



**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.**

**Examination Confirmation Letter: You will be emailed a confirmation letter regarding your examination date and time.** Upon receipt of the completed registration form and fee by the established deadline, you are automatically registered 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 [nancy.luke@dmh.state.ms.us](mailto:nancy.luke@dmh.state.ms.us).

*\*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 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 should you have questions or need additional information.**

The Division of Professional Licensure and Certification reserves the right to **reschedule the examination if necessary**. (A possible occurrence would be in the case of inclement weather.) **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.**