South Dakota Board of Addiction and Prevention Professionals (BAPP)

Frequently Asked Questions

What coursework is required for certification / licensure? The required specialized education courses vary for certification and licensure. Please refer to the BAPP Administrative Rules for education requirements.

Where do I go to take my courses? All courses must be approved by the BAPP Board of Directors and must be completed at an accredited post secondary institution that offers addiction specific coursework. You can contact the BAPP Administrative Office to request a list of approved courses from various institutions. For courses not on the pre-approved lists, you must complete the Portfolio Review Course Evaluation form (located on the BAPP website). Submit the completed form, a transcript, and course syllabus to the BAPP Administrative Office.

Please review the approved education institutions here.

When information is available about the written examination? An applicant may submit an application to test and the required fee to the board for approval. The board shall notify applicants approved for testing in writing of the examination date, time, and place. An applicant needing special accommodations for the examination shall submit to the board a request for the accommodations accompanied by a health care provider's documentation for the accommodations at least sixty days prior to the examination date.

What examination preparation materials are available? You can go to the IC&RC website at www.internationalcredentialing.org for 'candidate guides' which will provide information on the written examination process.

How many times am I able to take the written examination? Applicants are permitted three attempts. An applicant who fails the written examination required for licensure or certification may retest by submitting to the board an application to retest and the required fee.

What is the cost for certification / licensure renewal? Licensee renewal occurs every two years in odd years. The next renewal period begins October 1, 2027.

10.2026

What is supervisee status?

Please refer to the administrative rules regarding the following supervisee statuses:

- Addiction Counselor Supervisee
- Prevention Specialist Supervisee
- Peer Support Specialist Supervisee
- Licensed Addiction Counselor Supervisee

What is trainee status?

Please refer to the administrative rules regarding the trainee status here.

How long can an individual maintain supervisee status? Supervisee status will be granted for up to five years. Supervisees must meet all academic and work experience requirements for either Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), Certified Prevention Specialist (CPS), or Peer Support Specialist (PSS) and successfully pass the IC&RC written examination before their five-year supervisee period ends. See more details here.

When are my continuing professional training hours due?

Please refer to the administrative rules regarding continuing education for all individuals recognized by the Board. See more details here.

How do I get approval for continuing professional training? An individual must submit a 'Request for Approval of Continuing Education' form in conjunction with documentation of the event (brochure, training outline or agenda detailing the time frames, subject matter and content of the event, qualifications of the instructors, etc.). The form (located on the BAPP website) must be submitted thirty days before or after the training is held. It can be found under the Continuing Professional Training tab.

What is the reciprocity process? A certified / licensed professional is required to request a reciprocity application from their current Board. The individual must complete the application and sign

the release and authorization. Include a money order (payable to IC&RC) for the non-refundable application fee of $100.00 per credential. Make a copy for your records. Mail the completed application and fee to your current IC&RC member

Board. Please see the IC&RC website (www.internationalcredentialing.org) for a full listing of IC&RC Member Boards.

Do you accept credit cards or cash for payment? Payment for initial certification/licensure must be paid by check or money order. Renewal fees must be paid via credit card/debit card.

How do I change my name with the Board? Please mail or email a copy of your marriage/divorce certificate to PO Box 340, 1351 Harrison Ave., Pierre, SD 57501 or bapp@midwestsolutionssd.com