



South Carolina
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PROTECTING CONSUMERS SINCE 1975

TO: All Licensed Credit Counseling Organizations
 DATE: October 24, 2022
 RE: 2022 Credit Counseling Organization Renewal Reminder
 FROM: Stacy Staley, Licensing Examiner

WHY FILE ONLINE?

- ✓ It's faster
- ✓ It's available 24/7
- ✓ Documents can be uploaded
- ✓ Administrator can pay fees using a credit card

It's time to renew all Credit Counseling Organizations and Credit Counselors licenses. The renewal period began **September 1 and ends December 1, 2022**. Thanks to those who have already filed.

We are excited that most organizations are taking advantage of our online system, "The Licensure Gateway." If you have not registered to be an Organization Administrator, please see the User Guide for Administrators at <https://consumer.sc.gov/business-resourceslaws/online-filing> along with the User Guide for Individuals and helpful YouTube videos. When you are ready to renew, click on "File Online" on the Department's website or go to <https://dcagateway.sc.gov/> and use the email address and password you first registered with.

Please reach out to your credit counselors and remind them to renew after you have completed the renewal application.

Remember that personal identifying information will be required before a credit counselor representative application can be submitted online by the Administrator.

For Paper Filing: Click on renewal forms at <https://consumer.sc.gov/business-resourceslaws/licensing/credit-counseling/forms>. Deliver/mail completed initial/renewal applications to include the required fees and documents to the Department.

A free webinar will be held on October 26, 2022, at 2:00 pm for CPE credit. If you would like to attend, please visit <https://consumer.sc.gov/business-resourceslaws/licensing/credit-counseling> and click on the link for the Credit Counseling Roundtable CPE. There is also a Cybersecurity Update with the FBI webinar that will count toward CPE credit being held on October at 27, 2022, at 2:00 pm. Please visit <https://consumer.sc.gov/upcoming-presentationswebinars> to register for the webinar. More information will be coming regarding additional webinars.

As of now, CPE hours cannot be entered in the Licensure Gateway. Continue to use the CPE Reporting Form if CPE is required. See: <https://consumer.sc.gov/business-resourceslaws/licensing/credit-counseling>.

We are pleased to hear that you are benefiting from using the online system.

Any Questions: Stacy Staley, Licensing Examiner at (803)734-4251 or sstaley@scconsumer.gov