



**South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Examiners for Licensure of
Professional Counselors, Marriage and Family
Therapists, and Psycho-Educational Specialists**



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www.llronline.com/POL/Counselors/

2017-2019 RENEWAL APPLICATION

Name: _____ License Number: _____

Renewal Instructions

1. Complete the application below or renew online at <https://eservice.llr.sc.gov/OnlineRenewals/> . You must have your user ID and Password to renew online.
2. Answer all the questions on this renewal form. Sign the form. **Incomplete forms will be returned. Make check payable to: SC Board of Counselors.** You may write one check if you have more than one license **but must submit renewal form for each license.** Fees are non-refundable.
3. Mail completed renewal form (s) and correct fee to: SC Board of Professional Counselors, PO Box 11329, Columbia, SC 29211-1329. **Renewals are due on or before August 31, 2017.**
4. Please call (803) 896-4658 if you have questions or visit our website at www.llronline.com/POL/Counselors/.
5. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
6. All funds are non-refundable.

<u>Home Address</u>	<u>Work Place and Address</u>	<u>Mailing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Phone: _____	Phone: _____	
Fax: _____	Fax: _____	
E-mail: _____	E-mail: _____	
Congressional District: _____		

Fee Schedule for Biennial Licensure Renewal: (License fees are not pro-rated for multiple licenses.)

- Licensed Professional Counselor** renewed on or before August 31, 2017 fee is \$150.
- Licensed Professional Counselor Supervisor** renewed on or before August 31, 2017, fee is \$100.
- License Marriage and Family Therapist** renewed on or before August 31, 2017, fee is \$150.
- License Marriage and Family Therapist Supervisor** renewed on or before August 31, 2017, fee is \$100.
- License Psycho-Educational Specialist** renewed on or before August 31, 2017, fee is \$150.
- After August 31, 2017**, a late fee of \$50 will be assessed PER LICENSE thru 11/30/2017.
- After November 30, 2017**, the license is lapsed and must be reinstated with a fee of \$300 per license.

IF YOU ANSWER "YES" TO QUESTIONS 1 – 4 BELOW, A DETAILED LETTER OF EXPLANATION, ALONG WITH THE DOCUMENTATION INDICATED AFTER EACH QUESTION MUST BE SUBMITTED.

1. Since your last application for renewal of your license, have you been convicted, pled guilty or pled nolo contendere for violation of any federal, state or local law (other than minor traffic violations)? Yes No
2. Since you last renewed your license, have you had a license denied, restricted or disciplined by any licensing board or national certifying body? Yes No
3. Since you last renewed your license, have you had any mental, emotional, and/or physical disease or condition, including alcohol or other substance abuse, which may presently interfere with your ability to competently and safely perform the essential functions involved in this profession? If you are with RPP you do not have to answer "Yes." Yes No

4. Since you last renewed your license, have you been addicted to, or used in excess, any drug or chemical substance including alcohol, or been treated for a drug or alcohol addiction or participated in a rehabilitation program? If you are with RPP you do not have to answer "Yes." Yes No

5. **Continuing Education Hours Schedule for 9/01/2015 to 8/31/2017 and Statements of Compliance:** Biennial CE hours are 40 CE hours per license type: LPC, LMFT, and LPES. Biennial CE hours are 25 formal CE hours per license type for multiple license holders of LPC, LMFT, and LPES. Biennial CE hours are 10 CE hours each for LPC/S and LMFT/S. Biennial CE hours are 5 formal CE hours per license type for dual supervisor license holders. **Do not submit CE documentation at this time.** Have you completed the required number of CE hours for this license for the renewal period? Yes No

(NOTE: CE hours were pro-rated for new licenses issued during this renewal period and the # of hours were indicated on the approval for licensure letter.)

Answer "YES" if you completed the pro-rated number of CE hours required for this license.

6. Has there been any change in the status of your lawful presence in the United States since initial licensure? (ie-naturalization; received a renewed permanent resident card) Yes No

I HEREBY swear/affirm I have read all questions on this renewal form and have answered truthfully, accurately, and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

Signature: _____ Date: _____

Disclaimer

South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.