

Profile Management and Renewal Steps

Licensee Portal

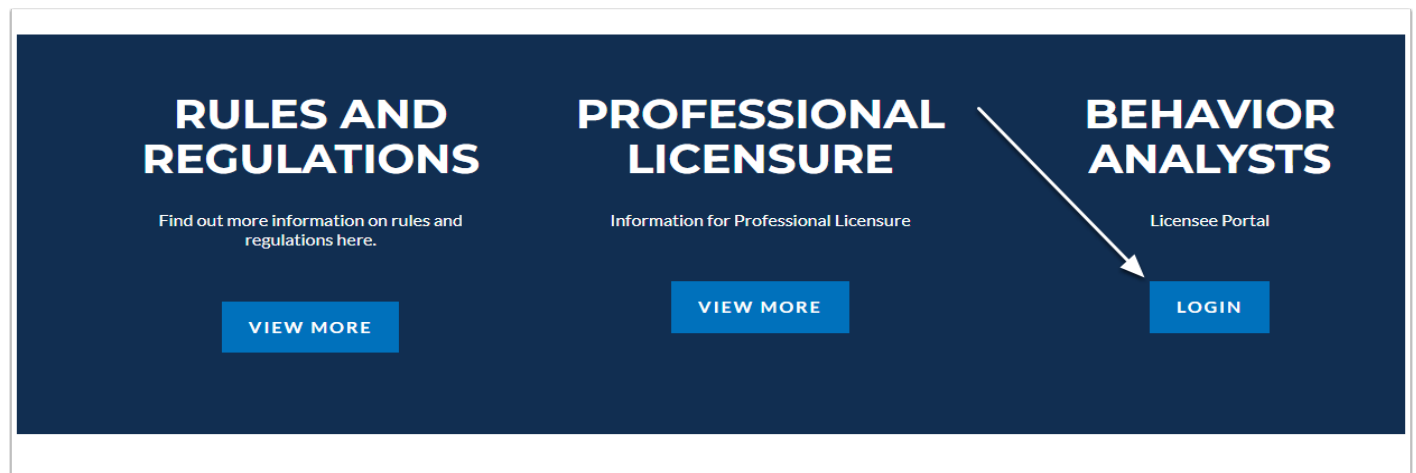
The link to the licensee portal is on the home page just below the welcome paragraph.

<https://www.msautismboard.ms.gov>

Click the LOGIN link to go to the login screen

The direct link to the licensee portal login screen.

<https://www.msautismboard.ms.gov/secure/logindoc.asp>



Login Screen

To login, enter your email address and password. If you have never logged in before or you have forgotten your password, you can obtain your password by clicking the [I don't remember my password](#) link.

There you enter your email address and your password will be emailed to that address.

If you don't remember the email address that you provided to MSAB then you will need to send an email to the board office. admin@msbop.ms.gov

Analyst Login

If you are a Licensed Behavior Analysts or Licensed Assistant Behavior Analysts you can login to your profile and make updates to your information. You can also renew your license online through this profile.

[Login and Profile Instructions](#)

Email:

Password:



[I don't remember my password.](#)

If you have an existing Analyst license number you already have a profile in the system. Use the boxes above to login to your profile.

If you have started the application process for a new Analyst license, you have a profile and can use the boxes above to login to your profile.

If you are **not** a licensed Analyst or have **not** already started the application process..... [Click Here.](#)



By entering data into this web site you are agreeing to abide by the operating rules of the Mississippi Autism Board and certifying that all information is accurate and correct to the best of your knowledge and belief.

Main Screen - Top

When login is completed, the main screen will be displayed. At the top of the main screen is your basic information.

1. Picture
2. Name
3. License No.
4. Row of tabs

To add your picture simply click the Browse button, select the image (must be .jpg or .gif or .png) from your computer and click save changes. If any of the required data hasn't been provided, you will receive a popup telling you the items that are needed.

The screenshot shows the 'Behavior Analyst' main screen. At the top left, a 'NOTICE!' box (callout 1) states: 'Your picture should be passport size, about 200px wide and a maximum of 500KB. If it is larger than this you will receive an error and NOT be able to save your information!'. Below this, 'Photo Requirements' are listed: 'File Types Allowed: GIF, JPG, JPEG, BMP, PNG' and 'Select your picture then click the Save Changes button.' A 'Browse...' button is shown with the text 'No file selected.' In the center, the user's name 'John Lee Atest' (callout 2) and SSN 'SSN: XXX-XX-6789' are displayed. To the right, the 'Save Changes' and 'Logout' buttons are visible. Further right, the 'License No. 241000' (callout 3) and 'DOB: 8/1/1956' are shown. A link for 'Renewal Instructions' is also present. At the bottom, a row of tabs (callout 4) includes 'General Registration', 'Organization', 'App Info', 'CE Reporting', 'Complaints', 'Payments', and 'Online Payments'.

Main Screen - Tabs - General Registration

The first tab shows General Registration information:

1. Contact preferences
2. Home address
3. Business contact information
4. Status
5. License Original Issue Date
6. Current Expiration Date

General Registration
Organization
App Info
CE Reporting
Complaints
Payments
Online Payments

General Registration

1

Address chosen to be published: ☐ HOME ☐ BUSINESS ☒ DO NOT PUBLISH
Address chosen for Board correspondence: ☐ HOME ☒ BUSINESS

Are you a U.S. Citizen? Are you a legal resident of MS? If No, State of Residency State

2

Home Address (Permanent not P.O. Box)

Address:

Address 2:

City, St Zip:

Phone:

Cell Phone:

Email:

Password:

County:

3

Business Phone:

Business Email:

Registration Information

4

Status

Active

5

Original Issue Date

11/19/2022

6

Expiration Date

5/11/2025

Save Changes

Main Screen - Tabs - Organization

The Organization tab shows each organization that you work in. It also list the RBTs that work for you at the specific organization.

You can:

1. Add a new organization to your profile
2. Update the information about an organization
3. Remove an organization from your profile
4. Add a Behavior Technician
5. Remove Behavior Technician
6. If the registration fee has not been paid, you can pay it online by clicking the green dollar sign.

NOTE: Adding a new RBT or removing an existing RBT produces the appropriate forms required by the board.

When adding a new RBT, you are also taken to the shopping cart to pay the registration fee.

General Registration **Organization** App Info CE Reporting Complaints Payments Online Payments

Organizations

Add Organization 1

Anchor Rehab **Colorful Minds** Will's Way

Colorful Minds

Update Organization Info 2

88 High lane
Birmingham, AL 35242
Phone: (205) 888-7477

Remove Organization 3

✗ Click to remove the person from this organization.

Behavior Technicians + 4

5 ✗ [] - Print: [Certificate](#)

✗ [] - Registration Not Paid \$ 6

✗ [] - Print: [Certificate](#)

Main Screen - Tabs - App Info

For Future Use.

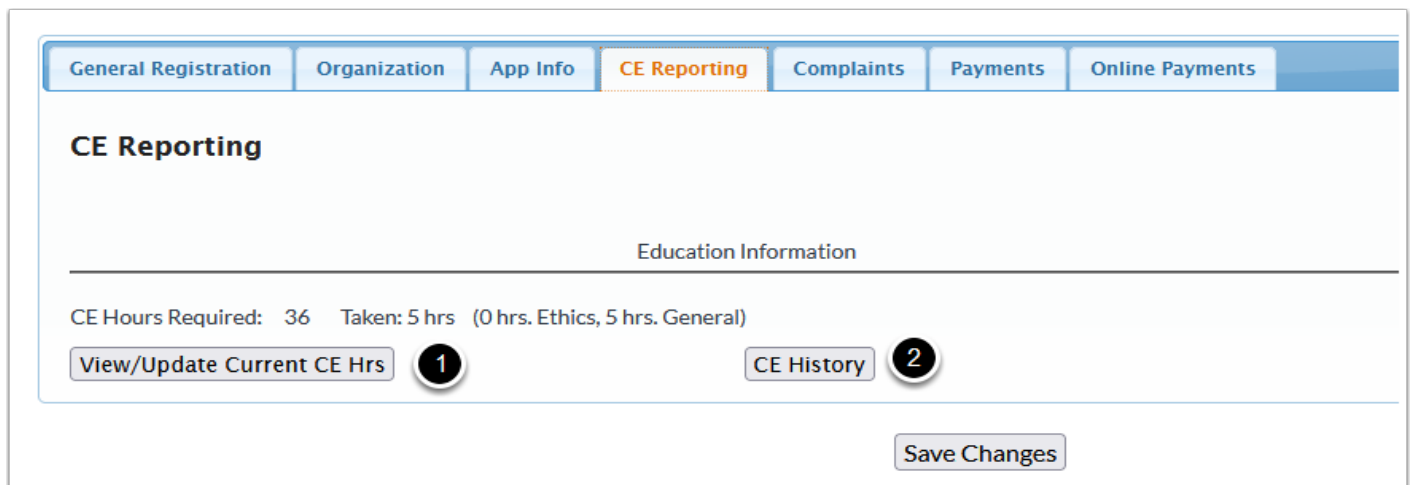


The screenshot shows the 'App Info' tab selected in a navigation bar. The navigation bar includes tabs for General Registration, Organization, App Info (highlighted), CE Reporting, Complaints, Payments, and Online Payments. Below the navigation bar, the 'App Info' section is visible, and a 'Save Changes' button is located at the bottom right.

Main Screen - Tabs - CE Reporting

Use the CE Reporting tab to post your CE courses. This screen gives you an overview of how many hours are required for your next renewal and how many you have reported as taken. It also shows the type of hours reported.

1. Use the View/Update Current CE Hrs to report the courses you've taken for your upcoming renewal
2. Use the CE History to see a list of all the courses you've reported. NOTE: This will not include courses you took prior to using this profile.



The screenshot shows the 'CE Reporting' tab selected in the navigation bar. Below the navigation bar, the 'CE Reporting' section is visible. It includes a sub-section titled 'Education Information' with the following text: 'CE Hours Required: 36 Taken: 5 hrs (0 hrs. Ethics, 5 hrs. General)'. Below this text, there are two buttons: 'View/Update Current CE Hrs' (labeled with a circled '1') and 'CE History' (labeled with a circled '2'). A 'Save Changes' button is located at the bottom right.

Main Screen - Tabs - Complaints

If you have someone file a complaint against you the information will be shown in this tab.

General RegistrationOrganizationApp InfoCE ReportingComplaintsPaymentsOnline Payments

Complaints

No Complaints

Save Changes

Main Screen - Tabs - Payments

This tab will list all the online payments or payments by check you have made.

1. You can print a receipt for these payments from this screen
2. If a payment is marked Not Paid, that indicates you prepared an RBT registration form and indicated you were going to mail in a check and the check has not been received.

General Registration
Organization
App Info
CE Reporting
Complaints
Payments
Online Payments

Payments

Receipt No.	Date	Description	Amount
OL-1178	9/18/2024	Registration of RBTs - @ Will's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - Will's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - Will's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - Will's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - @ Will's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1178	9/18/2024	Registration of RBTs - 's Way	\$350.00 Print
OL-1118	9/13/2024	Registration of RBTs - 's Way	\$25.00 Print
BA-1082	9/11/2024	Application Fee for Registration of Behavior Technicians -	\$25.00 Print
BA-1080	9/11/2024	Application Fee for Registration of Behavior Technicians -	\$25.00 Print
BA-1079	9/10/2024	Application Fee for Registration of Behavior Technicians -	\$25.00 Print
BA-1055	9/6/2024	Application Fee for Registration of Behavior Technicians for	\$25.00 Print
BA-1053	9/5/2024	New Licensee Application Fee for	\$25.00 Print
OL-1032	9/4/2024	Application Fee for Registration of Behavior Technicians for for	\$25.00 Print
1-1016	8/29/2024	Licensee renewal amount through 2025-8-22	\$300.00 Print
1-1016	8/29/2024	Delinquent Renewal Late Fee	\$300.00 Print
BA-1189	Not Paid	Registration of RBTs - Colorful Minds	\$25.00 Print
BA-1188	Not Paid	Registration of RBTs - Colorful Minds	\$25.00 Print
BA-1187	Not Paid	Registration of RBTs - Colorful Minds	\$25.00 Print
BA-1185	Not Paid	Registration of RBTs - Colorful Minds	\$25.00 Print
BA-1184	Not Paid	Registration of RBTs - 's Way	\$25.00 Print
BA-1182	Not Paid	Registration of RBTs - 's Way	\$25.00 Print
BA-1121	Not Paid	Registration of RBTs - 's Way	\$25.00 Print
BA-1119	Not Paid	Application Fee for Registration of Behavior Technicians -	\$25.00 Print

Save Changes

Main Screen - Tabs - Online Payments

This screen shows items that you can order and pay for online.

General Registration
Organization
App Info
CE Reporting
Complaints
Payments
Online Payments

Online Payments

Duplicate License Fee
Pre-Licensure Determination Fee
Criminal Background Check Fee


Order
Order
Order

Save Changes

Renewal - Step 1

When it is time to renew your license you will be shown what, if anything, is needed to be able to renew.

If you have not reported your CE hours then you can do that in the CE Reporting tab by clicking the View/Update Current CE Hrs button



Behavior Analyst

Save Changes
Logout

John Lee Atest
License No. 241000

SSN: XXX-XX-6789
DOB: 8/1/1956

Renewal Instructions

You have either not reported your CE hours or you do not have enough CE hours to renew online. All courses must be taken before the Jun 30 deadline! You may report your CE hours in the CE Reporting Tab below by clicking on View/Update Current CE Hours.

If you have question, please contact the Board to discuss.
Phone: 601-359-6792

General Registration
Organization
App Info
CE Reporting
Complaints
Payments
Online Payments

Photo Requirements

File Types Allowed: GIF, JPG, JPEG, BMP, PNG

Select your picture then click the Save Changes Button.

Browse... No file selected.

Renewal - CE Reporting - List

At the top of the CE reporting screen is a list of the courses you have reported for the current renewal period.

Continuing Education (CE) Reporting Form

Directions: Each licensee must report a minimum of 12 hours of CE each year (July 1 – June 30), including 1 hour of ethics CE, in order to maintain an active license in Mississippi. **No more than fifty percent (50%) (number of hours/percentage of total) of the total hours reported may result from asynchronous courses without prior approval from the Board.**

NOTE: If licensed less than 6 months by the June 30th deadline, no CE must be reported for that period. If licensed for 6 to 9 months, a minimum of 6 CE must be reported. If licensed for 10 or more months, all 12 CE hours must be reported.

Name: John Atest

License Number: 241000

Enter Your CEU for current renewal date: 11/11/2024

Return to Profile

Activities taken between 11/12/2021 and 11/10/2024

Course Date	CEU Type (Learning, Teaching, or Scholarship)	Title of CE Activity and Presenter(s) ***	Name of Sponsor (Instructor/ Conference) and BACB ACE Provider Number	Hours	Credit Type	Modality of Presentation (Synchronous/Live or Asynchronous/Recorded) ****	
7/8/2024	Learning			1	General	Asynchronous	Remove
View Certificate Update Certificate		Waiver Date: 6/3/2024	View Waiver				
4/8/2024	Learning			14	General	Synchronous	Remove
View Certificate Update Certificate							

Renewal - CE Reporting - Adding Courses

At the bottom of the CE screen is the form to post new courses.

1. Date Course was taken
2. CEU Type
3. Title and Presenter(s)
4. Sponsor
5. Hours (General and/or Ethics)
6. Modality
7. Certificate must be uploaded
8. If Modality is Asynchronous then the waiver date and document must be provided.

If a course has both General and Ethics hours, enter the appropriate hours for each.
The total of General and Ethics hours **must not** exceed the total hours for the course.
Enter additional Courses


Course Date	CEU Type (Learning, Teaching, or Scholarship)	Title of CE Activity and Presenter(s) ***	Name of Sponsor (Instructor/ Conference) and BACB ACE Provider Number	Hours	Credit Type (General or Ethics)	Modality of Presentation (Synchronous/Live or Asynchronous/Recorded) ****
2024-10-16	Select				General Hrs. Ethics Hrs.	Select

Upload Cert. No file selected. Maximum file size is 1 Mb.

***Licensees are required upload copies of CE certificates.
****If reporting greater than 50% asynchronous/recorded, include date Board approval received and a copy of correspondence with the Board of approval for waiver.
Waiver Approval Date: Upload Waiver. No file selected.
Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

Renewal - Step 2

Once all the requirements have been met the "Renew License" button will be displayed. Click the "Renew License" button to be taken to the renewal form.



Behavior Analyst

[Save Changes](#) [Logout](#)

John Lee Atest
SSN: XXX-XX-6789

License No. 241000
DOB: 8/1/1956

[Renewal Instructions](#)

[Renew License](#)

Photo Requirements
File Types Allowed: GIF,JPG,JPEG,BMP,PNG
Select your picture then
click the Save Changes Button.

[Browse...](#) No file selected.

[General Registration](#) [Organization](#) [App Info](#) [CE Reporting](#) [Complaints](#) [Payments](#) [Online Payments](#)

Renewal - Step 3 - Renewal Form - Top

The top of the renewal form will be autopopulated with the information from your profile.

LICENSE RENEWAL

Return to Profile

Verify the prepopulated information below.
If any of your information below is not current click the Return to Profile button and make the updates.
Then restart the renewal process.

MISSISSIPPI AUTISM BOARD

Behavior Analyst Licensure Renewal Application Form

Renewal Fee: \$250.00

Renewing As: Behavior Analyst

License Number: 241000

Last Name: Atest First Name: John Middle Name: Lee

Personal Information

Previous Names or Aliases: john smith SSN: XXX-XX-6789

Date of Birth: 8/1/1956 Gender: M

Are you a U.S. Citizen? Yes Are you a legal resident of MS? Yes If NO, State of Residency: CA

E-mail Address: andy@prosaurosystems.com Cell Phone: (205) 555-8881

Address: 211 Donwood Places], Suite 2011

City: Pelham1 State: AL Zip Code: 254121

Business Email: ministry@pamnoelstudio.com Business Phone: 2059919388 x 22

Employer Information

Profile Management and Renewal Steps

Page 13

Renewal - Step 3 - Renewal Form - Middle

You must upload your current BCBA or BCBA-D certificate.

Employer/Organization Name: <u>Anchor Rehab</u>	Business Phone #: <u>(601) 258-5474</u>
City: <u>Corinth</u> State: <u>MS</u>	Zip Code: <u>38834</u>
Employer/Organization Name: <u>Colorful Minds</u>	Business Phone #: <u>(205) 888-7477</u>
City: <u>Birmingham</u> State: <u>AL</u>	Zip Code: <u>35242</u>
Employer/Organization Name: <u>Will's Way</u>	Business Phone #: <u>(601) 777-4784</u>
City: <u>Hattiesburg</u> State: <u>MS</u>	Zip Code: <u>39402</u>

Upload your current and active BCBA or BCBA-D certification through the Behavior Analysts Certification Board, Inc. No file selected.

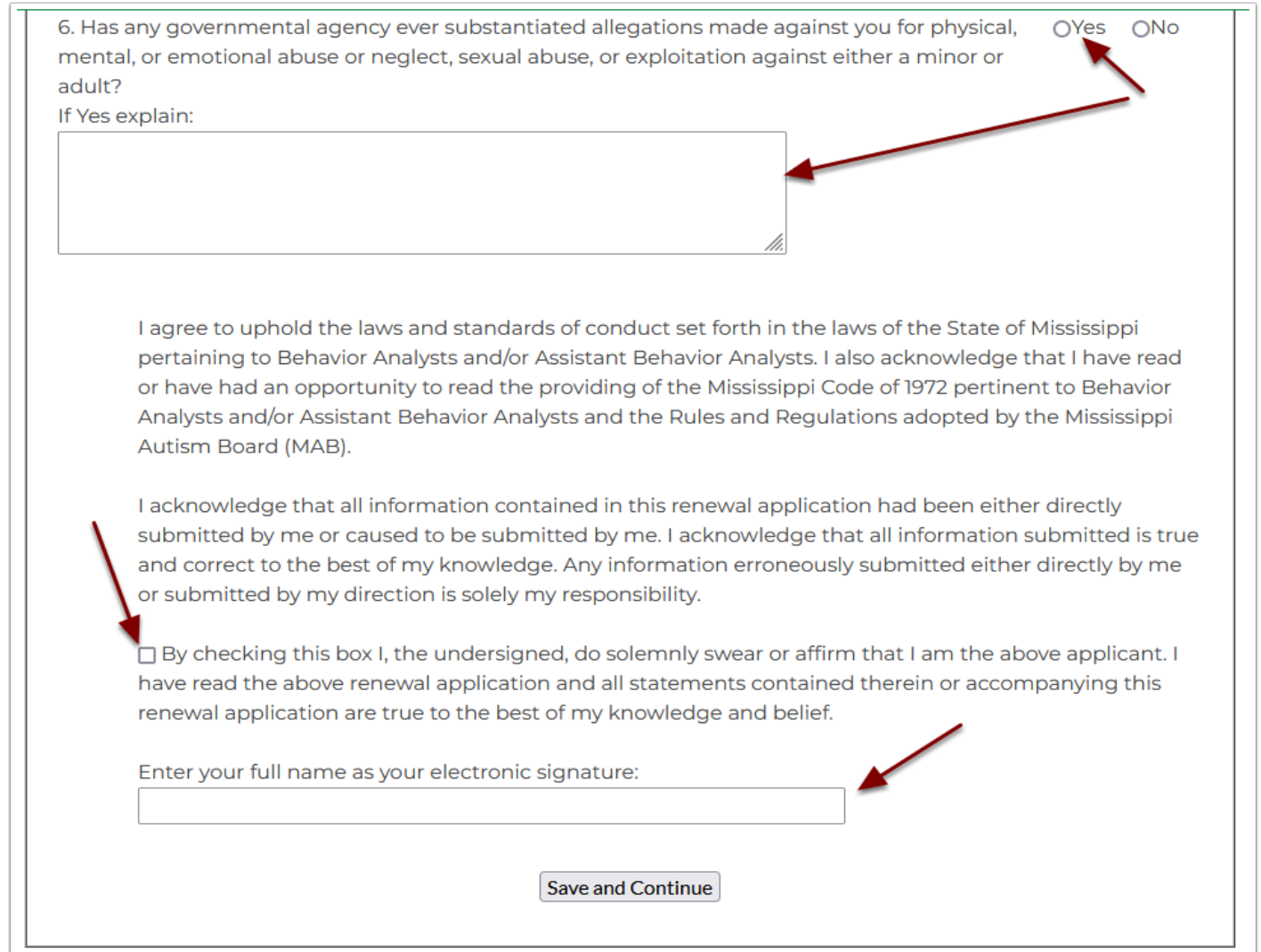
AFFIDAVIT

NOTE: Any omissions, false or misleading information in, or in connection with this renewal application, its attachments, or other communication(s) with the Mississippi Autism Board may be cause for denial or revocation of licensure on the grounds of lack of good moral character.

Renewal - Step 3 - Renewal Form - Bottom

Once you answer all the questions, checked the box and entered your full name, then click "Save and Continue" to be taken to the shopping cart to pay your renewal fee.

If any of the 6 questions is marked yes, you must enter a detailed explanation of the situation.



6. Has any governmental agency ever substantiated allegations made against you for physical, mental, or emotional abuse or neglect, sexual abuse, or exploitation against either a minor or adult? ☐ Yes ☐ No

If Yes explain:

I agree to uphold the laws and standards of conduct set forth in the laws of the State of Mississippi pertaining to Behavior Analysts and/or Assistant Behavior Analysts. I also acknowledge that I have read or have had an opportunity to read the providing of the Mississippi Code of 1972 pertinent to Behavior Analysts and/or Assistant Behavior Analysts and the Rules and Regulations adopted by the Mississippi Autism Board (MAB).

I acknowledge that all information contained in this renewal application had been either directly submitted by me or caused to be submitted by me. I acknowledge that all information submitted is true and correct to the best of my knowledge. Any information erroneously submitted either directly by me or submitted by my direction is solely my responsibility.

☐ By checking this box I, the undersigned, do solemnly swear or affirm that I am the above applicant. I have read the above renewal application and all statements contained therein or accompanying this renewal application are true to the best of my knowledge and belief.

Enter your full name as your electronic signature:

Renewal - Step 4 - Shopping Cart

In the shopping cart you will check the box next to your license renewal amount.
If you have any RBT registration fees that haven't been paid, you will also be given the option to pay those fees along with your license fee.

Payment from John Lee Atest

Receipt Number: OL-1260

Check the license renewal fee and then any other items that you would like to pay.

Payment includes:	Amount
<input type="checkbox"/> \$ 250 - Licensee renewal amount through 2027-11-11	<input type="text" value="\$0.00"/>
<p>----- Behavior Technician -----</p> <p>The following RBTs do not have issue dates.</p> <p>If you have recently paid their registration fee then you do not need to pay it here.</p>	
<input type="checkbox"/> \$25.00 - Registration Fee For [] @ Will's Way	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$25.00 - Registration Fee For [] @ Will's Way	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$25.00 - Registration Fee For [] @ Will's Way	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$25.00 - Registration Fee For [] @ Will's Way	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$25.00 - Registration Fee For [] @ Will's Way	<input type="text" value="\$0.00"/>

Renewal - Step 5 - Online Payment

ONce you've completed the shopping cart, you will see the screen below that is notifying you about being taken to the Online Payment System

[Board Information](#) [Forms and Applications](#) [Licensed Behavior Analysts](#) [License Veri](#)

At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of \$250.00.
A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.

Back Continue with Payment

Renewal - Step 6 - Payment System

Fill out the information below to make your payment by Credit Card or Debit Card or Electronic Check.

Then you will be returned to the MSAB site to print your receipt.

When your payment is completed it will also be listed in the Payments tab of your profile.

MS.GOV

1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
000000021	This payment includes; License Renewal	\$250.00	1	\$250.00
Total				\$250.00

Payment

Payment Type

Payment Type *

Select One



Next >

Customer Information

Payment Information

Cancel