

It is time to renew your Provisional Professional Counselor license. **The deadline for renewal is June 30, of your expiration year.** You will not receive a renewal notice via U.S. Mail. The renewal process is only available online at [www.lpc.ms.gov](http://www.lpc.ms.gov). Failure to provide all renewal requirements will result in delay of license renewal and/or will result in a reapplication fee of \$100.00.

### **Instructions to renew your P-LPC license**

1. Select the Login Portal link at the right of the Home Page menu.
2. Login using your email address and password.
3. Update any contact information on the General Registration Tab. Save Changes.
4. Click on the Update Current CE Hours in the CEH Reporting Tab.
  - a. Continuing Education Hours (CEH) must have been accrued between your P-LPC issue date listed on the General Registration page, if this is your first renewal, and the current expiration date or between your last expiration date and your current expiration date;
  - b. Six (6) CEH are required and must include 2 hours in professional ethics or legal issues in delivery of counseling services;
  - c. Enter CE Activity by completing all blanks and uploading certificates.
  - d. Select Return to Profile button when complete.
5. Renew License by selecting the Renew P-LPC License button at the top of the screen, to the right of your profile photo.
6. Complete the renewal application.
  - a. Review information displayed in 1 – 10 for accuracy. Return to Profile by selecting button at top of page to make any changes. Save Changes. Select Renew P-LPC License.
  - b. Note: A response is required in question #1 regarding name change.
  - c. After truthfully answering questions #11 - #22, check the Statement of Understanding.
  - d. Select Save and Continue.
7. Payment
  - a. Select the first box - \$50 P-LPC License Renewal amount through 202\_-06-30\*
  - b. Select Next button for online payment with nominal fee OR select Pay By Check or Money Order if you prefer to mail money order or personal check to the Board office.
  - c. Deadline for receipt of online payment or payment by mail is June 30.
8. Your Supervisor has been notified of his/her responsibility to complete an evaluation prior to the Board processing your renewal application. The deadline for completion of this evaluation is also June 30.