



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

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

Permanent Medical Reinstatement Application Instructions

These instructions apply to physicians (MD), osteopaths (DO), podiatrists (DPM), and physician assistants (PA) seeking reinstatement of a Mississippi license that has lapsed.

Reinstatement Eligibility

A licensee not practicing in Mississippi who allows his or her license to lapse by failing to renew within twelve (12) months may be reinstated by the Board upon:

- Satisfactory explanation for the failure to renew
- Completion of a reinstatement application
- Payment of the arrearages of renewal fees and applicable fines (see "Reinstatement Fees" below)

Inactive Practice Requirement

Prior to the reinstatement of a license, any licensee who has not actively practiced for a three (3) year period shall be required to participate in a Board-approved assessment program and/or clinical skills assessment program to assure post-licensure competency.

A licensee shall be deemed to have not "actively" practiced medicine if, during said three (3) year period, he or she has not treated any patients for remuneration, other than friends and family. This requirement does not apply to licensees who perform charity work or work in research.

Reinstatement Fees

The application fee is \$250.00 and is non-refundable. If the application is approved by the Board, the applicant will be required to pay back fees for up to the previous five renewal years, plus the current year's renewal fee. These arrearages include a fine of \$25.00 plus \$5.00 for each month the renewal remains delinquent. The \$250.00 application fee will be credited toward the amount due.

For more details on how arrearages are calculated and the fee schedule, visit www.msbl.ms.gov/licensure/fee-schedule.

License Issuance Timing

For reinstatements approved by the Board on or before March 31, the applicant will be charged for, and will receive, an active license that expires on June 30 of the current year.

For reinstatements approved by the Board on or after April 1, the applicant will be charged for, and will receive, an active license that expires on June 30 of the following year.

Kenneth Cleveland, M.D. | Executive Director

805 S. Wheatley Street, Suite 600, Ridgeland, MS 39157 • (601) 987-3079

www.msbl.ms.gov

Incomplete Application Fee

A one-time \$50.00 fee will be assessed if MSBML staff discover during application review that the application is not complete. This includes, but is not limited to:

- Any public record not disclosed on the application (for example, prior name changes or prior arrests)
- Unreported segments of graduate training (for example, postgraduate training completed in part at one facility and in part at another must list both facilities and the time spent at each)

IMPORTANT

Upon submission of a reinstatement application, the applicant shall promptly provide all information deemed necessary by the Board to process the application. The Board shall have a reasonable period within which to collect and assimilate all required documents and information necessary to issue a license.

Online Application Timeline

Your online application stays active for ninety (90) days from the date the Board receives each verification from an outside institution. Each new verification received resets the 90-day window, up to a maximum of 365 days total from the date of submission.

It is the applicant's responsibility to ensure that all required verifications are requested from the outside institutions and sent to the Board in a timely manner.

For the purposes of this rule:

- Date of submission means the date the applicant submits the completed online application to the Board.
- License issued means the date the Board officially approves the application and issues the license.

If the application is not completed and the license is not issued within 365 days of the date of submission, the application will be considered null and void. A new application must then be submitted, along with all required fees and certifications. Under no circumstances will the 365-day time limit be waived.

Application Progress

Once an application has been submitted, the applicant may track progress through MELS (Medical Enforcement & Licensure System). MELS can also be reached through our website at www.msbml.ms.gov.

Refund Policy

No refunds will be issued under any circumstances.

Items Submitted by the Applicant

Submit the following items upon completion of the online application and initial reinstatement fees. All documents received become the property of the Board and will not be returned. Original notarized documents must be mailed or hand-delivered to the Board (see the Notary Guidelines and Certification Form).

A. Affidavit and Perpetual Release of Information Form.

Applicant shall carefully read the oath of the truthfulness of information supplied in this form, which gives consent to release information to and from the Board. Applicant must sign and notarize (see Notary Guidelines and Certification Form) this form. A copy of this form must be included with each hospital privilege form sent to a hospital. The original notarized form must be mailed or hand-delivered to the Board.

B. Mississippi Practice Plans.

Applicant must provide an explanation regarding his or her practice plans in the State of Mississippi should the application for reinstatement be approved. Practice Plans may be emailed to certification@msbml.ms.gov.

C. Photograph.

Applicant must provide a passport-type photograph taken within the last sixty (60) days in **two forms**:

- Physical: wallet-sized, attached to the Affidavit and Perpetual Release of Information form. Informal snapshots will not be accepted.
- Electronic: uploaded via MELS (Medical Enforcement & Licensure System).

See the MSBML Photograph Guidelines.

D. Applicant Supplemental Affidavit and Narrative Form.

This form is required, if applicable, and should be submitted with the supporting documentation provided if requested by the Board through the application process.

E. Applicant Fingerprints.

If an applicant's license has lapsed for five (5) years or more, he or she is required to submit fingerprints. The Board may, at its discretion, require fingerprints for applicants whose license has lapsed less than five (5) years. Applicants may submit fingerprints by one of the following methods:

- FD-258 fingerprint cards. The Board will mail two cards to the address the applicant supplies at submission, or the applicant may obtain cards directly from a local law enforcement agency or other fingerprinting service provider. Complete the cards at the provider and return them to the Board.
- LiveScan at MSBML. If this option is selected, the Board will contact the applicant to schedule a LiveScan fingerprinting appointment.

F. Reinstatement Fees.

Upon the Board's approval of the application, the applicant must submit payment of back fees for up to the previous five renewal years, plus the current year's renewal fee. See "Reinstatement Fees" above for the full breakdown.

Verifications to Be Requested by the Applicant

Primary source verifications are required. Verifications will only be accepted if sent directly from the institution to the Board.

1. Activity Certification.

Applicant must account for all time since the issuance of his or her Mississippi license. Each activity for the past five (5) years must be verified by the institution. Applicant shall send the Activity Certification form to the institution where activities were performed. The Board may, at its discretion, request additional verification of activities beyond five (5) years. Activities which occurred outside of the U.S. or Canada do not require verification.

2. State Medical Board Licensure Certification.

Applicant must contact each state in which he or she holds or has held a license to practice to determine the best method of having licensure verification submitted to the Board. This includes active and inactive licenses. The universal State Medical Board Licensure Certification form may be used for states requiring written requests. The Board also accepts licensure certifications processed through VeriDoc at: www.veridoc.org

3. Staff Membership Certification.

Applicant shall request verification of hospital or staffing privileges he or she currently holds or previously held within the past five (5) years to be submitted directly to the Board. The Board may, at its discretion, request additional verification of hospital or staffing privileges beyond five (5) years. Privileges held outside of the U.S. or Canada do not require verification.

DPM Applicants Only.

The following two verifications apply only to applicants seeking reinstatement of a DPM (podiatry) license.

- **Residency Training Verification.**

Applicant must request Residency Training Verification from The Council on Podiatric Medical Education (CPME) at: <https://www.cpme.org/>.

- **NBPME Certification.**

If applicant is a Diplomate of the National Board of Podiatric Medical Examiners, applicant must request a transcript to be sent to the Board at: apmle.com.

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.