



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

For Every Patient. For Every Provider. For Every Mississippian.

License Renewal Instructions

These instructions cover every Mississippi license and permit issued by the Board that is renewed: MD and DO permanent, MD and DO administrative, podiatry (DPM), restricted temporary, physician assistant, radiologist assistant, acupuncturist, limited x-ray machine operator, limited institutional, special volunteer, and Interstate Medical Licensure Compact licensees. The first part of this document applies to everyone. The second part gives the fee, the cycle, and the continuing education requirement for each license type.

Renewal Cycle and Deadlines

Mississippi licenses run from July 1 through June 30 and are renewed every year. On or before May 1 the Board sends you a renewal notice with instructions. Your renewal application and fee are due by June 30 (Miss. Code Ann. § 73-25-14(1); the same annual schedule is set for physician assistants at 30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.11, for radiologist assistants at 30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.11, and for acupuncturists at 30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.). Once the Board verifies your application, you are issued a renewal for the year beginning July 1 and expiring June 30.

Newly licensed? Your first renewal depends on when your license was issued. If your license was issued on or before March 31, it expires June 30 of the current year and renews in the cycle already underway. If your license was issued on or after April 1, it expires June 30 of the following year, so your first renewal is not due until the next cycle.

Two license types have their own limits. A limited x-ray machine operator permit is good for two (2) years and expires on June 30 two (2) years after it was issued (30 Miss. Admin. Code Part 2621, Chapter 1, Rule 1.5.). A restricted temporary license is renewed each year for as long as you remain in the postgraduate training program, up to five (5) years (Miss. Code Ann. § 73-25-17(1) and 30 Miss. Admin. Code Part 2605, Chapter 3, Rule 3.1.). A limited institutional license is also renewed annually and may not be held longer than five (5) years (30 Miss. Admin. Code Part 2605, Chapter 3, Rule 3.2.).

How to Renew

Renewals are submitted online through [MELS \(Medical Enforcement & Licensure System\)](#), the Board's online licensure system. MELS can also be reached through our website at www.msbml.ms.gov.

To complete your renewal:

1. Log in with your existing username and password.
2. Confirm that your contact information is current.
3. Answer the affidavit questions.

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4. Attest to your continuing education. On every renewal application you attest that you have earned the required hours.
5. Upload anything the application asks for.
6. Submit and pay.

Your renewal fee can be paid by credit card (VISA, MasterCard, American Express, or Discover) or by e-check. A small convenience fee applies to credit card payments. The convenience fee goes to the company processing your card, not to the Board.

Documents You May Need to Upload

- **Applicant Supplemental Affidavit and Narrative Form** – if you answered yes to any affidavit question, this is not part of filling out the renewal application. After you submit and pay, the Discipline option appears on your MELS dashboard. Fill out the Applicant Supplemental Affidavit and Narrative Form and upload it there, along with any and all supporting documents.
- **Late Renewal Explanation** – if you renew on or after August 1, you submit an explanation for the late renewal through the Late Renewal button on your MELS dashboard. See the If You Renew Late section below.
- **Miscellaneous Documents** – you may upload other documents at your discretion.

Continuing Education

Continuing education hours are earned over a two-year cycle. On each renewal application you attest that you have met the requirement. The Board audits a random selection of licensees after each renewal season (30 Miss. Admin. Code Part 2610, Chapter 2, Rules 2.4 and 2.5.). The current cycle runs July 1, 2026 through June 30, 2028.

You attest to your hours when you renew. If you are selected for an audit, you may be required to upload proof in MELS. Keep your records.

MD and DO physicians are the only licensees who must also keep their continuing medical education in a Board-approved tracking system, such as CE Broker. Active certification with a board recognized by the American Board of Medical Specialties or the American Osteopathic Association satisfies that requirement instead. Lifetime certification without ongoing maintenance of certification does not.

Keep Your Contact Information Current

As part of the renewal process, make sure your physical practice location, mailing address, email address, and telephone number are up to date. Report a change within thirty (30) days. Failure to provide the Board with correct contact information could result in disciplinary action (30 Miss. Admin. Code Part 2610, Chapter 1, Rule 1.1; 30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.8 for physician assistants; 30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.7 for radiologist assistants).

If You Renew Late

A license that is not renewed by June 30 has lapsed. If you renew on or after August 1, your MELS dashboard shows the license as expired, with a Late Renewal button. Click the button and a box opens for you to submit an explanation for the late renewal. The Board reviews your explanation, and you will be notified by email when it is accepted. Only then can you complete the renewal and pay.

A late renewal covers only the license year you missed. It does not move your renewal date. The Late Renewal button remains available until June 30 of the following year, but however late you renew, the renewed license still expires on June 30 of that license year. Renew late in June and your license expires within days, and you must immediately renew again for the new year. If you submit a late renewal during the active renewal period, you must renew for both the late renewal period and the current renewal period.

A lapsed license carries a fine of \$25.00 plus \$5.00 for each month the renewal remains delinquent (Miss. Code Ann. § 73-25-14(2); the same fine is set for physician assistants at 30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.11 and for radiologist assistants at 30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.11.). Acupuncturists are different: an acupuncturist license that has not been renewed within ninety (90) days after it expires is assessed a late fee of \$200 (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.). No fee or fine applies to a special volunteer license (Miss. Code Ann. § 73-25-18).

If you are not practicing in Mississippi and your license has lapsed, reinstatement instead requires a satisfactory explanation, the reinstatement application, and payment of back fees for up to the previous five (5) renewal years, plus the current year's renewal fee (Miss. Code Ann. § 73-25-14(3)).

If Your License Has Been Expired More Than One Year

If your license has been expired for more than one (1) year, you submit an application for reinstatement rather than a renewal. Read the Permanent Medical Reinstatement Application Instructions before you apply. If a physician license has been expired five (5) years or more, the Board also conducts a fingerprint-based state and national criminal history record check (Miss. Code Ann. § 73-25-14(9)).

An acupuncturist license cannot be renewed at all more than four (4) years after it expires. It becomes null and void, and the acupuncturist must apply for and obtain a new license (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.).

Renewal at a Glance

License Type	Fee	Cycle	Continuing Education
MD or DO, Permanent	\$300	Annual	40 hours Category 1 per two-year cycle
MD or DO, Administrative	\$300	Annual	40 hours Category 1 per two-year cycle
Podiatry (DPM)	\$300	Annual	40 hours Category 1 per two-year cycle

License Type	Fee	Cycle	Continuing Education
IMLC (Compact) Licensees	\$300 Mississippi portion	Annual, IMLCC portal then MELS	40 hours Category 1 per two-year cycle
Restricted Temporary	\$50	Annual, up to 5 years	40 hours Category 1 per two-year cycle
Physician Assistant	\$150	Annual	100 hours per two-year cycle, 50 Category 1
Radiologist Assistant	\$150	Annual	24 hours radiology-related per two-year cycle
Acupuncturist	\$150	Annual	30 hours acupuncture-related per two-year cycle
Limited X-Ray Machine Operator	\$50	Every two years	12 hours, 6 in radiation protection
Limited Institutional	\$100	Annual, up to 5 years	40 hours Category 1 per two-year cycle
Special Volunteer	No fee	Annual, on Board approval	Physicians: 40 hours Category 1 per two-year cycle. Physician assistants: 100 hours per two-year cycle, 50 Category 1, or current NCCPA certification

Fee amounts are from the Board's fee schedule at www.msbml.ms.gov/licensure/fee-schedule. A convenience fee applies to credit card payments.

MD or DO, Permanent

- **Fee** – \$300 per year. Payment of the annual renewal fee is not required for physicians over the age of seventy (70) (Miss. Code Ann. § 73-25-14(1)). You still submit the renewal application every year.
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – 40 hours of Category 1 continuing medical education in each two-year cycle. Excess hours may not be carried over. On each annual renewal application you attest that you have met the requirement (30 Miss. Admin. Code Part 2610, Chapter 2, Rules 2.1, 2.4 and 2.5.).
- **Continuing education exemptions and waivers** – the requirement does not apply for the cycle in which your initial permanent license was issued or in which you first became board certified (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.3.). Physicians in an ACGME residency or fellowship for at least one (1) year of the cycle may also be exempt (MSBML Policy 3.05). A waiver may be requested for legitimate cause before April 1 of the final year of the cycle, at the Board's discretion (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.6.).
- **Continuing education for controlled substance prescribers** – for DEA-registered practitioners, the one-time DEA-required eight-hour training on opioids and substance use disorder satisfies the Board's controlled substance training requirement.
- **Compact licensees** – if you hold your Mississippi license through the Interstate Medical Licensure Compact, renewal is a two-step process. Renew and pay through the Compact first, then log in to MELS and complete the Mississippi portion. If you skip the second step your Mississippi license expires on June 30 even though you paid the Compact.

MD or DO, Administrative

- **Fee** – \$300 per year. Payment of the annual renewal fee is not required for physicians over the age of seventy (70) (Miss. Code Ann. § 73-25-14(1)).
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – the same 40 hours of Category 1 continuing medical education per two-year cycle that applies to permanent licensees (30 Miss. Admin. Code Part 2605, Chapter 6, Rule 6.2, read with 30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.2.).
- **Note** – an administrative license does not permit the practice of clinical medicine. It covers professional, managerial, or administrative activities only (30 Miss. Admin. Code Part 2605, Chapter 6, Rule 6.1.).

Podiatry (DPM)

- **Fee** – \$300 per year.
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – 40 hours of Category 1 continuing medical education per two-year cycle. Hours approved by the Council on Podiatric Medical Education count for podiatrists (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.1.). You attest to your compliance on each annual renewal application.

Restricted Temporary

- **Fee** – \$50 per year.
- **Cycle** – annual. A restricted temporary medical or podiatric license may be renewed each year for the duration of your postgraduate training program, for a period not to exceed five (5) years (Miss. Code Ann. § 73-25-17(1); 30 Miss. Admin. Code Part 2605, Chapter 3, Rule 3.1.). The license expires at the end of the approved training period.
- **Continuing education** – 40 hours of Category 1 continuing medical education in each two-year cycle, the same requirement that applies to every Mississippi physician licensee (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.2.). Physicians in an ACGME residency or fellowship for at least one (1) year of the cycle may also be exempt (MSBML Policy 3.05).
- **Uploads** – if you answered yes to any affidavit question, fill out the Applicant Supplemental Affidavit and Narrative Form and upload it, along with any and all supporting documents, under the Discipline option. Other documents may be uploaded at your discretion.

Physician Assistant

- **Fee** – \$150 per year. Payment of the annual renewal fee is not required for physician assistants over the age of seventy (70) (30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.11.).
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – at least 100 hours of continuing medical education per two-year cycle, 50 hours of which must be Category 1 (30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.9.). Current certification by the NCCPA may be submitted to satisfy the requirement.
- **Continuing education for controlled substance prescribers** – physician assistants authorized to prescribe controlled substances must include at least five (5) hours related to prescribing medications, with an emphasis on controlled substances, within the Category one (1) hours (30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.9.).

- **Continuing education exemptions and waivers** – the requirement does not apply for the cycle in which your initial Mississippi license was issued. Your hours come due within the next cycle (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.3.).

Radiologist Assistant

- **Fee** – \$150 per year. Payment of the annual renewal fee is not required for radiologist assistants over the age of seventy (70) (30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.11.).
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – at least 24 hours of radiology-related continuing education every two (2) years, sponsored or approved by the Mississippi Society of Radiologic Technologists, the Mississippi Radiological Society, the Mississippi Medical Association or Mississippi Osteopathic Medical Association, the AMA or AOA, the American Society of Radiologic Technologists, the A.R.R.T., or the American College of Radiology or American Osteopathic College of Radiology (30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.8.).
- **Practice location** – any change of practice location must be reported to the Board in writing within thirty (30) days (30 Miss. Admin. Code Part 2620, Chapter 1, Rule 1.7.).

Acupuncturist

- **Fee** – \$150 per year. Payment of the annual renewal fee is not required for acupuncturists over the age of seventy (70) (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.).
- **Cycle** – annual. Renewal opens May 1 and closes June 30.
- **Continuing education** – thirty (30) hours of acupuncture-related continuing education per two-year cycle, from a sponsor organization approved in 30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.9. Excess hours may not be carried over. A given course counts only once in a two-year period.
- **Continuing education exemptions and waivers** – the Board may waive or modify the requirement for illness, military service, disability, or other undue hardship. Requests go in writing to the Executive Director before the renewal period closes. A current four-year NCCAOM recertification may satisfy the requirement at the Executive Director's discretion (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.9.).
- **Late renewal** – an expired license may be renewed within ninety (90) days after expiration by filing the renewal application and paying the renewal fee in effect on the last regular renewal date. After ninety (90) days, a late fee of \$200 is assessed (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.).
- **Four-year limit** – a license that is not renewed within four (4) years after it expires may not be renewed, restored, or reinstated. A new license must be applied for (30 Miss. Admin. Code Part 2625, Chapter 1, Rule 1.11.).
- **Inactive status** – while your license is valid, or expired but not lapsed, you may ask that it be placed on inactive status. You are not subject to fees or continuing education while inactive. To reactivate, you must (Miss. Code Ann. § 73-71-47):
 1. Be in good standing.
 2. Pay the reactivation fees.
 3. Meet continuing education equivalent to the preceding two (2) years.
 4. Satisfy the Board that you are qualified to practice.

Limited X-Ray Machine Operator

- **Fee** – \$50 per permit period.
- **Cycle** – every two (2) years. Your permit expires on June 30 two (2) years after the date it was issued (30 Miss. Admin. Code Part 2621, Chapter 1, Rule 1.5.). If the permit was issued on or after April 1, it runs to the third June 30 after issuance.
- **Continuing education** – twelve (12) hours of Board-approved continuing education during the two-year permit period, six (6) of them specifically in radiation protection (30 Miss. Admin. Code Part 2621, Chapter 1, Rule 1.5; Miss. Code Ann. § 41-58-5(2)).

Limited Institutional

- **Fee** – \$100 per year.
- **Facility request required** – the state-supported institution where you work must submit the renewal request directly to the Board. Your renewal cannot be opened in MELS until the Board receives that request from the facility.
- **Cycle** – annual, after such review as the Board considers necessary. A limited institutional license may not be held longer than five (5) years (Miss. Code Ann. § 73-25-23; 30 Miss. Admin. Code Part 2605, Chapter 3, Rule 3.2.).
- **End of employment** – the license becomes void immediately when your employment ends at the institution or institutions where practice is authorized under the license (30 Miss. Admin. Code Part 2605, Chapter 3, Rule 3.2.).
- **Continuing education** – 40 hours of Category 1 continuing medical education in each two-year cycle, the same requirement that applies to every Mississippi physician licensee (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.2.).
- **Uploads** – if you answered yes to any affidavit question, fill out the Applicant Supplemental Affidavit and Narrative Form and upload it, along with any and all supporting documents, under the Discipline option. A renewal submitted on or after August 1 must include a late renewal explanation.

Special Volunteer

- **Fee** – none. A special volunteer license is issued and renewed without any application, examination, license, or renewal fee (Miss. Code Ann. § 73-25-18(1)(a) and (2)(a)).
- **Cycle** – annual, upon approval of the Board (Miss. Code Ann. § 73-25-18).
- **What you confirm at renewal** – that you remain retired from active practice, on active duty in the Armed Forces or National Guard or a reserve component, or working for the Department of Veterans Affairs; and that you remain committed to donating your expertise, without compensation, for the medical care and treatment of indigent and needy persons or persons in medically underserved areas of Mississippi.
- **Continuing education** – physicians: 40 hours of Category 1 continuing medical education in each two-year cycle (30 Miss. Admin. Code Part 2610, Chapter 2, Rule 2.2.). Physician assistants: 100 hours in each two-year cycle, 50 of them Category 1, or current NCCPA certification (30 Miss. Admin. Code Part 2615, Chapter 1, Rule 1.9.).

Questions

Questions may be sent to mboard@msbml.ms.gov. Put the license type and your full name in the subject line so your message reaches the right licensing professional.