.sc.us/pol/counselors under "Education" for CE information. You may photocopy this form. This form should not be submitted to the Board office. Keep this form in your professional records.

DATE	COURSE/ACTIVITY	TYPE OF LIC. BEING AUDITED	NAME OF SPONSOR	CONTACT HOURS
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L	L			

TOTAL

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<u>CE Information:</u> You are required to maintain records of CE for three years.

Biennial CE hours are 40 hours <u>each</u> for a LPC, LMFT and LPES license of which 25 hours must be face-to-face (formal CE) attendance related to the respective license type. A maximum of 15 hours during each two year licensure period may be obtained through informal CE (such as internet studies, audiovisual materials, etc). Refer to website www.llr.state.sc.us/pol/counselors under "Continuing Education" for more information.

www.m.state.se.us/pol/counselors under continuing Education for more mormation.

Multiple license holders of LPC, LMFT and LPES are required to obtain 25 hours per license type and those hours must be face-to-face attendance (formal CE). No informal CE allowed as part of these 25 hours.

LPC Supervisors and LMFT Supervisors are required to obtain 10 hours for each license or 5 hours for each license type on dual supervisor license holders. These hours must be face-to-face (formal CE) attendance. No informal CE allowed on Supervisor licenses or dual supervisor license holders.

DATE	COURSE/ACTIVITY	TYPE OF LIC. BEING AUDITED	NAME OF SPONSOR	CONTACT HOURS