



Mississippi Board of Psychology
2395 Deerfield Road
Yazoo City, MS 39194
Phone (888) 693-1416
www.psychologyboard.state.ms.us

Date

Name
Address
City, State, Zip

Dear:

Please be advised that your license renewal and information regarding continuing education activities for fiscal year 2013-2014 will soon be due and payable. If you wish to renew your license, complete the enclosed renewal packet, which includes renewal form to update your contact information, the Continuing Education (CE) Reporting Form, and remit the renewal fee of Two hundred and Fifty Dollars (\$250.00) by check, money order. **This will be the only notice you will receive.** The renewal forms are also available at the Board website: www.psychologyboard.state.ms.us. You may renew online by credit card for a small fee.

You are required by law to report your professional continuing education activities for the last two years. The biennial report covers the period of July 1, 2011 through June 30, 2013. You must report a minimum of 20 approved contact hours, two (2) of which must be in the area of ethics or legal issues. Refer to the Board Rules and Regulations for additional details regarding requirements for acquiring and documenting CE.

The following information related to continuing education is required:

1. Date of the CE activity
2. Title of the CE activity
3. Name of sponsor(s)
4. Number of contact hours per CE activity and grand total
5. Type of CE credit (regular or ethics/legal)
6. Provider status (whether APA, MPA Board-approved)
7. If you attended a psychological or inter-professional conference or training program lasting one full day or longer and directly related to the practice of psychology not offered by APA, MPA, or Board-approved providers, the Board will accept three (3) clock hours for each such conference or training program. During a biennial reporting period the Board will accept a maximum of twelve (12) clock hours for such conferences.
8. The Board establishes no limit on the number of clock-hours that may be applied toward satisfying the continuing education requirement offered by APA, MPA, or Board-approved providers; these credit hours may include home study activities.
9. Continuing education activities that are not provided by APA, MPA, or Board approved provider will not be accepted unless you request prior approval. The request must be received in sufficient time, preferably one month or more, for the Board to review the program for content and appropriateness.
10. CE activities that are not provided by APA, MPA, or Board approved providers will not be accepted after attending the program.

There are two exceptions or modifications related to reporting continuing education activities:

1. If your license was issued after July 1, 2012, you do not need to report your continuing education activities at this time.
2. If you have been licensed for at least one full year, but less than two year (after July 1, 2011 and before June 30, 2012), you are required to report ten (10) approved contact hours and one (1) hour of ethical or legal issues.

Continuing education activities are subject to a random audit by the Board. Therefore, be sure to retain a copy of your reporting form along with your certificates, registration receipts, or other forms of documentation, as such proof will be required in the event of an audit. DO NOT SUMMIT DOCUMENTATION OTHER THAN THE CE REPORT FORM AT THIS TIME. If you are selected by the Board from a random audit you will receive notification from the Board with instruction on the documentation this is acceptable.

It is important that you make any changes regarding your contact information on the renewal invoice form. Additionally, IT IS YOUR RESPONSABILITY to notify the Board of any changes of this information within 30 days of occurrence. Since the processing time for renewals is approximately 14 working days, we encourage you to renew by June 1st. If your renewal and required fees are not received in the Board office on or before June 30, 2012, you will need to include a \$50.00 additional late fee, an addition fee of \$5.00 will be require for each month after July that the license renewal remains delinquent. Your renewal cannot be processed unless it contains the following:

1. Return the completed renewal invoice with all requested information answered.
2. Answer question on convicted violation, affidavit, signed and dated.
3. Make correction to your contact information and input all missing information.
4. A check or money order for \$250.00. Note: We only accept Credit Cards with online renewal.

The 2011 revision of the statute created the status of psychologist emeritus (reference § 73-31-17), with a renewal fee equal to one-half (½) the permanent renewal fee. If you desire to renew your license with the status of psychologist emeritus, the following conditions must be met each renewal period: The applicant shall be required to make a satisfactory showing to the board, in a manner to be determined by the board, that the applicant (a) is sixty-five (65) years old or older, (b) has held continuous licensure as a psychologist in the State of Mississippi for at least twenty (20) years, and (c) at the time of application is retired from the full-time practice of psychology and is not practicing more than eighty (80) hours per month in any capacity in the State of Mississippi. For the purposes of this section, the practice of psychology shall be construed without regard to the means of service provision (e.g., face-to-face, telephone, Internet, telehealth). The applicant must renew his or her psychologist emeritus status annually on the same renewal schedule as permanent licensure. Renewal shall include confirmation of the psychologist's eligibility and attestation at the time of renewal of his or her continued "retired" status.

For additional details regarding license renewal and to check your renewal status, refer to the Board website. As always, you may contact the Board office if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip Cooker", with a long horizontal flourish extending to the right.

Philip Cooker, Ph.D.
Continuing Education Coordinator



Mississippi Board of Psychology
 2395 Deerfield Road
 Yazoo City, MS 39194
 Toll Free (888) 693-1416
 www.psychologyboard.state.ms.us

FOR OFFICE USE ONLY
Received _____
Check # _____

License Renewal Application July 1, 2013 – June 30, 2014. In order to maintain a current license, this application must be completed, signed, and returned along with renewal fee, to address listed.

License No.

Name:

PRIMARY PRACTICE ADDRESS

Name of Business:

Physical Address:

(PO BOXES ARE NOT ACCEPTABLE)

City, State Zip:

Office Phone:

Fax:

E-Mail Address:

MAILING ADDRESS

Street Address or PO Box Address:

City, State Zip:

HOME ADDRESS

Street Address:

City, State Zip:

Home Phone:

Cellular Phone:

_____ **The above-mentioned information is correct (no corrections necessary).**

To comply with the Public Record Act the Board must make available the names and addresses of all licensees.

Which address do you choose to be published? ___ **Primary Practice Address** ___ **Mailing Address** ___ **Home Address**

Which address do you choose for Board correspondence? ___ **Primary Practice Address** ___ **Mailing Address** ___ **Home Address**

<p>RENEWAL FEES \$250.00 If received in the Board office after June 30, 2013 Renewal shall include \$50.00 additional late fee plus \$5.00 each month after July that the license remains delinquent.</p>
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Make check or money order payable to: **Mississippi Board of Psychology**
2395 Deerfield Road
Yazoo City, MS 39194

Have you entered a plea bargain or have you been arrested, charged, indicted or convicted for violation any law, including DUI in the past five years (Do not report minor traffic violations.)? ___ **Yes** ___ **No** If Yes, provide an explanation or documentation.

I agree to uphold the laws and standards of conduct set forth in the laws of the State of Mississippi as pertain to the practice Psychology. I also acknowledge that I have read or have had an opportunity to read the Mississippi Statutes pertain to psychologists and the *Rules and Regulations Adopted by the Board* by accessing the website of the Board listed below.

I acknowledge that all information contained in this renewal application has been either directly submitted by me or caused to be submitted by me. I acknowledge that all information submitted is true and correct to the best of my knowledge. Any information erroneously submitted either directly by me or submitted by my direction is my responsibility.

I, the undersigned, do solemnly swear or affirm that I am the above applicant. I have read the above application, and all statements contained therein or accompanying this application are true to the best of my knowledge and belief.

Date

Signature

