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
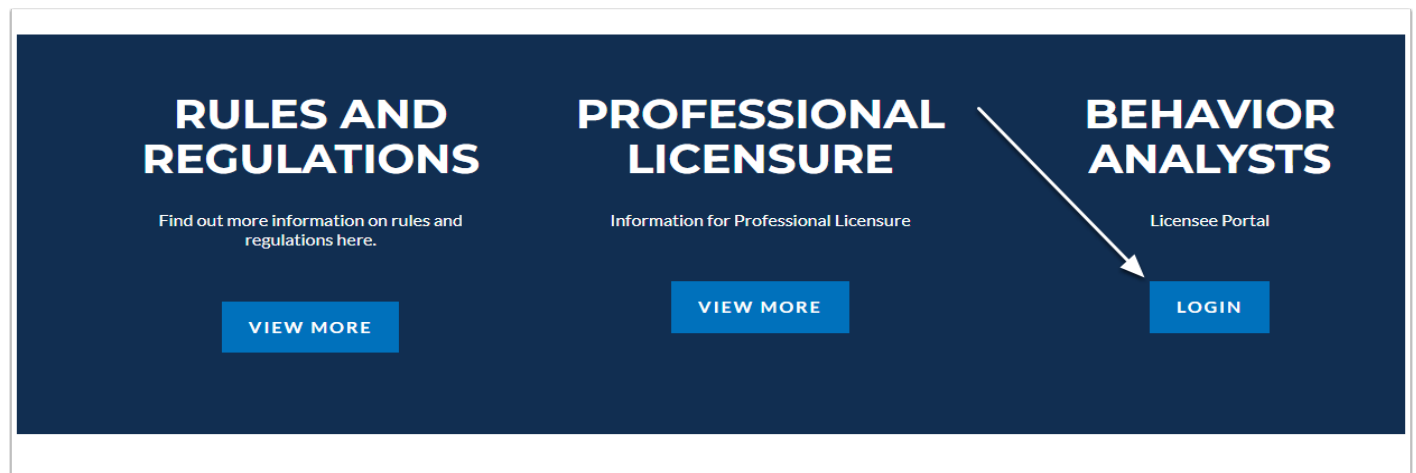
Login Screen

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: [ ]

Submit

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.

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

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.

Main Screen - Tabs - App Info

For Future Use.
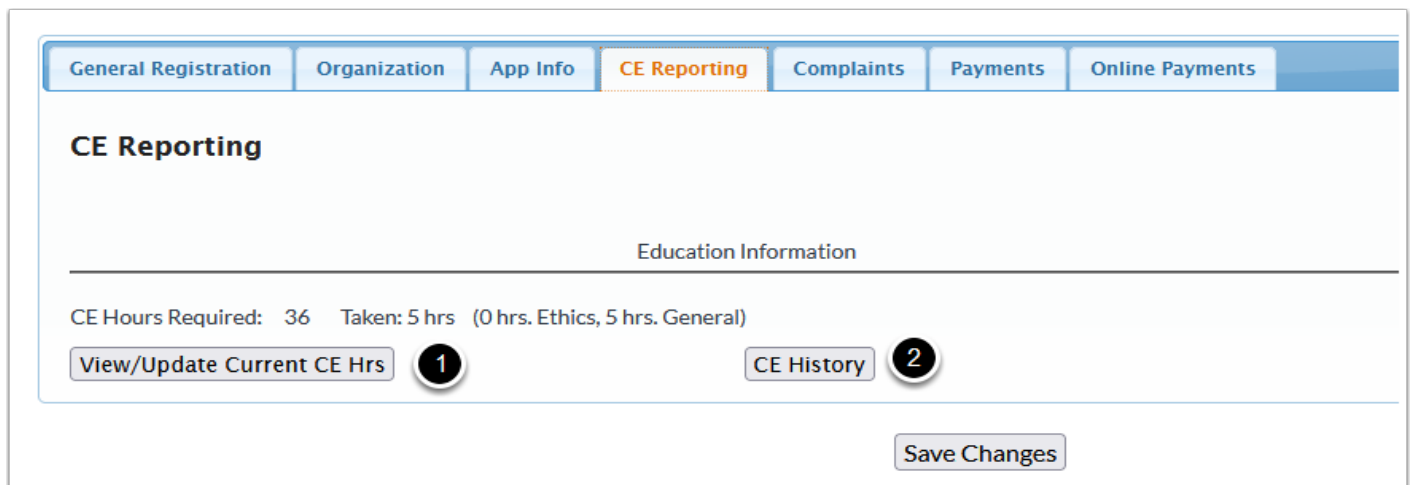
| General Registration | Organization | App Info | CE Reporting | Complaints | Payments | Online Payments |

App Info

Save Changes

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.

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

CE Reporting

Education Information

CE Hours Required: 36   Taken: 5 hrs   (0 hrs. Ethics, 5 hrs. General)

View/Update Current CE Hrs **1**   CE History **2**

Save Changes

Main Screen - Tabs - Complaints

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

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.

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	Order
Pre-Licensure Determination Fee	Order
Criminal Background Check Fee	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 <u>View/Update Current CE Hrs</u> button

Behavior Analyst

Save Changes   Logout

John Lee Atest   **License No. 241000**
SSN: XXX-XX-6789   DOB: 8/1/1956

<u>Renewal Instructions</u>

You have either not reported your CE hours or
you do not have enough CE hours to renew online.
All courses must be taken <u>before the Jun 30</u> 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

<u>Photo Requirements</u>
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 - 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 Asynchronous exceeds more than 50% of the total hours then the waiver approval date and waiver document must be provided.

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.

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@prosaurasystems.com   Cell Phone: (205) 555-8881
Address: 211 Donwood Places1, Suite 2011
City: Pelham1   State: AL   Zip Code: 254121
Business Email: ministry@pamnoelstudio.com   Business Phone: 2059919388 x 22

Employer Information

Renewal - Step 3 - Renewal Form - Middle

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

Employer/Organization Name: Anchor Rehab
City: Corinth   State: MS
Employer/Organization Name: Colorful Minds
City: Birmingham   State: AL
Employer/Organization Name: Will's Way
City: Hattiesburg   State: MS

Business Phone #: (601) 258-5474
Zip Code: 38834
Business Phone #: (205) 888-7477
Zip Code: 35242
Business Phone #: (601) 777-4784
Zip Code: 39402

Upload your current and active BCBA or BCBA-D certification through the Behavior Analysts Certification Board, Inc. [Browse...] 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?
If Yes explain:

○Yes ○No

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:

Save and Continue

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
☐ $ 250 - Licensee renewal amount through 2027-11-11	$0.00
------------ Behavior Technician --------- The following RBTs do not have issue dates. If you have recently paid their registration fee then you **do not** need to pay it here.	
☐ $25.00 - Registration Fee For ⟨_____⟩ @ Will's Way	$0.00
☐ $25.00 - Registration Fee For ⟨_____⟩ @ Will's Way	$0.00
☐ $25.00 - Registration Fee For ⟨_____⟩ @ Will's Way	$0.00
☐ $25.00 - Registration Fee For ⟨_____⟩ @ Will's Way	$0.00
☐ $25.00 - Registration Fee For ⟨_____⟩ @ Will's Way	$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

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