

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

MEMORANDUM

TO: Physical Therapist/Physical Therapist Assistants

FROM: Stephanie Boyette, Executive Director

RE: PT/PTA Reinstatement of License

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**Your license to practice as a physical therapist or physical therapist assistant in Mississippi has expired.**

Per Part 3103, 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.

**Instructions for accessing online renewals**, you will need to access the Board website at [www.msbpt.ms.gov](http://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](mailto:sboyette@msbpt.ms.gov) and provide your new email address.

**Fees:** For physical therapists: **\$500** (renewal, late renewal and reinstatement fee) and for physical therapist assistants: **\$475** (renewal, late renewal and reinstatement fee) 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 late renewal/reinstatement 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](mailto: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](mailto: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:** We will NO LONGER be mailing a new seal or identification card at the time of renewal. **You will now 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 is 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 30th 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.