

Instructions for Applying for Licensure

1. Create an online Profile by entering your Social Security Number and the code provided.
2. Select the APPLY FOR LICENSURE option
3. Select whether or not Active Military

Part 1 – Personal Information

Complete all blanks as applicable to you. Note the following for successful application:

1. Complete the Name section taking care to use upper and lower -case letters, and your legal name as recognized by federal authorities. If your transcript and exam records are under another name, please note.
2. Complete Address section with current information for receipt of documents mailed from the Board office. You will be able to update the address information if necessary.
3. Email address and Password are required to log back in to your Profile. Secure these for future reference.
4. Complete the exam results questions and order these results to be sent to the Board from NBCC. ([link to NBCC](#))
5. Current “passport style photo” is required to be uploaded. Photo of head and shoulders only, color, no distracting background, professional look. Selfie photo with blank background in acceptable provided the previous requirements are met.
6. Only graduate degree transcripts are necessary and considered for application.
7. Fingerprint background check is required for application. You will order a fingerprint card from the Board when you pay your application fee at the end of the application process.

Part 2 – Course Verification Review

1. Complete the chart with coursework from your graduate program.
2. Each applicant must have completed 3 hours in each of the 12 areas for consideration for licensure.
3. Order your official transcript to be sent to the Board by EScrip.

Part 3 – Supervised Experience

1. Complete this section for each experience in which you obtained hours from a Supervisor that was approved by the Mississippi Board or another state’s

licensure board. Each Supervisor listed must affirm your hours by electronic signature or by submitting the appropriate form. ([link to forms](#))

Part 4 – Personal Licensure History

1. Answer each of the questions honestly and substantiate your response if necessary. Be prepared to provide additional documentation. A “Yes” answer does not mean certain denial; however, failure to disclose information will result in denial of application.
2. “Return to Profile” will return you to the General Registration page allowing you to update and make changes.

Part 5 – Oath

1. Affirm by checking the box that your statements are true and correct to the best of your knowledge

Part 6 – Affidavit and Release

1. Do NOT check this box if you have not completed all the previous parts of the application. You will not be able to perform any edits after you check the box.
2. Continue to Payment if you are ready to initiate your application. Your application is not activated until payment is made.

Payment

1. Check the box next to your application fee amount

Check the box for the required fingerprint background card to be mailed to the address you selected as your preferred address. Instructions for successful submission of the fingerprint card will be enclosed.