

Steps to Successful Renewal

1. Login to your Profile.
2. Ensure profile photo is a current passport style photo that is a head shot with a clear image of your face with a white background. The photo should be composed of only your shoulders and head, should be high resolution and should be in focus.
3. Review and update your contact information on the General Registration tab in your Profile.
4. Submit the required CE hours by clicking the Education Tab in your Profile.
5. Complete Renewal Application by clicking the RENEW LICENSE button

If you are an LPC, AFTER you have entered and met the CEH requirements and uploaded your photo, the Renew License button will appear. When you click the Renew License button, you will be taken to the Renewal Application. The LPC Renewal Application includes additional profile questions along with Personal and Licensure History questions.

If you are an LPC-S, you are required to complete a Status Update on Supervisees seen since the last renewal as a requirement of renewal before the Renew License button will appear.

6. Complete Background Check (if applicable)

The Board requires a fingerprint background check to be performed on all licensees every six years. If an updated fingerprint background check is required, you will be prompted to order a fingerprint card from the Board office to be completed and mailed according to the posted instructions. Renewal will be processed when all other steps are complete; however, if your background check is not received in the Board office by September 30 of your renewal year, your license status will revert to Lapsed, and you will not be licensed to practice in Mississippi.

7. Remit Renewal Fee(s)

Renewal payment can be made by credit card, electronic check, or mailing a check or money order to the Board office. Please note:

- If you choose to mail in check or money order, it must be received by the renewal deadline, to avoid \$100 reapplication fee.
- If you use the online payment there will be a nominal fee. Click Continue to be taken to the shopping cart. Check the licensee renewal amount and then click Next to continue to the online payment system. Online renewal payment must be processed by the renewal deadline to avoid a \$100 reapplication fee.
- Renewal Receipt can be printed from this screen.

8. Renewal Complete

The Renewal Certificate and Wallet Card will not be mailed unless you request one through the online payment tab of your profile. You may print the Renewal Certificate and Wallet Card from your profile. Your License status will display ACTIVE and the expiration date will be updated if you have met all of the renewal requirements and completed all of the steps correctly.

If chosen for an audit, your CEH will be reviewed to determine if compliant. You will be notified of the determination.