



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF CONSUMER AFFAIRS  
CREDIT COUNSELOR  
RENEWAL APPLICATION INSTRUCTIONS**



**Mailing Address**  
P.O. Box 5757  
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-101 et seq.  
[www.sccoconsumer.gov](http://www.sccoconsumer.gov)  
803-734-4236

**Street Address**  
3600 Forest Drive  
Columbia, SC 29204-4406

**Renewal applications must be postmarked by December 1<sup>st</sup> or the applicant will have to apply as new. If not renewing, notify the Department in writing.**

*Complete the Credit Counselor Renewal Application and all additional forms in their entirety. Incomplete, illegible, or faxed applications will not be accepted. Incomplete information could result in the delay or denial of your application. Please **print or type** the application information.*

**REVIEW:** In order to accurately complete the **RENEWAL** application, verify the information the Department currently has on file concerning your Name, License Number, and the Organization and Locations where you are employed. This information is posted on the website under the "Verification" link.

**CRIMINAL RECORD CHECK:** The Department will not require criminal record checks for counselors, unless they are new. Otherwise, these checks will be done on a random basis or when deemed necessary. Applicants, however, are reminded of the duty to update information submitted to the Department, including criminal record data.

**FEES:** *All fees must accompany the application.*

- **Application Fee - \$40** A fee of \$40 must be sent with the application. All licenses expire annually on December 31<sup>st</sup>.

**Continuing Education:** Twelve (12) hours of Continuing Professional Education (CPE) must be earned by December 31<sup>st</sup> of every other year of licensure (every 2<sup>nd</sup> renewal/ even-numbered renewal). ***If you are required to have obtained twelve hours of CPE for this renewal, please attach a CPE Reporting Form to the Renewal Application.***

**MAKE CHECKS PAYABLE TO:** South Carolina Department of Consumer Affairs

**SEND COMPLETED APPLICATIONS TO:** SCDCA  
Legal Division: Credit Counseling  
P.O. Box 5757  
Columbia, SC 29250-5757

**QUESTIONS:**

Carri Grube Lybarker  
Darlene Dinkins

Staff Attorney  
Program Coordinator

803-734-4297  
803-734-4209



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF CONSUMER AFFAIRS  
CREDIT COUNSELOR LICENSE RENEWAL APPLICATION**



**Mailing Address**  
P.O. Box 5757  
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-101 through - 122.  
[www.sccconsumer.gov](http://www.sccconsumer.gov)  
803-734-4236

**Street Address**  
3600 Forest Drive, 3<sup>rd</sup> Floor  
Columbia, SC 29204-4406

**DO NOT FAX THIS FORM**  
**(An original, signed and notarized form is required)**

**See renewal application instructions.** This form may be duplicated. **Print legibly or type information requested on the form in its entirety.** If any of the basic information on this form changes, submit an Application Change/ Update Form to the Department. Incomplete information could result in delay or denial of your application. When completing the application, attach additional page(s) as necessary. **This form must be postmarked by December 1<sup>st</sup>.**

1. Company Name: \_\_\_\_\_ Company License Number: \_\_\_\_\_  
(Current Employer)

2. Address(es) Where Employed: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
\*All addresses where employed must be listed. Attach additional page as necessary

3. Your Legal Name: \_\_\_\_\_  
(Last) (First) (Middle)  
Have you been known by any other name?  YES  NO If yes, state the name: \_\_\_\_\_  
(Ex. Maiden name, etc.)

4. Counselor License Number: \_\_\_\_\_

5. Resident Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code) (County)

6. Work Telephone Number: ( ) - \_\_\_\_\_ Home Telephone Number: ( ) - \_\_\_\_\_

7. Date of Birth: / / \_\_\_\_\_ 8. SSN: - - \_\_\_\_\_

9. Driver's License Number: \_\_\_\_\_ State and Date of Issue: \_\_\_\_\_

**Mark an "X" in the Appropriate Box**

If you answer "YES" to any question, attach a separate sheet giving complete details.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 10. Has there been any change to your personal information, educational background or employment background? (Please consult the Counselor Applications previously submitted.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you been convicted of a felony within the past ten years? Provide details about the offense, including conviction date, court, penalty and attach a certified copy of the Criminal Docket Sheet and the Presentence Investigation Report.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you been convicted of an offense involving breach of trust, moral turpitude or dishonest dealings within the past ten years? Provide details about the offense, including conviction date, court, penalty and attach a certified copy of the Criminal Docket Sheet and the Presentence Investigation Report. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever been charged with any irregularities or shortages in your business accounts or transactions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you been adjudicated as bankrupt?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Were you ever an owner, partner, director, officer, member, or manager of any firm or company which was adjudicated bankrupt or for which a receiver appointed either during the time or within one year after you were connected with it?  | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 16. Have you ever surrendered, resigned, cancelled, or been denied a professional license or other credential in ANY jurisdiction? Provide details, including the name of the profession, the agency, and the agency address.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Has ANY licensing or other credentialing agency ever taken any disciplinary action against you, including, but not limited to, any warning, reprimand, suspension, probation, limitation, or revocation? Provide details, including the name of the agency and date of the action. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Is disciplinary action pending against you in any jurisdiction? Provide details, including the name of the agency and status of the action.  | <input type="checkbox"/> | <input type="checkbox"/> |

**CONTINUING PROFESSIONAL EDUCATION (CPE)**

If you are required to have obtained twelve hours of CPE for this renewal, please attach a CPE Reporting Form to your Renewal Application.

**VERIFICATION**

The information the Department currently has on file concerning my Name, License Number, and the Organization and Locations where I am employed was reviewed on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Is the information correct? If no, please provide details.

YES    NO  
   

I swear or affirm and certify that I have completed and/or reviewed all information on this form and that all information contained herein is true, current and correct. I further certify that I understand that giving false information constitutes cause for denial or revocation of the application and subjects me to criminal prosecution for perjury. **I acknowledge that I have a duty and agree to update and correct this information as it changes.** Additionally, **I acknowledge that pursuant to S.C. Code 37-7-101 through -122, a criminal records check may be requested.**

\_\_\_\_\_  
Signature of Credit Counselor

\_\_\_\_\_  
Type or Print your name

SWORN TO AND SUBSCRIBED before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public For \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**The South Carolina Freedom of Information Act may require the Department of Consumer Affairs to release this form as a public record; however personal identifying information will be released only if required by law.**