

**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

FROM: Stephanie Boyette, Director

DATE: May 1, 2016

RE: 2016 - 2018 Renewals – Online Instructions

---

**\*Online renewal is now mandatory!! Paper renewal applications will NO longer be accepted. The online renewal should be submitted no earlier than May 1<sup>st</sup>.\***

**For licensees who have previously renewed online**, the process can be completed and your payment of \$150.00 for physical therapists or \$125.00 for physical therapist assistants can be made by either credit card or electronic check. Please note that in using 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 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 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@msbpt.ms.gov](mailto:sboyette@msbpt.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.

**Photo Required:** Before you can renew online, you must have a photo in your profile. If you do not have a photo in your profile or if your photo is older than four (4) years, you will be instructed to upload a new photo before the renewal button will be displayed. The photo must be an approximate size of 2x2 inches, head and shoulder only, full face, front view, in color on a 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 emailed to [sboyette@msbpt.ms.gov](mailto:sboyette@msbpt.ms.gov) or mailed into the Board office. As an alternative to scanning an actual photo, you may have someone make a photo of you with your smart phone or make a selfie and upload it from your phone to your profile.

OVER

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:** List all 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 seal and identification card until you meet the requirements of random audits. If your certificates are not received by June 30, 2016, you will be placed on CC probation. As a reminder, no one will be required to submit paper certificates to document continuing competence unless you are randomly selected for CC audit. **All physical therapists and physical therapist assistants need to be aware that the Board can request to see your continuing competence certificates at any time.**

**Currently on CC Probation:** Those licensees that are currently on CC probation will be able to renew online, but the renewal process will not be complete until documentation of all CCs under your probationary requirement has been received and 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 competence (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.

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, 2016 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.