

LPCA of GA Presents: RENEW YOUR LICENSE DIRECTIONS ©

Ready, Set, Go! Complete Your 35 Clock Hours of CE and Renew Your License.

NOT YET. The online renewal will not be open until late July or August.

But in the meantime, you can get ready. Here is what you need:

Everyone, LAPCs and LPCs must renew their license no matter when it was issued*

*FIRST TIME LICENSEE READ the end of this email for a special message.

You must complete all 35 CE Clock hours before you renew.

only first-time licensee, APC, issued after 10/01/2019 do not need CEs. If you received your LPC after 10/01/2019 and you were an LAPC, you do need CEs.

Ready, Set, Go! Renew Your License. Who has to renew? Every single licensee LAPCs, and LPCs.

First Timers- See directions at the bottom of this email

To begin the renewal process of your current professional license, go to the Sec of State Georgia Composite Board of PC, SW, and MFT website.

<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=ren>

If you have renewed your license before and remember your login and password, enter the information and click the Login button.

Follow the directions on the next screen.

1. Click the word Continue, which is located above your license number as a hyperlink. But before you click the word Continue, read the information on the page about Audits.
2. The next screen provides renewal information about the license you are renewing. Please read the information provided on this page and click the CLICK HERE to begin link when you are ready to continue with the renewal process.
3. The next screen allows you to change your physical location address. Enter the required address information and click the Next Step button. Remember your physical (home) address is not viewed by the public.
4. The next screen allows you to change your mailing address. The mailing address is for the world to see, Google, purchase, and stays in the public for a very long time. If you do not have a separate address your home (physical, personal) address will be used. Enter the required address information and click the Next Step button.
 - a. Personal address – this is your physical (home) address-never released to the public

b. MAILING Address – This is for public viewing, if you leave this blank your home address will be used. LPCA Best Practice – if you do not have a business address, use a PO Box. The State of GA sells this mailing list.

5. At this point in the renewal process, you must provide answers to specific questions regarding your license. Please read the information and the questions carefully, selecting Yes or No from the drop down for each question. Once you have answered all of the questions, please click the Submit Answers button. By clicking the Submit Answers button, you are swearing or affirming that you understand and have answered all of the questions to the best of your knowledge.

6. The next screen is the information summary page. It allows you to review all of the information and answers you provided during the renewal process. If you wish to change any of your answers, please click the Back button in your browser until you reach the screen that contains the information you wish to correct.

7. Once you are satisfied that all of the information is correct, click the Pay Fees and Submit link at the bottom of the page.

8. The next screen is the Checkout page. Enter the required credit or debit card information and click the Submit button. American Express, MasterCard or Visa only.

9. Your receipt should appear on the next screen. Remember to print a copy of your receipt.

10. WAIT at least 24 – 48 hours or more.... You may check the status of your renewal by visiting the licensing board website at <https://secure.sos.state.ga.us/myverification/> to see if your expiration date has been updated.

11. Print out your “pocket card” copy of your license. It is available as an Adobe Acrobat (.pdf) document.

CE Audit: It Will be noted under your License number on the renew screen below the Continue hyperlink if you are selected. Do not submit your CE documents unless you are selected. If you are selected Do not send in original CEs, make copies.

If you need information on Continuing Education, we have it listed on our website, <http://www.LPCAGA.org> or please email us at Admin@LPCAGA.org

As a member of LPCA if you have any issues or questions renewing your license, please let us assist you.

*Your license expiration date is listed on your pocket license card and on the States website.

If this is the first time you have renewed your license, you will need to create an ID and password.

Use this link:

<https://secure.sos.state.ga.us/mylicense/PersonSearchResults.aspx?process=REN>

Enter in your last name and social security number. (Skip the question about the PIN)