



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**
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www.llr.sc.gov/POL/Counselors/

CONTINUING EDUCATION GUIDELINES

Continuing education requirements for Professional Counselors, Marriage and Family Therapists, Addiction Counselors and Psycho-Educational Specialists are established in Board Regulations 36-16 and 36-17.

<p>CONTINUING EDUCATION FOR PROFESSIONAL COUNSELORS, MARRIAGE & FAMILY THERAPISTS, ADDICTION COUNSELORS and SUPERVISORS</p>
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I. MINIMUM REQUIREMENTS FOR PROFESSIONAL COUNSELOR, MARRIAGE & FAMILY THERAPIST, AND ADDICTION COUNSELOR LICENSE RENEWAL (SINGLE & MULTIPLE LICENSES)

Single licensees: Persons licensed as a Professional Counselor, Marriage & Family Therapist, or an Addiction Counselor must complete forty (40) contact hours of continuing education per two-year licensure period, of which 34 hours must be continuing education related to their respective professional license and 6 hours must be continuing education specific to ethical standards related to the respective professional license. An associate is not required to obtain continuing education, and a first-time licensee is not required to obtain continuing education for the licensing period in which the initial license was obtained.

Multiple licensees: Persons holding more than one license must complete 50 hours of formal continuing education every two years. Of the 50 hours, 44 hours must relate to the professional licenses and 6 hours must relate to ethical standards. The 44 continuing education hours must be divided as equally as possible among the licensed disciplines.

II. MINIMUM REQUIREMENTS FOR SUPERVISOR LICENSES

Persons licensed as a Professional Counselor Supervisor, Marriage & Family Therapy Supervisor, or Addiction Counselor Supervisor must complete ten (10) hours of formal continuing education in supervision of their discipline during every two-year licensure period. These hours must be oriented to supervision and are in addition to the continuing education hours required for renewal of the Professional Counselor, Marriage & Family Therapist, or Addiction Counselor license.

Supervisor multiple licensees (those persons licensed both as a Professional Counselor Supervisor, Marriage & Family Therapist Supervisor, and/or Addiction Counselor Supervisor) must complete ten (10) hours of formal continuing education in supervision, dividing the hours as equally as possible among each discipline.

NO CONTINUING EDUCATION HOURS MAY BE CARRIED FORWARD FROM THE RENEWAL PERIOD IN WHICH THEY WERE EARNED

III. FORMAL CONTINUING EDUCATION

Formal continuing education is a structured, instructional program consisting of instruction, either live or online.

Formal continuing education activities:

1. Webcasts or webinars are acceptable
2. Video or audio tape recordings may be used.
3. Only hour-for-hour instruction shall be counted. Hours shall be granted for actual time spent as a learner in a structured, educational format. Breaks, lunches, business meetings, and committee meetings may not be counted.
4. Any formal continuing education activity sponsored by a professional counselor certifying body, marriage & family therapy certifying body, addiction counselor certifying body, or body approved by the Board as a continuing education sponsoring body, or one of its regional or state divisions, is automatically approved for the formal continuing education requirement.

IV. INFORMAL CONTINUING EDUCATION

Informal continuing education activities are not formally structured or supervised but are used by each licensee to enhance professional development.

A maximum of fifteen (15) hours during each two-year licensure period may be obtained through informal continuing education.

Informal continuing education activities:

- a) a first-time presentation of a paper, workshop, or seminar for a national, regional, statewide, or other professional meeting may be approved for a maximum of five (5) continuing education hours;
- b) a published paper in a referred journal may be approved for a maximum of five (5) continuing education hours and may be used only once;
- c) preparation of a new or related course for an educational institution or organization may be approved for a maximum of five (5) continuing education hours;

DOCUMENTATION REQUIRED FOR a) through c):

a) Presenter:

The activities presented must fall within the renewal period and focus on professional development in areas that will assist the licensee with providing counseling/therapy for the client, or it can be focused on the coursework required for licensure. The required documentation is a letter of confirmation from the organization for which you presented and must include the date(s) of presentation, name of presentation and the length of presentation. Credit is based on hour per hour of presentation, not to exceed 5 contact hours.

b) Publication activities:

- Publication dates must fall within the renewal period.
- Required documentation is a copy of the cover page of the article(s) or book.
- Should be limited to articles in peer reviewed journals or related to the license type.
- It can also be a chapter in a published book (a copy of the table of contents listing the chapter is required).
- .Provide name/author/title page/table of contents to reflect topics or the summary page/bibliography of author. May be approved for a maximum of 5 contact hours.

c) Preparation of a new or related course for an educational institution or organization:

- Syllabi signed by graduate school director to reflect your name as the instructor (for teaching a graduate course).
- May be approved for a maximum of 5 contact hours.

CONTINUING EDUCATION FOR PSYCHO-EDUCATIONAL SPECIALISTS

I. MINIMUM REQUIREMENTS

Persons licensed as Psycho-Educational Specialists must complete forty (40) hours of continuing education related to their professional licensure during every two-year licensure period. Of the 40 hours, 34 hours must be continuing education related to the respective professional license and 6 hours must be continuing education specific to ethical standards related to the respective professional license.

Multiple licensees: Persons holding more than one license must complete 50 hours of formal continuing education during each two-year licensing period. Of the 50 hours, 44 hours must relate to the professional licenses and 6 hours must relate to ethical standards. The 44 continuing education hours must be divided as equally as possible among the licensed disciplines.

II. CONTINUING EDUCATION CREDIT

Continuing education credit may be awarded for documented completion of the following activities:

Formal:

A minimum of twenty (20) continuing education hours in workshops, conferences, formal in-service training, college or university courses, and teaching and training activities.

a) A maximum of ten (10) hours may be awarded for attendance at workshops, conferences, or in-service training.

b) For teaching and training activities, credit may be awarded only for the first time the content is taught and limited to a maximum of ten (10) hours; or

Informal:

A maximum of twenty (20) continuing education hours in research and publications, supervision of associates, post-graduate supervised experiences, program planning/evaluation and self-study.

- a) A maximum of ten (10) hours may be awarded for unpublished research.
- b) A maximum of twenty (20) hours may be awarded for research and publication or presentation.
- c) A maximum of ten (10) hours may be awarded for articles published or posters presented. Each project may be claimed only once.
- d) A maximum of twenty (20) hours may be awarded for supervision of associates. No more than one (1) post-graduate supervised experience may be claimed in any two-year licensure period.
- e) A maximum of fifteen (15) hours may be awarded for program planning/evaluation.
- f) A maximum of twenty (20) hours may be awarded for self-study. No more than one (1) activity may be counted per organization per year.
- g) A maximum of ten (10) hours may be awarded in professional organization leadership.

GENERAL INFORMATION

All certificates of completion/verification of attendance should reflect:

- Licensee's name
 - Name of workshop/seminar/training
 - Name of sponsoring entity
 - Dates of the offering
 - Number of contact hours for credit

<u>Activities:</u>	<u>Acceptable Documentation</u>
College/University courses...	Official copy of transcript
Seminars, workshops, conferences.....	Copy of certificate
Publications activities.....	Copy of cover page, article or book
Home Study/on-line courses... ..	Certificate of completion

USE OF 3 SEMESTER HOUR GRADUATE LEVEL COURSE FOR CE

If desired, a 3-semester-hour graduate level course at a regionally accredited institution of learning may be used for continuing education. Up to forty-five (45) contact hours of CE credit will be granted. This is applicable for both traditional classroom attendance or an on-line graduate level course. An official transcript will be required for CE documentation.

CONTINUING EDUCATION CONVERSION CHART

One (1) contact hour.....	=	1 clock hour
One (1) Continuing Education Unit (CEU).....	=	10 contact hours
1 Semester Credit... ..	=	15 contact hours
1 Quarter Credit.....	=	10 contact hours

NOTE:

- Board allows maximum of 6.50 hours per day based on a 5-day course.
- Dissertations cannot be used for CE credit hours.
- Board will accept an “audit” course (no grade) but requires official transcript and letter from professor confirming attendance.
- If “co-presenting” a training class for “formal” CE, ½ of the hours can be counted as formal CE for co-presenting a training class.
- 6 Hours of Ethics is required

SPONSORS OF CONTINUING EDUCATION

Applications for continuing education sponsorship can be found at our website: www.llr.state.sc.us/pol/counselors under “Education”.

The Board recognizes various organizations and/or individuals that sponsor continuing education activities.

BOARD APPROVED ORGANIZATIONS AND AGENCIES TO PROVIDE CONTINUING EDUCATION

The following organizations and agencies are pre-approved as providers of continuing education. Attendance in any counseling/marriage and family therapy /school psychology related continuing education program sponsored by an institution, organization or agency on this list is pre-approved as acceptable toward meeting the CE requirements.

These organizations (including South Carolina affiliates) are considered “official” sponsors and were approved when the Board was originally established:

American Association for Marriage & Family Therapy
American Academy of Psychotherapists
American Association for Counseling & Development
American Association of Pastoral Counselors
American College Testing
American Nurses Association
American Mental Health Counselors Association
American Association of Mental Health Clergy American
Association of Sex Educators, Counselors American
Institute of Adlerian Studies, Ltd.
Commission on Rehabilitation Counselor Certification
International Transactional Analysis Association
National Academy of Clinical Mental Health Counsel
National Association of Social Workers
National Board for Certified Counselors SC
Department of Mental Health
SC Department of Alcohol & Other Drug Abuse Services
SC Department of Education
South Carolina Mental Health Counselors Association
SC Association of Alcoholism & Drug Abuse Counselors-SCAADAC The
College Board

CE BROKER

CE Broker is now the official CE tracking system for the South Carolina Department of Labor, Licensing and Regulation which includes the Counselors Board licenses. Please create your FREE BASIC ACCOUNT with CE Broker on their website at:

<https://cebroker.com/sc/account/basic/>

DO NOT submit your CE certificates to the Board. A random CE audit of a percentage of licensees will be conducted after the renewal period. If and when you are audited you will be responsible for submitting the required CE documentation at that time.

Licensees shall maintain their own CE records for three (3) years after renewal in their personal, professional files.