

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

MEMO

TO: Physical Therapists and Physical Therapist Assistants

FROM: Stephanie Boyette, Director

DATE: May 1, 2015

RE: 2015 - 2017 Renewals – Online and Paper Instructions

Important Notice: Before you can renew online, you must have a photo in your profile. This can be accomplished in one of two ways: (1) you may upload a photo yourself; (2) you may mail a photo to the Board office to be uploaded. If you request the Board staff to upload your photo, you will then need to check your profile to proceed with online renewal.

You are strongly encouraged to renew online as the system will immediately renew your license expiration date. However, those who are on CE probation will be blocked by the system from renewing online.

For licensees who have previously renewed online, the process can be completed and payment can be made by either credit card or electronic check. Please note that if you use the online renewal process, there will be a minimal additional fee. In order to renew a license online, you will need to access the Board's website at www.msbt.ms.gov and choose the login button on the bottom left-hand side of the screen. You will then enter your email address and password. As a reminder, full instructions for the online renewal process are provided on the website by clicking the License Renewal button and selecting the Renewal Instructions.

For licensees who have not previously renewed online or who have never accessed your profile online, you will need to enter your email address and **123ABC** in the password field. Your email address must match the email address that is in our database. (If your email address needs to be updated, please email sboyette@msbt.ms.gov and provide your new email address. You will receive a reply to your email verifying update of your email address in our system.) Next, you will be asked to create and confirm a unique password. This password will be how you access your information for this renewal as well as future renewals so you should make a note of it. Full instructions for the online renewal process are provided on the website by clicking the License Renewal button and selecting the Renewal Instructions.

If you do not wish to use the online renewal system, you may download the renewal application on the Board's website at www.msbt.ms.gov. The renewal application can be accessed by clicking the License Renewal button on the left-hand column of the website and selecting the renewal form A-L (odd numbered years). Submit the renewal application form along with your list of continuing education courses and the fee of \$150.00 for physical therapists or \$125.00 for physical therapist assistants made payable to MSBPT.

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All licensees shall be required to provide the Board with a current **photo identification** every four (4) years from the date of the Board's receipt of the licensee's previous photo identification. The photo must be an approximate size of 2x2 inches, head and shoulder only, full face, front view, plain white background, standard photo stock paper. Scanned or computer-generated photographs must be printed on photo quality paper and must have no visible pixels or dots. Photos can be uploaded to the licensee's profile or the photo can be mailed into the Board office

As a reminder, no one will be required to submit paper certificates to document continuing education unless you are randomly selected for CE audit. This applies to both online and paper renewals. If you are audited, it will be necessary to send to the Board the paper certificates documenting your continuing education. All physical therapists and physical therapist assistants need to be aware that the Board can request to see your continuing education certificates at anytime.

The Board office will not mail renewal stickers and identification cards to those who have not provided a photo with their renewal or to those who are being audited who have not provided certificates.

Your renewal sticker and identification card will be mailed to you. Remember, verification of licensure status is available online.

All renewal applications for physical therapists and physical therapist assistants must be processed by June 30, 2015 or a late fee and 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.