



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

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

Permanent Medical Licensure 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 physician 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 issued by the Board, the applicant will be required to pay renewal fees for the years since expiration (up to a maximum of five years) plus the current year's renewal fee. These arrearages include an annual late fee of \$25.00 per year and an additional fine of \$5.00 for each month the license 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 <https://www.msbml.ms.gov/licensure/fee-schedule>.

License Issuance Timing

For reinstatements approved by the Board prior to 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.

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www.msbml.ms.gov

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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)

For any questions, email mboard@msbml.ms.gov.

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 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 (Mississippi Enforcement and Licensure System).

Refund Policy

No refunds will be issued under any circumstances.

Questions

Questions regarding applications may be directed to the licensing professional at: mboard@msbml.ms.gov

Email subject line must be in the following format to ensure a smoother process: License Type + Applicant's Full Name

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.

A. Affidavit and Perpetual Release Form.

Applicant shall carefully read the oath of 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) this form. A copy must be included with each hospital privileges form sent to a hospital. The original form must be mailed to the Board.

B. Mississippi Practice Plans.

Applicant must provide an explanation regarding their 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 (Mississippi Enforcement and Licensure System).

See the MSBML Photograph Guidelines.

D. 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 once the application has been reviewed and approved to schedule a LiveScan fingerprinting appointment.

E. Reinstatement Fees.

Upon the Board's approval of the application, the applicant must submit payment of the arrearages for the previous five (5) years plus the current renewal year. 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. Do not have institutions send verifications back to the applicant or other third party. Board policy requires original documents from the primary source. Verifications may be returned to the Board via email or mail. Email is preferable.

1. Activity Certification (Appendix C).

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

2. State Medical Board Licensure Certification (Appendix D).

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

3. Staff Membership Certification (Appendix E).

Applicant shall request verification of hospital or staffing privileges he/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 5 years. Privileges held outside of the U.S. or Canada do require verification.

DPM Applicants Only.

The following three 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: <https://apmle.com/>

- **Appendix F (APMA College Verification).**

Applicant must complete the "Request for College Verification" form and submit to the American Podiatric Medical Association, along with a check or money order in the amount of \$15.00 and have the APMA return a membership verification to the Mississippi State Board of Medical Licensure.