

Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists Board Upcoming 2011 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. Biennial renewal notifications will be sent to all licensees to request an on-line renewal with a renewal fee and to attest to having obtained the required number of continuing education (CE) hours. Licensees will be mailed a renewal notification in June. *The renewal notification will have instructions which will include a Password and ID number for each licensee to use to access the on-line renewal.* The renewal site is open 24 hours a day, each day of the week during the renewal period. The renewal deadline date is midnight on August 31, 2011.

Licensees **will renew on-line** with a **credit card/debit card** that is **either** a Visa or MasterCard. You may also use **electronic check**. All Boards at LLR renew on-line. You cannot make a name change on-line. If you hold multiple licenses, you must enter the system separately for each license.

Answers to Renewal and Continuing Education Questions: The Board's website at www.llr.state.sc.us/pol/counselors will have answers for your questions. Use this site and select information from the home page under *Laws/Policies, Education, and Renew Your License*.

Practice Act Section 40-75-250 and 40-75-540 and Regulations 36-13 and 36-14: select "Laws/Policies"

CE questions: select "Education" or you can refer to the "Frequently Asked Questions" (FAQ)

Lost Password and ID: select "Renew your license on line"

For technical support there is a "Help Desk" e-mail available HRPHELP@llr.sc.gov

Renewal Requirements:

- . Complete 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. Renewal fees are not pro-rated.
- . 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 pro-rated to 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 pro-rated to 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, 2011, you **cannot** practice. Late renewal fee is \$50.00 *per* license. Late renewal is allowed for three months. After that period, reinstatement of your license is required at today's requirement level. Late period is 09/01/2011 through 11/30/2011.