

INSTRUCTIONS FOR EXTENSION REQUESTS FOR LPC INTERNS AND LMFT INTERNS

Your Supervisor, at the time you filed for licensure, indicated your supervision would be completed by the expiration date of your Intern license. If your supervision must continue after that date, you will need to request an extension from the Board.

Extensions are given in increments of two (2) years. An updated *Plan For Clinical Supervision* form reflecting the number of hours remaining in order to complete the requirements is required. Your supervision will be expected to be completed by the end of the two-year extension period, contingent upon the Board granting you this extension.

Under the law, with the exception of a few exemptions listed in Section 40-75-290, you must be licensed to practice your profession in South Carolina. Unlicensed practice can result in Board disciplinary sanctions against you.

Submit your request for an extension and the required documentation at least two (2) weeks prior to the expiration of your Intern license in order to allow enough time for processing and the receipt of Board correspondence.

Checklist

- submit a completed Board extension form

- submit an updated Plan For Clinical Supervision form to reflect the number of hours remaining in order to complete the requirements for full licensure

- submit a letter with a brief explanation for the reason/s an extension is needed

- enclose \$150.00 extension fees with the above-mentioned documentation. This is a flat rate for a two year extension, even though you may not need the full two (2) year period to complete the requirements. Upon approval, an updated license card will be mailed to you. A check or money order is acceptable. Credit cards and cash are not accepted. Make check payable to: SC Board of Counselors and mail to:

**SC Board of Professional Counselors
P O Box 11329
Columbia, SC 29211-1329**