DMH EXAMINATION REGISTRATION FORM
For MH / IDD / AT
October 13, 2020
Department of Mental Health Central Office – Jackson, MS
(To be completed by registrant)

Directions: This form is to be completed by the registrant and submitted to the Division of Professional Licensure and Certification. This form must be received by the Division of Professional Licensure and Certification at least 5 working days prior to the requested date of exam administration. This form may be photocopied. **The Exam Fee is payable by check or money order only; do not send cash; make check or money order payable to MS Department of Mental Health. Exam fees are non-refundable.**

Please Print or Type all information, filling in every blank

1. Name: _____ **Last 4 digits SS #:** _____

2. Mailing Address: _____
(Street or P.O. Box) (City, State, Zip Code)

3. Place of Employment: _____

4. Business Telephone: _____ _____ ext. _____

5. **Email (Required):** _____

6. Submit/Mail your completed **Form** and **Fee** to: Department of Mental Health
Division of Professional Licensure and Certification
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201

Registrant Selection of Exam

Please register for the examination by completing the table below.

- **In the first column, place a check in the box next to the examination administration you would like to attend, MH Web-based, IDD Web-based, or Addictions (AT) Web-based.**
- **NOTE – all examinations are based on the respective Web-based Training Component Course List for Mental Health (MH), Intellectual and Developmental Disabilities (IDD) or Addictions (AT). The course lists are located in the respective sections of the PLACE page on the DMH website – www.dmh.ms.gov .**
- In the third column, **check which examination administration time you wish to attend.**

Examination	Date	Time	Exam Fee
❑ MH Web-based ❑ IDD Web-based ❑ AT Web-based	Tuesday October 13, 2020	❑ 9:00 a.m. or ❑ 2:00 p.m.	$50.00 _____ (Total Enclosed)

Testing Location: Robert E. Lee Building in downtown Jackson, MS. The exam will be administered on the 12th Floor in Conference Room C unless notified otherwise.

Notice for Testing Day: Please arrive at the testing location at least 15 minutes prior to the beginning of the scheduled examination. The test will begin **promptly** at the designated time. Individuals arriving late **WILL NOT** be admitted. Please bring a **photo I.D.** You will not be admitted without proper photo identification.

******* See Next Page for Important Information *******

NOTE – all examinations are based on the respective Web-based Training Component Course List (i.e. Mental Health or Intellectual and Developmental Disabilities or Addictions). The course lists are located in the respective sections of the PLACE page on the DMH website.

As indicated in the current *DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017* document – no special dispensation will be given with regards to the examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replace or updated.

The abovementioned course lists and document can be found on the DMH website – www.dmh.ms.gov Click on the tab for PROVIDERS then click on the dropdown tab for PLACE.

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Examination Confirmation Email Notice and CDC Guideline Notice: You will be emailed a confirmation notice regarding your examination date and time. Upon receipt of the completed registration form and fee by the established deadline, you are registered for the examination (unless there is a problem with your eligibility to register for the examination). If you have questions regarding your registration or whether or not your form and fee have been received, please contact us at (601) 359-1288 or place@dmh.ms.gov. **In accordance with current CDC Guidelines, all participants are required to wear a mask to be admitted into the building.** You will be required to pass through a security check point in the lobby before proceeding to the 12th floor Conference Room C. **Due to recent exam cancellations necessitated by the COVID-19 Pandemic CDC and state guidelines, priority will be given to those with nearing provisional credential expiration dates.**

Individuals with visual/hearing/other impairments who will require special testing/training material accommodations should contact the Division of Professional Licensure and Certification (PLACE) at the number listed above immediately upon receipt of the above-mentioned email confirming registration.

Exam Day Information Letter: You will be emailed a letter outlining information regarding the day of the examination. You will receive this information via email approximately 4 – 7 days prior to the date of the examination.

Location/ Directions: A map and parking pass will be provided with the above mentioned "Exam Day Information Letter".

Please contact the Division of Professional Licensure and Certification at the Department of Mental Health at (601) 359-1288 or place@dmh.ms.gov should you have questions or need additional information.

The Division of Professional Licensure and Certification reserves the right to reschedule the examination if necessary. (Possible occurrences would be in the case of inclement weather or changing CDC or state pandemic guidelines.) Notification of rescheduling will be in the form of an email. Notification of reschedule could be as late as 8:00 am the morning of the scheduled examination. We suggest checking your email 24 hours prior to the scheduled time as well as the morning of the scheduled examination.