

Mississippi State Board of Physical Therapy
PO Box 55707
Jackson, MS 39296
(601) 352-2918 phone (601) 352-2920 fax

MEMORANDUM

TO: Physical Therapists and Physical Therapist Assistants: M-Z or Expires 6/30/24

FROM: Stephanie Boyette, Executive Director

DATE: May 1, 2024

RE: 2024 - 2026 Online Renewal Notice/Instructions

Online Renewals begin May 1, 2024

Instructions for accessing online renewals, you will need to access the Board website at www.msbpt.ms.gov and choose the login button on the bottom left-hand side of the screen. You will then enter your email address and current password. Your email address must match the email address that is in our database. (If your email address needs to be updated, please email sboyette@msbpt.ms.gov and provide your new email address. The renewal fee of \$150 for physical therapists and \$125 for physical therapist assistants can be made by credit/debit card or electronic check at the end of the renewal process. Please note that when you make your online payment, there will be a minimal processing fee.

*Receipts for renewal can be printed at the time of payment or by logging into your profile, select the payments tab then print button beside the fee.

Photo Required: Before you can renew online, you must have a current photo in your profile. If your photo is older than four (4) years, you will be instructed to upload a new photo before the “**RED**” renewal button will be displayed. The photo must be full face, front view, head and shoulders only, in color format. Photos can be uploaded to the licensee’s profile or the photo can be emailed to sboyette@msbpt.ms.gov if you have problems uploading the photo. **As an alternative to scanning an actual photo, you may have someone take a photo of you with your smart phone or take a selfie and upload it from your phone to your profile.**

Photographs that will not be accepted include: 1) photo that includes anyone besides you; 2) photo with sunglasses, hat or cap; 3) copy of a photograph; 4) driver’s license photo and/or picture identification.

Continuing Competence: All CC courses are required to be entered into CE Broker (<https://cebroker.com/ms/plans>). You enter each course and upload the corresponding certificate to CE Broker. Once you have completed entering your courses in CE Broker, you must enter the total hours shown in CE Broker into the CC hours report in your profile. List the total hours of approved CC courses in the Education tab in your profile.

You will select the button labeled view/update current CCU hours. **If you are selected for CC random audit, you will see a message in red that “you have been randomly selected for CC audit” on the payment screen.** You will also receive an email notification. Since CC documentation is part of the renewal process, you will not receive your new licensure certificate and identification card until you meet the requirements of random CC/CE audit. If you are selected for random audit, the CE Broker data will be used to verify that you have met the course requirements. Proof of compliance must be reported by June 30, 2024 or you will be placed on CC probation. As a reminder, no one will be required to submit paper certificates to document continuing competence as the Board staff will verify compliance through CE Broker. **Licensees who require assistance with CE Broker may contact support@cebroker.com or by phone at (877) 434-6323. All physical therapists and physical therapist assistants need to be aware that the Board can review your continuing competence certificates at any time.**

Currently on CE/CC Probation: Those licensees that are currently on CE/CC probation will be able to renew online, but the renewal process will not be complete until documentation of all CE/CCs under your probationary requirements have been reviewed. Please note that your expiration date will not change until this review has occurred. Refer to Part 3103 Rule 5.2(6).

Renewal Button: Once a photo is in your profile and you have uploaded your continuing education/competence (CE/CC) hours in your profile, you will see a **“RED RENEWAL BUTTON”** pop up near the top of your profile screen. In order to renew your license, you **MUST** select the red renewal button to be able to renew your license. If you do not see the red renewal button, please contact the Board office.

Renewal Certificate/Identification Card: Effective May 1, 2024, we will NO LONGER be mailing a new seal or identification card at the time of renewal. **You will now be able to PRINT your new licensure certificate and identification card from your profile once you have renewed your license and the expiration date has been updated.** There will be a button that says print new certificate and identification card in the general registration tab just above the expiration date.

Anyone wanting to purchase a licensure certificate on parchment/certificate paper or identification card on cardstock, this will need to be ordered through your profile by selecting the online payments tab, multiple items tab then select the requested item in the shopping cart.

All renewal applications for physical therapists and physical therapist assistants must be processed by June 30, 2024 or a late fee and/or reinstatement fee will be assessed.

If you have any questions or need assistance in the renewal process, please call the office at (601) 352-2918.