

Part 3103 Chapter 4: Renewal of License

Rule 4.1 General Provisions. The Board shall issue licenses which shall be subject to biennial renewal.

1. The licensure period shall be construed as July 1 through June 30 of odd-numbered years for persons whose surnames begin with A through L and the licensure period shall be construed as July 1 through June 30 of even-numbered years for persons whose surnames begin with M through Z. For one time only during 2005, those persons whose surnames begin with M through Z would renew for only one year, and thereafter every two years on even-numbered years.
2. Each individual's licensure renewal group is based on the first letter of his or her last name at the time of the implementation of this rule or at the time of initial licensure, whichever occurred later. Each licensee shall remain in his or her originally assigned licensure renewal group for all subsequent license renewals. Thus, even if a licensee's name is changed, he or she shall remain in the same licensure renewal group as originally assigned.
3. Commencing with the licensure renewal period ending June 30, 2014 a licensee 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.

Source: *Miss. Code Ann.* §§73-23-43(1)(a), (d), (e) and (j) and 73-23-49(1), (2) and (4) and 73-23-64 (4) (Rev. 2008).

Rule 4.2 Procedure for Renewal of License. The Board will notify licensees approximately sixty (60) days prior to the end of the licensure period. Failure to receive such notification does not relieve the licensee from the responsibility of meeting all requirements for renewal. The method of renewal is as follows:

1. Online Renewals – Licensees may apply for renewal and pay the necessary fees via the Internet. In order to renew a license online, licensees will need to access the Board's website at www.msbpt.ms.gov and choose the login button on the bottom left-hand side of the screen;
2. Continuing education is reported online and licensees are subject to CEU random audits;
3. Submit the renewal fee;
4. Renewals should be completed by the end of the licensure period as indicated on the licensee's certificate and identification card;
5. Renewal applications filed after June 30 are subject to a late fee.

Source: *Miss. Code Ann.* §§73-23-43(1)(d), (e) and (k) and 73-23-57 (Rev. 2008).

Rule 4.3 Failure to Renew. A licensee who does not file, with the Board, all requirements for renewal before the end of the licensure period will be deemed to have allowed his license to lapse. Failure to submit all renewal requirements on or before September 30 shall result in the necessity

of the payment of a reinstatement fee in addition to the late fee and renewal fee. Said licensee may be reinstated by the Board, at its discretion, by the licensee's payment of the renewal fee, the late fee, a reinstatement fee and the submission of required continuing education hours provided said application for reinstatement is made within two (2) years after its last expiration date.

A license may not be reinstated after having lapsed for two (2) consecutive years. A new application must be made and the licensure regulations in effect at that time must be met.

Source: *Miss. Code Ann.* §§73-23-43(1)(d) and (e), 73-23-57 and 73-23-64(4) (Rev. 2008).