



South Dakota Board of Examiners for Counselors &
Marriage and Family Therapists

P.O. Box 340, 1351 N. Harrison Ave., Pierre, SD 57501-0340

Ph: 605-224-1721

Fax: 1-888-425-3032

E-mail: SDBCE@midwestsolutionssd.com dss.sd.gov/licensingboards/examiners.aspx

**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &
MARRIAGE AND FAMILY THERAPISTS**

Friday, April 17, 2026 – 9:00 AM CDT

Join Zoom Meeting

<https://us02web.zoom.us/j/86779025718?pwd=4SaWKU8vJrDpTIFzShMn0oy4uoYNQk.1>

Meeting ID: 867 7902 5718

Passcode: 406760

Call: 253-205-0468

Proposed Meeting Agenda - PUBLIC

- 1) Call to Order
- 2) Approval of Agenda
- 3) Open Forum: *5 minutes for the public to address the Board*
- 4) Approval of Board Minutes: December 5, 2025
- 5) Approval of Financial Statement: March 31, 2026
- 6) Executive Session (Pursuant to SDCL 1-25-2(3) and (4)) for consultation with legal counsel for consideration of proposed contested cases or litigation and contract negotiations
- 7) Old Business
 - a. Counseling Compact Updates
 - a. Compact Implementation Timeline and Updates
 1. Background Check Requests and Next Steps
 2. Data Sharing Development Process
 - b. AASCB Annual Meeting Report
 - c. Counseling Compact Annual Report
- 8) New Business
 - a. Hearing in the Matter of the Application of Sam Gaster for Licensure as an LPC
 - b. Hearing in the Matter of the Application of Emily Gunn for Licensure as an LPC
 - c. Hearing in the Matter of the Professional Counselor Licensing Status of Shane Larson
 - d. Approval of Counseling Compact Criminal History Review Process
 - e. Approval of Purchase of Fireproof File Cabinet
 - f. Renewal of Contract for Database Software and Services
 - g. Renewal of Contract for Executive Management Services
 - h. Approval of Contract for Compact Database Interface Services

9) Other Business

a. Office Update

a. Board Appointments/Renewals

b. National Meetings

1. NBCC Annual Meeting – June 23 – 25, 2026 – Dearborn, MI

2. AMFTRB Annual Meeting – TBD (Usually in September)

c. 2026 License Renewal Planning

b. DSS Update

10) Announcements

a. Next Scheduled Meeting – July 24, 2026 at 9:00 am CT via Zoom

11) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
December 5, 2025

Secretary Mary Guth called the meeting to order at 9:05 am central and determined a quorum.

Board Members Present via Videoconference: Cynthia Goehring, Maureen Gustafson, Mary Guth, Amy Hartman, Jay Trenhaile, and Jeff Wangen

Board Members Absent: Stacy Solsaa

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; Natalie Young, Administrative Assistant; Court Roper, Board Legal Counsel, Department of Social Services; Renee Stellagher, Assistant Attorney General; Tracy Mercer, Department of Social Services

Motion to approve the proposed agenda by Trenhaile. Seconded by Goehring. **Motion carried.** Hartman excused.

Guth asked for comments from the public. No one from the public was present.

Motion to approve the meeting minutes of September 5, 2025 by Trenhaile. Seconded by Goehring. **Motion carried.** Hartman excused.

Motion to accept the financial report as of October 31, 2025 by Trenhaile. Seconded by Wangen. **Motion carried.** Hartman excused.

Motion to go into executive session for the purposes noticed at 9:10 am by Wangen. Seconded by Goehring. **Motion carried.** Hartman excused.

Guth declared the Board out of executive session at 9:30 am.

Motion to accept the proposed Settlement Agreement and enter an order in Complaint 2025-09 by Guth. Seconded by Trenhaile. **Motion carried.** Hartman excused.

Motion to dismiss Complaint 2025-17 by Guth. Seconded by Wangen. **Motion carried.** Hartman excused.

Motion to dismiss Complaint 2025-18 by Wangen. Seconded by Trenhaile. **Motion carried.** Hartman excused.

Motion to dismiss Complaint 2025-19 by Guth. Seconded by Goehring. **Motion carried.** Hartman excused.

Motion to dismiss Complaint 2025-20 by Wangen. Seconded by Trenhaile. **Motion carried.** Hartman excused.

Motion to adopt the Findings of Fact, Conclusions of Law and Order in the Matter of the Application of Hande Briddick for Licensure as a Licensed Professional Counselor by Wangen. Seconded by Goehring. **Motion carried.** Trenhaile recused. Hartman excused.

Stalley provided an update on the Counseling Compact and the background check application status. The Board will begin accepting criminal background checks on January 1, 2026. The Board anticipates beginning to share information about compact eligible licensees by July 1, 2026. Stalley will bring a proposal for changes to the licensing database to facilitate sharing information with the Compact to the next meeting.

Guth provided an update on the Association of Marital & Family Therapy Regulatory Boards (AMTRB) Annual Meeting.

Motion to elect Amy Hartman (President), Mary Guth (Vice President), and Stacy Solsaa (Secretary) as officers for the upcoming year by Trenhaile. Seconded by Wangen. **Motion carried.** Hartman excused.

Motion to adopt the proposed 2026 meeting schedule with meetings in April 17, 2026; July 24, 2026; October 2, 2026; and December 11, 2026 by Trenhaile. Seconded by Hartman. **Motion carried.**

The Board acknowledges the final term of Tiffany Butler that ended on October 31, 2026. The Board thanked Butler for her years of service to the Board.

Stalley provided an office update. Stalley noted two positions on the Board are open for appointments. Recommendations for the positions can be made to Stalley or to the Department. Stalley confirmed an email was sent to all board approved supervisors about their roles. The email helped bring clarity to some supervisors about expectations of their role. Stalley also provided information on the national meetings for 2026.

Mercer provided the Board with a Department update.

The Board announced its next meeting is scheduled for April 17, 2026 at 9:00 am (central) via Zoom.

Motion to adjourn at 10:04 am by Wangen. Seconded by Trenhaile. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

Remaining Authority by Object/Subobject

Expenditures current through 04/04/2026 12:51:09 PM

SOCIAL SERVICES -- Summary

FY 2026 Version -- AS -- Budgeted and Informational

FY Remaining: 24.1 %

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES							
5101010	F-t Emp Sal & Wages	3,424	0	0	0	3,424	100.0
5101030	Board & Comm Mbrs Fees	9,505	2,158	0	0	7,347	77.3
Subtotal		12,929	2,158	0	0	10,771	83.3
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	837	165	0	0	672	80.3
Subtotal		837	165	0	0	672	80.3
51 Personal Services							
Subtotal		13,766	2,323	0	0	11,443	83.1
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	4,382	0	0	0	4,382	100.0
5203100	Lodging/in-state	1,750	0	0	0	1,750	100.0
5203120	Incidentals-travel-in St.	0	24	0	0	-24	0.0
5203130	Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0
5203140	Meals/taxable/in-state	112	0	0	0	112	100.0
5203150	Non-taxable Meals/in-st	450	0	0	0	450	100.0
5203260	Air-comm-out-of-state	2,000	1,970	0	0	30	1.5
5203280	Other-public-out-of-state	180	214	0	0	-34	0.0
5203300	Lodging/out-state	2,024	632	0	0	1,392	68.8
5203320	Incidentals-out-of-state	75	0	0	0	75	100.0
5203330	Non-employ Travel-out-st.	1,000	0	0	0	1,000	100.0
5203350	Non-taxable Meals/out-st	700	84	0	0	616	88.0
Subtotal		13,773	2,924	0	0	10,849	78.8
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,550	1,550	0	0	0	0.0
5204050	Computer Consultant	4,000	0	0	0	4,000	100.0
5204080	Legal Consultant	4,000	0	0	0	4,000	100.0
5204090	Management Consultant	54,605	80,753	29,747	0	-55,895	0.0
5204130	Other Consulting	0	0	12,000	0	-12,000	0.0
5204131	Other Consulting	7,500	0	0	0	7,500	100.0
5204160	Workshop Registration Fee	1,550	1,190	0	0	360	23.2
5204200	Central Services	88	0	0	0	88	100.0
5204201	Central Services	1,584	1,846	0	0	-262	0.0
5204204	Central Services	0	302	0	0	-302	0.0
5204207	Central Services	521	570	0	0	-49	0.0

Remaining Authority by Object/Subobject

Expenditures current through 04/04/2026 12:51:09 PM

SOCIAL SERVICES -- Summary

FY 2026 Version -- AS -- Budgeted and Informational

FY Remaining: 24.1 %

0891	Board of Counselor Examiners - Info					PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204360 Advertising-newspaper	300	0	0	0	300	100.0
5204460 Equipment Rental	750	0	0	0	750	100.0
5204510 Rents-other	3,300	0	0	0	3,300	100.0
5204530 Telecommunications Srves	1,100	0	0	0	1,100	100.0
5204590 Ins Premiums & Surety Bds	2,270	0	0	0	2,270	100.0
5204740 Bank Fees And Charges	0	144	0	0	-144	0.0
5204960 Other Contractual Service	0	50	0	0	-50	0.0
Subtotal	83,118	86,405	41,747	0	-45,034	0.0
SUPPLIES & MATERIALS						
5205020 Office Supplies	0	126	0	0	-126	0.0
5205028 Office Supplies	400	62	0	0	338	84.5
5205310 Printing-state	0	154	0	0	-154	0.0
5205328 Printing-commercial	1,350	0	0	0	1,350	100.0
5205350 Postage	2,000	1,612	0	0	388	19.4
5205390 Food Stuffs	150	0	0	0	150	100.0
Subtotal	3,900	1,954	0	0	1,946	49.9
52 Operating						
Subtotal	100,791	91,283	41,747	0	-32,239	0.0
Total	114,557	93,606	41,747	0	-20,796	0.0

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 03-31-26**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293945	0	0	0891000	648		2026	09	\$ 7,200.00	\$ 1,200.00
6503	4293946	0	0	0891000	648		2026	09	\$ 4,375.00	\$ 900.00
6503	4293947	0	0	0891000	648		2026	09	\$ 17,100.00	\$ 3,600.00
6503	4293950	0	0	0891000	648		2026	09	\$ 4,625.00	\$ 925.00
6503	4293951	0	0	0891000	648		2026	09	\$ 3,100.00	\$ 200.00
6503	4293952	0	0	0891000	648		2026	09	\$ 11,925.00	\$ 1,800.00
6503	4293953	0	0	0891000	648		2026	09	\$ (100.00)	\$ (100.00)
6503	4293954	0	0	0891000	648		2026	09	\$ 225.00	\$ -
6503	4293963	0	0	0891000	648		2026	09	\$ 25.00	\$ -
6503	4293980	0	0	0891000	648		2026	09	\$ 1,500.00	\$ 100.00
6503	4293981	0	0	0891000	648		2026	09	\$ 900.00	\$ 200.00
6503	4293982	0	0	0891000	648		2026	09	\$ (198.42)	\$ 675.00
6503	4920045			0891000	648		2026	09	\$ 18,463.19	\$ -
6503	4950000	0	0	0891000	648		2026	09	\$ 595.00	\$ -
									\$ 69,734.77	\$ 9,500.00

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 03-31-26**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	FUND CENTER	SUB SRC	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648	2026	09	\$ 2,158.00	\$ -
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648	2026	09	\$ 165.07	\$ -
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648	2026	09	\$ 1,846.21	\$ 550.13
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648	2026	09	\$ 301.78	\$ -
6503	5203120	0	0	INCIDENTALS-TRAVEL-IN ST.	0891000	648	2026	09	\$ 24.00	\$ -
6503	5203260	0	0	AIR-COMM-OUT-OF-STATE	0891000	648	2026	09	\$ 1,969.77	\$ -
6503	5203280	0	0	OTHER-PUBLIC-OUT-OF-STATE	0891000	648	2026	09	\$ 213.80	\$ -
6503	5203300	0	0	LODGING/OUT-OF-STATE	0891000	648	2026	09	\$ 631.56	\$ -
6503	5203350	0	0	NON-TAXABLE MEALS/OUT-ST	0891000	648	2026	09	\$ 84.00	\$ -
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648	2026	09	\$ 1,550.00	\$ 500.00
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648	2026	09	\$ 80,753.26	\$ 8,971.86
6503	5204130	0	0	OTHER CONSULTING	0891000	648	2026	09	\$ -	\$ -
6503	5204160	0	0	WORKSHOP REGISTRATION FEE	0891000	648	2026	09	\$ 1,190.00	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648	2026	09	\$ 570.06	\$ -
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648	2026	09	\$ 144.00	\$ 36.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648	2026	09	\$ 50.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648	2026	09	\$ 125.54	\$ 30.00
6503	5205028	0	0	OFFICE SUPPLIES	0891000	648	2026	09	\$ 61.80	\$ -
6503	5205310	0	0	PRINTING-STATE	0891000	648	2026	09	\$ 153.84	\$ -
6503	5205350	0	0	POSTAGE	0891000	648	2026	09	\$ 1,612.06	\$ 278.23
									\$ 93,604.75	\$ 10,366.22

BOARD OF COUNSELOR EXAMINERS
 EXPENDITURE DETAIL REPORT
 FOR MONTH ENDING 03-31-26

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	VENDOR NUMBER/ INVOICE NUMBER	CHECK NUMBER	VENDOR NAME	AMOUNT
6503	5204740	0	0	0891000	648		09	02	2026	D086BF0056	BD OF CMFT BANK FEE	C	F27059	\$ 18.00
6503	5204740	0	0	0891000	648		09	02	2026	D086BF0056	BD OF CMFT BANK FEE	C	F27059	\$ 18.00
6503	5204740	0	0	0891000	648		09	02	2026	D086BF0056	BD OF CMFT BANK FEE	C	F27059	\$ (18.00)
6503	5204020	0	0	0891000	648		09	04	2026	265030	121153181-AMFTRB-2026	0M	00101012451	AMFTRBASSO \$ 500.00
6503	5205020	0	0	0891000	648		09	04	2026	265035	1212441455157	010M	00101012472	JCOFFICESU \$ 30.00
6503	5204740	0	0	0891000	648		09	06	2026	D086BF0052	BD OF CMFT BANK FEE	C	F27055	\$ 18.00
6503	5204740	0	0	0891000	648		09	06	2026	D086BF0052	BD OF CMFT BANK FEE	C	F27055	\$ 18.00
6503	5204740	0	0	0891000	648		09	06	2026	D086BF0052	BD OF CMFT BANK FEE	C	F27055	\$ (18.00)
6503	5204090	0	0	0891000	648		09	12	2026	276635	1219990226SC081003-FEB	0M	00101014255	MIDWESTSOL \$ 8,971.86
6503	5205350	0	0	0891000	648		09	12	2026	MS602030	CENTRAL MAIL SERVICES	C	0891	\$ 278.23
6503	5204201	0	0	0891000	648		09	31	2026	FM612048	CENTRAL SERVICE BILLINGS	C	0891	\$ 550.13
														\$ 10,366.22

**BOARD OF COUNSELOR EXAMINERS
 CONTRACTS
 FOR MONTH ENDING 03-31-26**

<u>VENDOR NAME</u>	<u>VENDOR NUMB</u>	<u>CONTRACT NUM</u>	<u>DOCUMENT DOC LINE</u>	<u>AMOUNT</u>	<u>MATCHING LINE</u>	<u>CALC PERMIT TO PAY</u>
MIDWEST SOLUTIONS INC	12199902	26-0800-080	26SC081003	\$110,500.00	\$80,753.26	\$29,746.74
ALBERTSON CONSULTING INC	12301068	26-0800-120	26SC081015	\$12,000.00	\$0.00	\$12,000.00
				\$122,500.00	\$80,753.26	\$41,746.74



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CRIMINAL BACKGROUND CHECK INSTRUCTIONS

NOTE: State and federal criminal background checks **are not required** for licensure in South Dakota. Proceed with the submission of criminal background check information **only** if you are fully licensed in South Dakota and attempting to qualify to participate in the National Counseling Compact.

The National Counseling Compact requires a licensed professional counselor (LPC) or licensed professional counselor – mental health (LPC-MH) to complete an acceptable state and federal criminal background check. To meet this requirement, follow these instructions.

Use only the enclosed fingerprint cards with specific, pre-printed information. No other fingerprint cards will be accepted. Failure to follow the instructions in their entirety will result in your cards being returned to you for correction.

Payment Instructions

- Payment must be submitted with your cards.
- Payment must be submitted in the form of a **money order or cashier's check for \$50.00** with your cards.
- Payable to:
South Dakota
Division of Criminal
Investigation (DCI)
- Personal checks will not be accepted.
- Do not combine this \$50.00 payment to DCI with any other fee or payment.

Fingerprint Instructions

- 1. Contact your local law enforcement agency for fingerprinting.** Your local law enforcement agency may charge a fee for the fingerprinting service; some agencies will accept only cash in payment of this fee.
- 2. Complete the front of the DCI card and FBI card at the fingerprinting agency after the fingerprinting process is completed.** Failure to complete all personal information will result in your cards being returned. See example on reverse of instructions.
- 3. Complete and sign the "Authorization and Release" on the back of the DCI card and have 1 witness.**
- 4. Send both of your completed fingerprint cards to:** South Dakota Board of Examiners for Counselors & Marriage & Family Therapists, PO Box 340, Pierre, SD 57501. Do not mail your cards directly to DCI. Do not bend.

Any fingerprint card that arrives at the Board of Examiners for Counselors & Marriage and Family Therapists office bent, folded, tampered with, stained, smeared, or stapled will be rejected. If rejected, you will be notified to resubmit your card(s).

Correcting FBI Records: If you wish to correct your record as it appears on the FBI's CJIS Division Records System, be advised that the procedures to change, correct, or update the record are set forth in Title 28, CFR, Section 16.34.

DCI Card Example

AUTHORIZATION AND RELEASE

I, your name, hereby authorize the Division of Criminal Investigation for the State of South Dakota to release to _____ any information concerning me contained in the criminal history record files of the Division. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilty (i.e. dismissed charges, or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged under SDCL 23A-27-17. I acknowledge that this type of information may be released, even though this record is designated as "nonpublic" under the provisions of 23A-27-17.

In consideration for the Division of Criminal Investigation releasing any information concerning me contained within its criminal history record files to _____, I, your name on behalf of myself, my spouse, legal representatives, heirs, and assigns, hereby release, waive, discharge and agree to hold harmless the Division of Criminal Investigation, its officers and employees, from all liability for any claim or damages resulting from the release of this information.

Dated this date day of month, 20yr, at time of day am/pm

Witness: signature of witness your signature
 (SIGNATURE REQUIRED)

Witness: second witness (optional)

Mail Response To: _____

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			Please Fill In Authorization Form on Back.		
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <u>MAN</u>		FIRST NAME	MIDDLE NAME	SD Div. Criminal Inv. George S. Mickelson Bldg. 1302 E Hwy 14, Ste 5 Pierre, SD 57501-8505			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		DATE OF BIRTH <u>DOB</u> Month Day Year			PLACE OF BIRTH <u>POB</u>		
DATE		CITIZENSHIP <u>CTZ</u>		SEX <u>MALE</u>	HGT	WGT	EYES	HAIR	PLACE OF BIRTH <u>POB</u>
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		EMPLOYER AND ADDRESS		LEAVE BLANK			CLASS		
REASON FINGERPRINTED		ARMED FORCES NO <u>AFNO</u>		SOCIAL SECURITY NO <u>SSN</u>			REF		
		MISCELLANEOUS NO <u>MNU</u>							
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE					
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE					
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

FBI Card Example

APPLICANT		SOUTH DAKOTA BOARD OF EXAMINERS		
NAME (Last, First, Middle)	DATE OF BIRTH	SEX	HAIR	EYES
ADDRESS (Street, City, State, Zip)	CITY	STATE	ZIP	
EDUCATION (Degree, Institution)	DEGREE	INSTITUTION	YEAR GRADUATED	
EMPLOYMENT (Employer, Title)	EMPLOYER	TITLE	DATE EMPLOYED	
REFERENCES (Name, Address, Phone)	NAME	ADDRESS	PHONE	
EXPERIENCE (Field, Years)	FIELD	YEARS		
REASON FOR APPLICATING				
REMARKS				
APPLICANT'S SIGNATURE				
DATE				
EXAMINER'S SIGNATURE				
DATE				
APPROVED BY				
DATE				

SD920133Z
BOARD OF EXAMINERS
PIERRE, SD

Reminder: Do not mail cards DCI. Mail to South Dakota Board of Examiners for Counselors & Marriage and Family Therapists, PO Box 340, Pierre, SD 57501.

Please read this email in its entirety

The South Dakota Board of Examiners for Counselors & Marriage & Family Therapists is now accepting requests for criminal background checks for professional counselors who wish to qualify to participate in the National Counseling Compact (Compact).

Licensed Professional Counselors and Licensed Professional Counselors – Mental Health wanting to qualify to participate in the Compact must undergo a state and federal criminal background check as a condition of participating in the Compact.

To request criminal background check packets, please visit <https://dss.sd.gov/licensingboards/counselors/compact.aspx> for more information on how to request this information.

Completing a criminal background check does not automatically qualify you to participate in the Compact.

In addition to an acceptable criminal background check, a counselor who wishes to qualify to participate in the Compact must also meet certain educational requirements and national examination requirements. Counselors licensed or issued a plan of supervision before July 1, 2024 are grandfathered into the educational and examination requirements of the Compact. Counselors licensed after that date or on a current plan of supervision must have a 60-credit hour masters degree from a CACREP institution and successful NCE or NCMHCE exam to qualify for the Compact.

The Board is accepting criminal background checks at this time to facilitate a determination of eligibility to participate in the Compact **when** the Board and the Compact are prepared to share data. **Until a data sharing agreement is finalized, qualifying state licensees are not eligible for a Compact privilege in another state.**

The Board will notify licensees when the Board has formalized its data sharing agreement with the Compact.

In the meantime, if you are planning to participate in the Compact, the Board encourages you to request a criminal background check packet so you can complete that step in qualifying for the Compact. It may take 6-8 weeks to complete your background check.

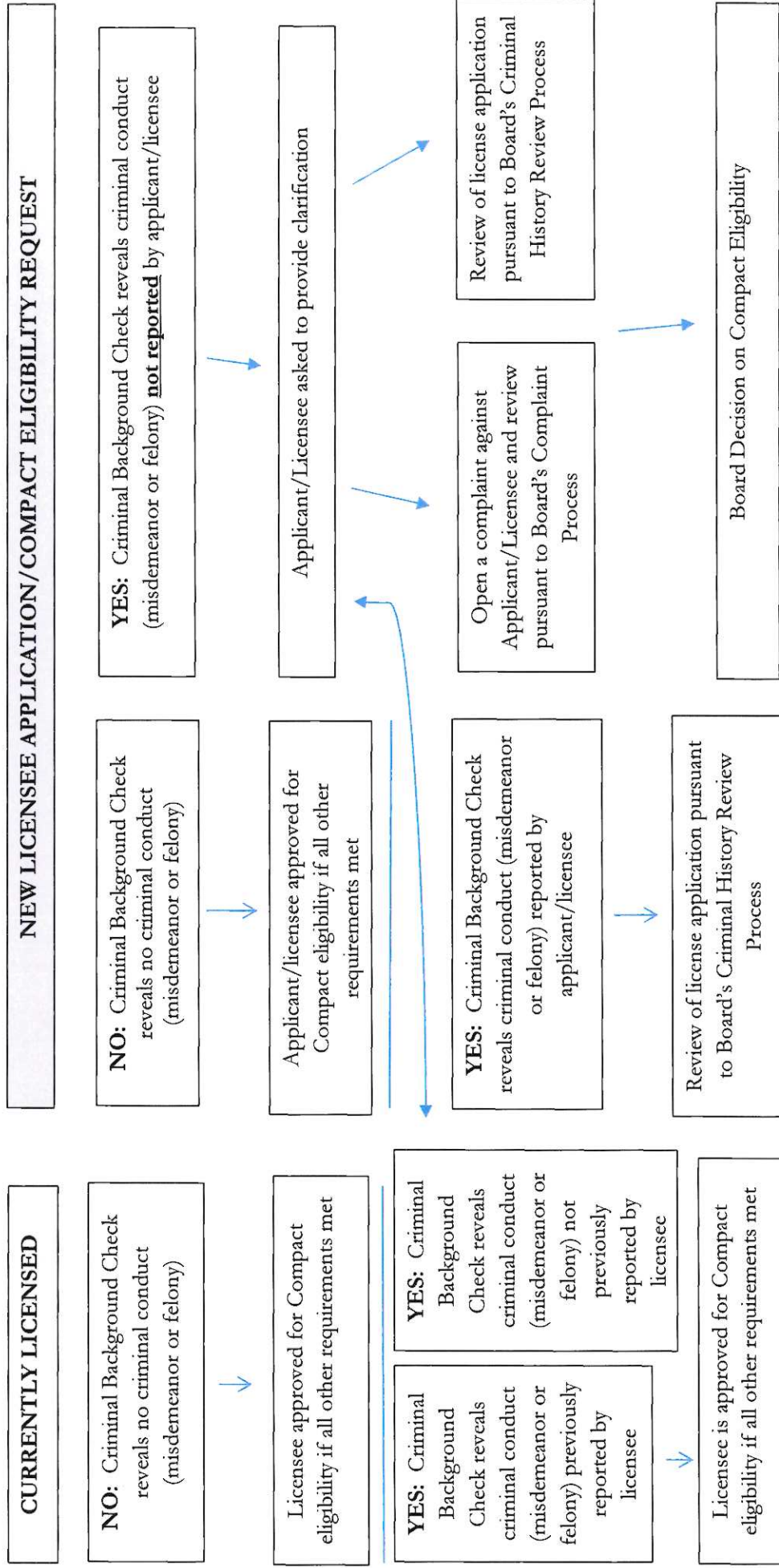
Please continue to visit <https://dss.sd.gov/licensingboards/counselors/compact.aspx> for updates on the Board's timeline for full participation in Compact.

Do not respond to this email. Responses to this email will not be processed.

All information regarding the criminal background check process can be found on our website: <https://dss.sd.gov/licensingboards/counselors/compact.aspx>

**Internal Rule of Procedure
South Dakota Board of Examiners for Counselors and Marriage & Family Therapy**

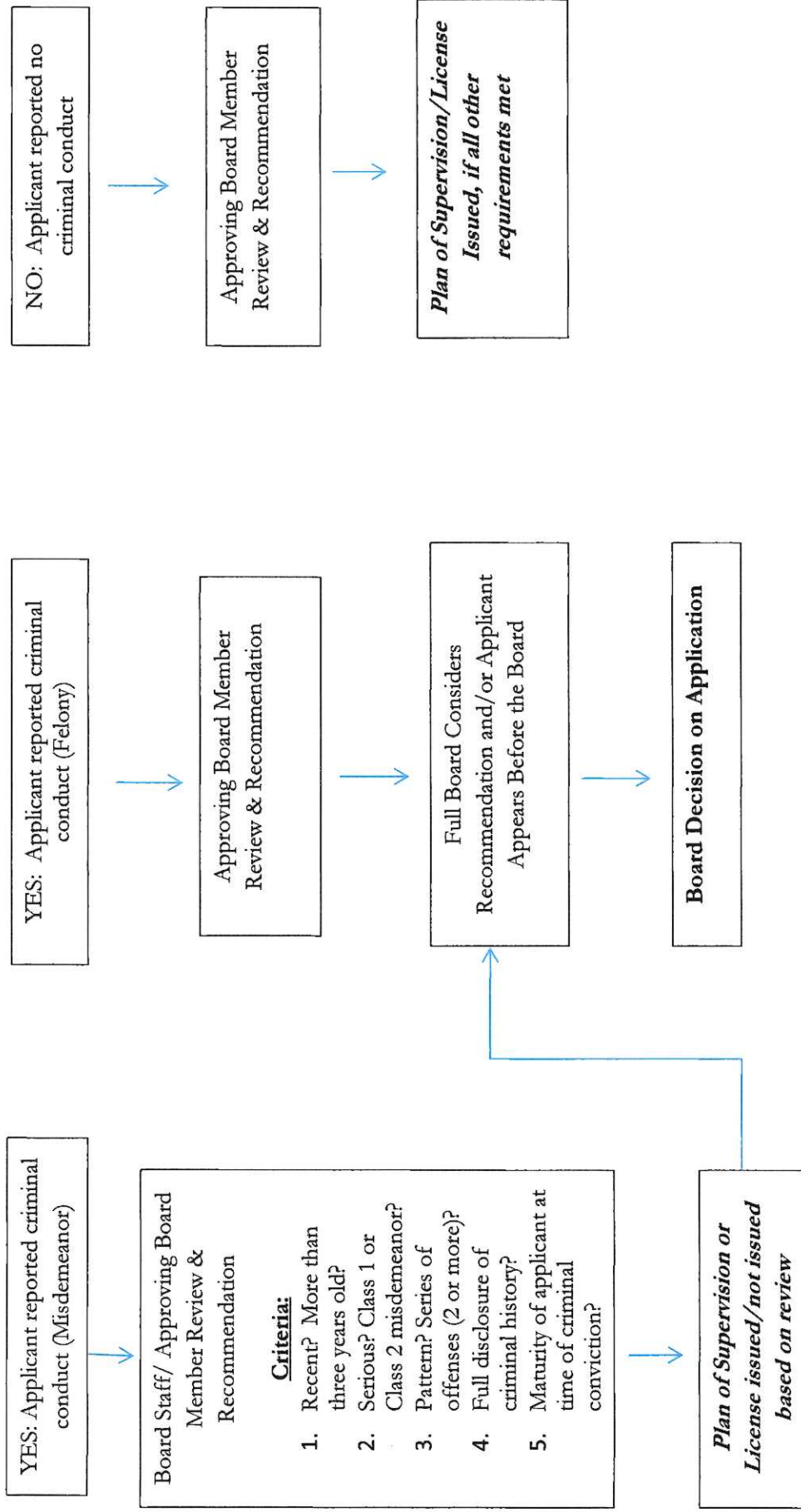
Compact Eligibility - Criminal History Review Process



DISCLAIMER: This procedure is only to be considered an internal operating procedure of the Board of Examiners for Counselors and Marriage & Family Therapists. This procedure does not create any rights or remedies in any party or individual, and it is intended as guidelines only. The use is exclusively within the discretion of the Board and its staff. This procedure may be applied, altered or modified at any time, either formally or informally as the Board or its staff deems necessary to process an application.

**Internal Rule of Procedure
South Dakota Board of Examiners for Counselors and Marriage & Family Therapy**

Completed Application - Criminal History Review Process



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