



MISSISSIPPI BOARD OF PSYCHOLOGY

P.O. Box 20 • Jackson, MS 39205
admin@msbop.ms.gov
(601) 576-2577
www.psychologyboard.ms.gov

RENEWAL NOTICE FOR 7/1/2023 – 6/30/2024

Your license renewal for fiscal year (7/1/2023-6/30/2024) is due by June 30, 2023. Please complete your renewal and remit the renewal fee. **This is a Continuing Education (CE) reporting year, and an audit of CE will be conducted.**

Renewal and Renewal Fee:

To renew your license and submit your renewal fee, go to the Mississippi Board of Psychology website (<http://www.psychologyboard.ms.gov>), and click on the Login link at the bottom of the menu on the left side of the page. The first time you login to the Board's License Management System (LMS), you will be prompted to establish a password for your profile. A temporary password will be sent to your email address. After accessing your profile, you must change the temporary password in order to continue. Record your CE activities in your profile, and update your contact information as needed. You will be prompted to complete the renewal form and pay your renewal fee, all from within your profile. Click the **RENEW LICENSE** button in the upper right section of your profile page. You may pay your renewal fee by credit card or e-check. The renewal fee is \$275.00 (or \$137.50 for Emeritus Status). Please note that the State of Mississippi charges a fee to process the transaction. You may print your renewal certificate by clicking the **PRINT CERTIFICATE** button at the bottom of your profile page.

CE Reporting:

This is a reporting year for your CE activities for the last two years (07/01/2021-06/30/2023). Be sure to enter all CE documentation into your profile in the LMS. The Board will review your CE activities, and you will be notified if there are any questions or concerns. Your CE activities will be subject to audit. You will be notified at the time of renewal if you are selected for audit. The audit will include an examination of documents uploaded to the Board's LMS.

At its discretion, the Board may impose disciplinary action for a psychologist's misrepresentation of CE and/or failure to fulfill and properly report CE requirements, as specified in the Mississippi Board of Psychology's Rules and Regulations and Mississippi Code (§ 73-31-1 - § 73-31-31). Both are available on the Board website: <http://www.psychologyboard.ms.gov>.

Emeritus Status or Not Renewing:

If you wish to apply for Emeritus Status or if you are planning not to renew your license in the State of Mississippi, please visit <http://www.psychologyboard.ms.gov> for details related to these decisions.

If you have any questions, please contact the Board office.

For and On Behalf of the Board,
Mississippi Board of Psychology

Entering CE Information

Input Screen

- The top of the input screen are the basic instructions for completing the form.
- Below the instructions is a list of any CE courses that you have entered for your current renewal period.
- At the bottom of the screen is the input form to add additional courses. (1) Select the date you completed the course in the calendar and (2) then enter the information about the course. (3) Check the radio button to choose the Credit Type. (4) Select the Status from the dropdown box.
- When you completed the course you should have been provided a certificate of completion that needs to be uploaded along with the above information. This certificate must be saved as a digital file (preferably PDF) on your computer. **Please note that the file size must be less than 3 MB.** (5) Click the Browse button (It might have a different name based on the browser that you use.) This will open a window to select the file from your computer. When you select the file, the file name will be shown in place of the words "No file selected".
- When the form has been completed (6) click the ADD button and the file you selected will be uploaded, the information saved and then displayed in the list in the center of the page.

Enter Your CE for renewal date: 2013-6-30 [Return to Profile](#)

Activities taken between 7/1/2011 and 6/30/2013

Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider Status	
2020-10-08	Wellness Way University	National University of Health Sciences	4	Regular	APA	Remove

[View Certificate](#) [Update Certificate](#)

Total Reported Hours 4
Reported Ethics/Legal Hours 0

[Return to Profile](#)

By using this online form to enter my CE information I, [redacted] attest that this information is correct and meets the requirements of the Rules and Regulations of the Board.

Enter additional Courses

Date of CE Activity 1

Title of CE Activity 2

Name of Sponsor(s)

Hours

Credit Type 3 Regular Ethics/Legal

Status: 4

Upload Cert. [Browse...](#) No file selected. **Maximum file size is 3 Mb.** 5

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

[ADD](#) 6