

# LPC Profile Management - Login Step 1

Web site URL <http://www.lpc.ms.gov/>

Click the Login button at the bottom of the menu to go to the login screen.

lpc.ms.gov  
**MISSISSIPPI**  
State Board of Examiners for Licensed Professional Counselors

Home Site Map Contact Us

Today is: Friday, May 06, 2016

**LPC Online Renewal available May 9.**

You may go ahead and enter your CEH in the education tab, upload a color passport style photo, and when renewal is live and you have met the requirements, a renewal button will be available on top right of your profile screen.

**LPC Board Vacancies**

If you are interested in fulfilling the immediate vacancy of District II or District III Board members or the impending vacancy of District I Board member effective June 30, 2016, please visit the Mississippi Licensed Professional Counselors Association website for the Board Nomination Process

[www.mlpcanet/literature\\_144627/LPC\\_Board\\_Nomination\\_Process](http://www.mlpcanet/literature_144627/LPC_Board_Nomination_Process)

District Man

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## LPC Profile Management - Login Step 2

(1) Enter your email address and password. **The email must be the email on file with the Board.** If you do not remember what email address that is, you can look it up on the (3) Licensee Search Page.

(2) If you do not remember your password or this is your first time to login, click the I don't remember my password or have never logged in before link.

You will then enter your email address and your password will be emailed to you.

**If this is your first time to login, you will be required to change your temporary password when you begin the login process.**

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Today is: Friday, May 06, 2016

**Licensee Login** 3

If you are a Licensed Professional Counselor you can login and make updates to your information. You can also renew your license if all your requirements are current. [Login and Profile Instructions](#)

Renewals are open. [Click Here for online renewal instructions](#) 1

Email :

Password :

Submit

? I don't remember my password or have never logged in before. 2

If you have forgotten your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.

By entering data into this web site you are agreeing to abide by the operating rules of the Mississippi State Board of Examiners for Licensed Professional Counselors and certifying that all information is accurate and correct to the best of your knowledge and belief.

Statute and Rules  
Board Information  
Licensee Search  
Filing a Complaint  
Forms  
Continuing Education Hours  
Affiliated Links  
License Exam (How to sit for exam.)  
MS Licensure Requirements  
How To Begin Supervision  
Frequently Asked Questions  
Login

## Renewal Process - Step 1

If you are eligible to renew online you see the items that you need to complete.

You will be prompted to:

- (1) Provide CE hours (Click the Education Tab - See Renewal Process - Step 2 screen shot below)
- (2) Upload photo (See upload Instructions)

15

License No.: 0

Last Name: Cetest

First Name: A

Middle or MI: B

Title: Ms.

Suffix:

SSN: 222-22-2222

DOB: 2014-09-01

Save Changes

Logout

(4) You have either not reported your CE hours or you do not have enough CE hours to renew online. All courses must be taken before the Jun 30 deadline! You may report your CE hours in the Education Tab below.

If you have question, please contact the LPC Board to discuss. Phone: (601) 359-1010

You must have a current picture on your profile before you can renew online. You may upload the picture on the left or mail your picture to the board to be added. [Photo Upload Instructions](#)

Setting color in six (6) (passport than 3/4

Password: 1234

## Renewal Process - Step 2

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs, you will see your information for that area.

The tabs Complaints and Payments are informational only.

**The App Info tab is for new applicants.**

The Online Payments tab allows you to pay certain fees online.

General Registration

Education

App Info

Complaints

Payments

Print Forms

Online Payments

General Registration

## Renewal Process - Step 3

On the Education tab, your education information entered through the online application process is displayed. You cannot update this information on this page. For Licensees prior to implementation of the online system, this information will not be included. For Licensees that applied online, contact the LPC Board if changes need to be made.

An important function on this tab is the reporting of your CEH. You may report your hours as you take activities or wait and report all hours at renewal time. To report hours, simply click the View/Update Current CE Hrs button (1). This will show **only** your CEH activities that apply to the current renewal period. To see a history of activities taken for previous renewals, click the CEH History button (2).

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported (3).

General Registration **Education** App Info Complaints Payments Print Forms Online Payments

### Education

3 Education Information

CE Hours Required: 24 Taken: 24 hrs (6 hrs. Ethics/Legal, 12 hrs. Regular, 6 hrs. Supervisory)

1 View/Update Current CE Hrs CEH History 2

NATIONAL COUNSELOR EXAMINATION (NCE) TAKEN:  Yes  No If Yes, Date Taken: \_\_\_\_\_

Indicate Pass/Fail:  Pass  Fail If Pass, Score: (your score / minimum score)

NATIONAL CLINICAL MENTAL HEALTH COUNSELOR EXAM (NCMHCE) TAKEN:  Yes  No

If Yes, Date Taken: \_\_\_\_\_ Indicate Pass/Fail:  Pass  Fail If Pass, Score: \_\_\_\_\_

Have you requested passing scores be forwarded to the Board  Yes  No

# Renewal Process - Step 4

The activities that you have reported will display in the middle of the screen. At the bottom of the screen, you may enter new activities. Enter the information for the activity and click the ADD button (1). The activity will appear in the top list. If you make a mistake in entering an activity, click the word Remove (2) to the right of the entry and then reenter the activity. (You cannot edit after ADD.) When you have finished entering activities, click the Return to Profile button (3). You may also upload (4) a copy of your certificate. The file for the certificate may be either a pdf, jpg, gif, or jpeg. The file size must be less than 1 Mb. (For pdf files, please use the Reduce File Size menu option.)

## MISSISSIPPI BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS Continuing Education Hours (CEH) Reporting Form

**Notice:**  
CEH are checked by random audit. You will be required to provide your course certificates to the Licensed Professional Counselors Board if you are selected by this audit.

Enter Your CEH for current renewal date: 2017-06-30

[Return to Profile](#)

Activities taken between 7/1/2015 and 6/29/2017

Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider Status & #	
2016-02-18	Families in Conflict	AB training	12	Regular	NDA 6985	<a href="#">Remove</a>
Multi-Date:						
Activity: College or University Courses		<a href="#">View Certificate</a>				

Total Hours 12  
Ethics/Legal Hours 0  
Supervision Hours 0

Activity Hours summary  
College or University Courses 12 hrs.

By using this online form to enter my CE information I, Lisa aaJones-test certify that this information is correct and meets acceptable requirements of the Rules and Regulations of the Board.

Enter additional Courses

Date	Title of CE Activity	Name of Sponsor(s) ?	Contact Hours ?	Credit Type ?	Provider Status & # ?	
2016-02-18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Regular <input type="radio"/> Ethics/Legal <input type="radio"/> Supervision	Status: <input type="text"/> #: <input type="text"/>	<a href="#">ADD</a>

Was this course more than one day?  Yes

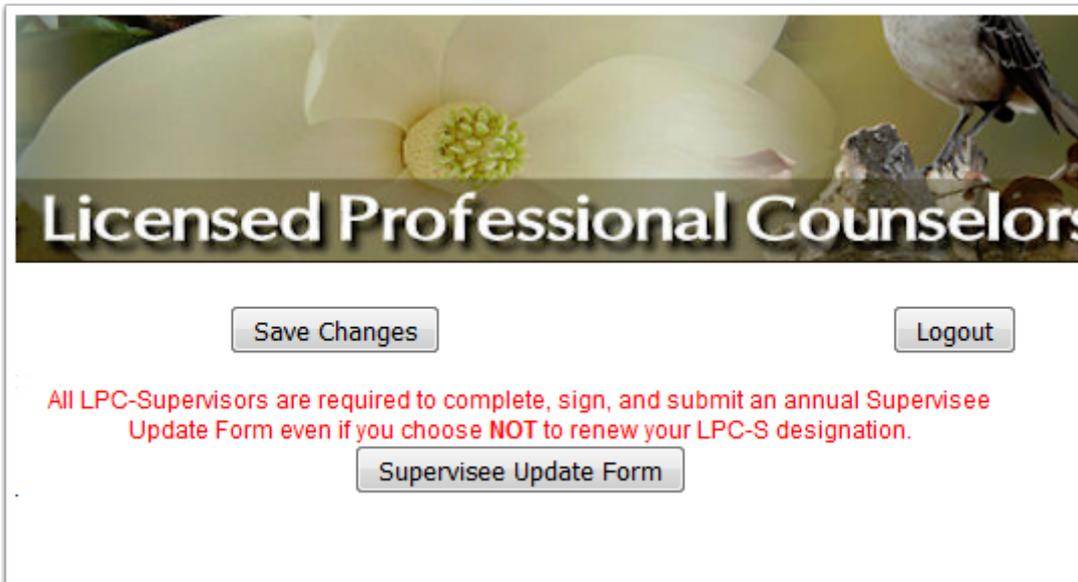
Select Activity Type:  [?](#)

Upload Cert. [Browse...](#) No file selected. **Maxium file size is 1 Mb.**

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

## Renewal Process - Step 5

Once you have your CEHs reported, if you are an LPC-S and have not completed your annual Supervisee Update Form, you will see the button as shown below. If you do not have any supervisees you will skip this and the next thing you will see is Step 7 and the Renew License button.



**Licensed Professional Counselors**

[Save Changes](#) [Logout](#)

All LPC-Supervisors are required to complete, sign, and submit an annual Supervisee Update Form even if you choose **NOT** to renew your LPC-S designation.

[Supervisee Update Form](#)

## Renewal Process - Step 6

When you click the Supervisee Update Form button, you will be taken to the form below. Complete the form one supervisee at a time. Enter the information for the supervisee and click update. Then move on to the next supervisee. In the Instructions paragraph are examples of status statements. Please include as many details as possible.

Once you have completed the input for each supervisee then you must click the Attestation check box to submit the form.

**Note:** if you do NOT want to renew your BQS license you may click the DO NOT renew check box. This will remove your renewal fee from the shopping cart.

[Return to Profile](#)

### SUPERVISEE UPDATE FORM

LPC-Supervisor (LPC-S) renewal coincides with LPC renewal.  
**All LPC-Supervisors are required to complete, sign, and submit this form even if you choose not to renew your LPC-S designation.**

To renew your supervisor designation, you must renew your LPC license, pay the **additional \$50 fee**, and **submit proof of completion of two (2) CEH specific to clinical supervision.**

If you were approved by the Board as an LPC-S in 2016 and your license renewal date is 6/30/2016, you are **NOT** required to renew this designation until 2018; however, you are still required to complete and submit this form.

**INSTRUCTIONS:** Provide the names of all supervisees you currently supervise as well as all supervisees you may have met with in the past two years (since the last renewal) whether or not that service has been completed, the last supervision meeting date upon which you met with the supervisee, and a brief status update on your supervisee's progress (including any issues or concerns). **Status would be something like:** *Andy continues to meet with me on a weekly basis, and he anticipates completing his required supervised experience hours by the end of September.* **OR** *April 6, 2016, was the last meeting I had with Lisa. Lisa and I decided to terminate our supervisory relationship because Lisa accepted a position with another agency.* Please submit additional pages if necessary. The online renewal process would allow you to review the list of your supervisees in your profile to determine if it is accurate and complete or if it needs to be updated.

Enter the date and status for one supervisee at a time and then click update.

Supervisee Name	Date of Last Meeting	Status Update	
Henry Atest	2016-05-02	Andy continues to meet with me on a weekly basis, and he anticipates completing his required supervised experience hours by the end of September.	<input type="button" value="Update"/>
Bill Jones-test	2016-04-06	April 6, 2016, was the last meeting I had with Lisa. Lisa and I decided to terminate our supervisory relationship because Lisa accepted a position with another agency.	<input type="button" value="Update"/>

• If you **DO NOT** want to renew your supervisor designation, please check this box:

**Attestation Statement:**  
 By checking this box, I attest the information provided herein is accurate. I understand completion of the Supervisee Update Form is required and that I may not supervise anyone without a Supervisory Agreement and Contract on file with the Board office. Furthermore, I understand that I must renew my supervisor designation in order to supervise.

(Your inputs will be save but the form will not be submitted.)

## Renewal Process - Step 7

Once you have entered and met the CEH requirements and uploaded your photo, the Renew License button will appear.



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State Board of Examiners for Licensed Professional Counselors

Today is: Friday, August 08, 2014



License No.: 5859  
Last Name: Test  
First Name: Jim  
Middle or MI: Henry  
Title: Dr.  
Suffix: Sr  
SSN: 968-53-5741  
DOB: 1992-07-01  
Designation:



Name(s) as shown on transcripts and/or exam records  
if different from what's to the left:

Password:

No file chosen

**General Registration**

## Renewal Process - Step 8a

When you click the Renew License button, you will be taken to the Renewal Form.

1. You must check Yes or No to question #1. If you check Yes, then you are required to enter your new legal name. Refer to Rules and Regulations 6.3.(C) if you have legally changed name.
2. You must check Yes or No to question #6

[www.ipc.ms.gov](http://www.ipc.ms.gov)

**2016 LPC RENEWAL APPLICATION**

Renewal Fee: \$200.00

1. Name:  First  Middle  Last

Has your name changed since last application/renewal?  No  Yes  
If yes (Please upload or mail legal documentation and mail in your original wall certificate. Rule 6.3.(C))  
 No file selected.

Name for your updated license: (If you would like a new wall certificate, please select \$30 with online license renewal.)  
 First  Middle  Last

Verify the prepopulated information below.  
If any of it is not current, return to your profile, update the information and restart the renewal process.

2. Home Address:

3. Work Name & Address:

4. Address to mail all correspondence: business

5. Address to post on Board website: home

6. Release published address and email to State and National counseling related organizations? (e.g. ACA, AMHCA, NBCC, MCA, and MLPCA):  Yes  No

7. Home Telephone:  Work Telephone:  Cell Phone:

8. Email:  List email address on the Board website? Yes

9. LPC License Number:  10. Issue Date:

11. Board Approved LPC-S? No (If yes, complete the Supervisee Update Form and \$50 payment to renew LPC-S designation.)

## Renewal Process - Step 8b

You must check Yes or No on Questions #12 - #23. If you check Yes, you will need to provide an explanation for the Yes.

You must then check the Statement of Understanding check box and click the Save and Continue button.

- Yes  No 21. Have you EVER been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court, excluding minor traffic violations? Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.

If Yes explain:

- Yes  No 22. Have you ever been convicted of any criminal offense?

If Yes explain:

- Yes  No 23. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, or voyeurism?

If Yes explain:

Pursuant to Miss. Code § 73-30-908, the Board may require applicants for license renewal to apply to the Department of Public Safety (DPS) for a state and national background check which will include consulting sex offender registries. If LPC issue date is prior to June 30, 2010, you are required to complete a background check through DPS. If all renewal documents are received prior to June 30, 2016, and found to be satisfactory, the Board will renew LPC contingent upon the receipt of clear background check prior to September 1, 2016.

### **Statement of Understanding:**

By checking this box I, do hereby apply for licensure renewal by the Licensed Professional Counselors Board of Examiners. I understand that renewal is contingent upon satisfactory completion of all requirements. I affirm under penalty of perjury that all statements made and information contained in this Renewal Application are true and correct to the best of my knowledge and belief. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the suspension or revocation of the license to practice as a LPC in the State of Mississippi and forfeiture of the renewal fee(s). I certify that I have completed a minimum of 24 Continuing Education Hours including 6 hours in professional ethics or legal issues in the delivery of counseling services as defined in Mississippi Administrative Code §73-30-29.

Save and Continue

## Renewal Process - Step 9a

Background checks must be done every 6 years. If your license has been issued for more than 6 years, you will be required to complete the Mississippi Department of Public Safety (DPS) Form E and mail the form and money order to DPS. On the first screen you must enter your race and sex. Then click Continue.



Today is: Monday, May 02, 2016

**NOTICE**  
The Board shall require state and national criminal background check, to include consulting sex offender registries, through the Department of Public Safety for Licensees seeking renewal, every six years. It has been more than six (6) years since your license was issued; therefore you are required to provide a new background check. This page and the next will provide you with a prepopulated Form E for you to print, sign and mail to The Mississippi Department of Public Safety along with a \$32.00 money order made payable to Department of Public Safety.

If the background check is not received from The Mississippi Department of Public Safety by **September 1** of your renewal year, your license will become LAPSED.

**Required Fields for Form E**

The Mississippi Department Of Public Safety requires that **Race (Form E - Box 8)** and **Sex (Form E - Box 9)** be provided as part of the formal identification process. Please enter this information below and it will be populated into the Form E on the next screen.

Race:  Sex:

This information is not stored in the Mississippi State Board of Examiners for Licensed Professional Counselors' database.

# Renewal Process - Step 9b

You will be taken to a prepopulated Form E. Print the form, sign it, and mail it along with the required money order to the DPS address on the form. Once you have printed the form, click Continue to be taken to the shopping cart.

Note: You may need to adjust your printer margins to print on one page.


Verify all information is correct. After you print the form click the Continue button

## FORM E

**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY**  
**AUTHORIZATION TO RELEASE INFORMATION**

MCIC POLICY:9.006

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THIS FORM MUST BE COMPLETED AND SIGNED. (MUST BE PRINTED AND LEGIBLE):

IF THE CRIMINAL BACKGROUND CHECK RESULTS ARE TO BE RELEASED TO A **THIRD PARTY**, YOU MUST PROVIDE THE THIRD PARTY NAME AND MAILING ADDRESS IN **BLOCKS 11, 12, 13, 14 & 15**.

IF THE CRIMINAL BACKGROUND CHECK RESULTS ARE TO BE FAXED, YOU **MUST** PROVIDE A FAX NUMBER IN **BLOCK 16**.

SUBMIT THIS FORM WITH A \$32.00 MONEY ORDER TO:  MONEY ORDER #	MS DEPARTMENT OF PUBLIC SAFETY ATTN: CIC/BACKGROUND CHECKS 3891 HIGHWAY 468 WEST PEARL, MISSISSIPPI 39208
--	--

REASON FOR CRIMINAL BACKGROUND CHECK       ADOPTION       IMMIGRATION       OTHER

1. NAME (LAST, FIRST & MIDDLE INITIAL)		2. ADDRESS		
3. CITY		4. STATE	5. ZIP CODE	
6. SOCIAL SECURITY NO.	7. DOB (YYYYMMDD)	8. RACE	9. SEX	10. PHONE

I AUTHORIZE AND CONSENT TO RELEASE A (FINGERPRINT) OR (NAME) BASED BACKGROUND CHECK TO:

11. NAME (LAST, FIRST & MIDDLE INITIAL) MS Board of Examiners for Licensed Professional Counselors		12. ADDRESS 239 North Lamar Street; Suite 402		
13. CITY Jackson		14. STATE MS	15. ZIP CODE 39201	16. FAX NO. <b>DO NOT FAX</b>

AND, REQUEST THE INSPECTION OF ANY AND ALL CRIMINAL RECORDS INFORMATION IN THE POSSESSION OF OR ACCESSIBLE BY THE MISSISSIPPI JUSTICE INFORMATION CENTER, INCLUDING, BUT NOT LIMITED TO, ANY PAST HISTORY OF A CRIMINAL OFFENSE(S) FOR WHICH I MAY HAVE BEEN CHARGED OR CONVICTED.

BY GIVING THE ABOVE-DESCRIBED RELEASE, I HEREBY WAIVE ANY AND ALL CLAIMS OR LIABILITY FOR COMPLIANCE WHICH I

## Renewal Process - Step 10

When you complete the renewal form and Form E, if required, you will be taken to the shopping cart. Check the licensee renewal amount and then click Next to continue to the online payment

OL-1275

Payment includes:	Amount
<input type="checkbox"/> \$ - Licensee renewal amount through 2-1-1	\$0.00
<input type="checkbox"/> \$ 50 - Application for Board Qualified Supervisor Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 50 - Biennial Board Qualified Supervisor Renewal Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 40 - File Transfer Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Renewal Card Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Name Change Fee (New Wall Certificate) Number? 1	\$0.00
<input type="checkbox"/> \$ 1 - Per Page Copy Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 100 - Reapplication Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 50 - Failure to Notify Change of Address Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Replacement Wall Certificate/Renewal Card Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 25 - License Verification Fee Number? 1	\$0.00
<input type="checkbox"/> Other: \$ 1 Desc:	\$0.00
<b>Total</b>	\$0.00

## Renewal Process - Step 11

You will then see the screen that notifies you that you will be taken to the online payment system and that a convenience fee will be added.

**State Board of Examiners for Licensed Professional Counselors**

Today is: Wednesday, April 29, 2015

**Checkout**

**At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.**

**Please click the button below to make your payment of \$ [redacted]. A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.**

# Renewal Process - Step 12

This is the first screen of the online payment system.

MISSISSIPPI'S OFFICIAL STATE WEBSITE  
**ms.gov**

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**1** Payment Type   **2** Customer Info   **3** Payment Info   **4** Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
200000001	This payment includes; License Renewal	\$ <input type="text"/>	1	\$ <input type="text"/>
Total				\$ <input type="text"/>

### Payment

**Payment Type**

Payment Type \*

## Renewal Process - Step 13

When you complete your payment you will be brought back to the Receipt Screen which you can print for your receipt.

(This is not the actual renewal receipt screen)



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Today is: Wednesday, April 29, 2015

**Receipt**

Thank you for your online renewal. Below is your receipt. Please print this for your records.  
[Print Receipt](#) or click {Ctrl}{P}

**Receipt Number: OL-1245**

Replacement Wall Certificate/Renewal Card Fee	\$ 0
Subtotal	\$ 0
Transaction Fee	\$ 0
Total	\$ 0

[Return to Your Information](#)

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239 North Lamar Street