



**DMH LICENSED  
ADMINISTRATOR  
RENEWAL DEADLINE:  
June 30, 2023**

**RENEWAL QUESTIONS:**  
Questions regarding renewal should be directed to:  
DMH Division of PLACE staff at  
[place@dmh.ms.gov](mailto:place@dmh.ms.gov) OR  
(601) 359-5360.

**DMH Licensed Administrator  
2023 Renewal Instructions**

**-SUBMITTING THE RENEWAL PACKET-**

- COMPLETE** the applicable form(s) listed below, along with your renewal fee payment:
  - Renewal Application Form – (**Two-Pages; To be signed by the Renewal Applicant IN BLUE INK** and dated) – pages 3 and 4;
  - Renewal Verification of Employment Form (**IF REQUIRED**-Refer to “Verifying Employment” below) - pg. 5;
  - \$60.00** Renewal Fee - payable by check or money order; DO NOT send cash; **MAKE CHECK/MONEY ORDER PAYABLE TO: MS DEPARTMENT OF MENTAL HEALTH**
- SUBMIT** your completed renewal packet (**including the renewal fee**) to the following address:

**Mississippi Department of Mental Health (DMH)  
Division of Professional Licensure & Certification (PLACE)  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201  
  
Attn: DMH Licensed Administrator Renewal**

- The completed renewal packet should be submitted as soon as possible, but **NO LATER THAN 5:00 p.m., June 30, 2023**. Postmark dates are not considered; **only the date of receipt in the DMH Division of PLACE counts towards meeting the renewal requirement.**
- SUCCESSFUL RENEWAL** - Once successfully renewed, **you will receive a confirmation email** containing a renewal document which indicates continued certification for the next certification period; in order to receive this email, **please include an email address on the Renewal Application Form**. Your Staff Development Officer(s) (SDO) will also receive an email confirmation of your renewal.

**-IMPORTANT RENEWAL INFORMATION; PLEASE READ-**

**Verifying Continuing Education (CEs):**

- Renewal continuing education (CE) hours are **NOT REPORTED AT THE TIME OF RENEWAL**. Sufficient documentation to this effect (e.g., training records; staff development printouts; official college transcripts, if utilizing college credit) should be housed with the Staff Development Officer (SDO) at your current place of employment. *You should also keep a personal copy of your continuing education (CE) records.*
- If you are unsure who your program’s designated SDO is, please contact the DMH Division of PLACE for assistance. (NOTE: If you change employment during a renewal cycle, it is your responsibility to provide your current SDO a copy of any training records from your previous place of employment that are needed to fulfill your renewal continuing education (CE) requirement.)

- The current DMH Licensed Administrator (LA) certification period is July 1, 2021, through June 30, 2023; CEs for renewal must have been accrued during this time frame.
- **To ensure that you have obtained the appropriate amount/type of CEs, please refer to the current DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017, document for specific CE requirements** (e.g., ethics and cultural competency CE requirements; provisions regarding CEs obtained through online or distance learning; college credit taken, etc.). *This document is available online at the DMH website: [www.dmh.ms.gov](http://www.dmh.ms.gov). Once on this website, click “FOR PROVIDERS” then “PLACE.”*
- Individuals who obtained their DMH Licensed Administrator credential after the beginning of the current certification period (July 1, 2021), can still count appropriate CE hours which were earned **prior to having received their credential**, as long as these appropriate CE hours fall within the aforementioned time frame.
- If you are unsure whether or not a particular conference/workshop/course etc., will count towards your continuing education (CE) requirement, please have your Staff Development Officer (SDO) contact the Division of PLACE.
- **The DMH Division of PLACE reserves the right to audit continuing education (CE) records of renewed individuals to determine compliance with the renewal continuing education (CE) requirement.** If audited, you (in conjunction with your SDO) will be required to produce documentation to validate your completion of the renewal continuing education (CE) requirement. **Your signature on the Renewal Application Form denotes your understanding of this requirement.**

### Verifying Employment:

- **You only need to submit the Renewal Verification of Employment Form (page 5) with your renewal packet IF your place of employment has changed.** If your place of employment has changed AND you have not already updated your employment information with the DMH Division of PLACE, then you need to include a completed Renewal Verification of Employment Form in your renewal packet. Otherwise, you do not need to submit this form.
- A change in “place of employment” refers to a change in your overall employer (agency/organization) NOT your specific job title.

### -SPECIAL SITUATIONS DURING RENEWAL-

#### NAME CHANGE?

**If your legal name has changed**, and you have not yet completed the name change process with the DMH Division of PLACE, please follow the name change instructions found in the *DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017*, document and submit your name change information along with your completed renewal packet. *(This document is available online at the DMH website: [www.dmh.ms.gov](http://www.dmh.ms.gov). Once on this website, click “FOR PROVIDERS” then “PLACE.”* **Your renewal packet will not be processed without submission of the appropriate name change information.**

#### CHOOSING NOT TO RENEW?

**If you do not wish to renew**, complete the appropriate section on the enclosed Renewal Application Form and return it to the DMH Division of PLACE at the address listed on Page 1.

### -CHANGE TO LAPSED STATUS-

Renewal of professional certification is required on or before the **June 30, 2023, renewal deadline** in order to maintain “Current” status. **Failure to meet renewal requirements in a timely manner** will result in a change of status from **Current to Lapsed on July 1, 2023.**

**Choosing NOT To Renew?** See Page 4 of this Form.

DMH LICENSED ADMINISTRATOR  
RENEWAL APPLICATION FORM – 2023



**-Personal Information-**

- Mr.
1. Name:  Ms. \_\_\_\_\_ 2. Social Security #: XXX - XX - \_\_\_\_\_  
 Dr. \_\_\_\_\_ (Last 4 Digits)
3. Mailing Address: \_\_\_\_\_  
(Street or P.O. Box)
- \_\_\_\_\_  
(City) (State) (Zip Code)
4. Email Address: \_\_\_\_\_  
**(Email address is required)**
5. Home/Cell Phone #: \_\_\_\_\_ 6. Work Phone #: \_\_\_\_\_

**-Employment Information-**

7. My current job title/position is: \_\_\_\_\_
8. I am currently employed at the following mental health center/agency/organization:

**List the name of your Current Employer Here**

9. CHECK **ONE** of the two (2) options below and follow the corresponding directions:
- I **DO NOT** need to report a change in my place of employment. (*“Place” of employment refers to your employer (agency/organization) NOT your specific job title.*)  
**DO NOT** submit a Renewal Verification Employment Form with your renewal packet; this form is only required if you are reporting a change in your place of employment.
- I **DO** need to report a change in my place of employment. (*“Place” of employment refers to your employer (agency/organization) NOT your specific job title.*)  
**SUBMIT** an updated Renewal Verification of Employment Form (**Page 5**) with your renewal packet to denote your change in employment; be sure and follow the directions on the form.

This is a **two-page form**.  
Renewal Applicant Must **Sign in BLUE INK** & Date Page 4



**-Renewal Applicant's Statements of Assurance-**

**- RENEWAL APPLICANT MUST SIGN & DATE BELOW-**

**Directions:** Read the "Renewal Applicant's Statements of Assurance" below. If you agree with the "Renewal Applicant's Statements of Assurance," print/type your full name and last four digits of your SSN in the designated space below, then sign below in BLUE INK and date the form. Failure to agree with these terms of renewal will delay and/or prohibit your ability to renew successfully.

**-Renewal Applicant's Statements of Assurance-**

I agree that I am the person who completed this application; that I am currently employed in the "state mental health system," as described in the *\*DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017, document (Chapter One); that I have met all continuing education (CE) renewal requirements and understand that my renewal CE records may be audited by DMH for compliance and that documentation to this effect must be housed with my organization's designated Staff Development Officer(s); I agree that the statements contained in this Renewal Application are true in every respect; and, that I will conform to the Principles of Ethical and Professional Conduct of the Mississippi Department of Mental Health. \*(The DMH PLACE Professional Credentialing Rules and Requirements Effective Date - May 1, 2017, document is available online at the DMH website: [www.dmh.ms.gov](http://www.dmh.ms.gov). Once on this website, click "FOR PROVIDERS" then "PLACE."*

**Renewal Applicant's Printed/Typed Name:** \_\_\_\_\_ **SSN:** XXX-XX-\_\_\_\_\_  
(Last 4 Digits only)

➔ **Signature of Renewal Applicant** \_\_\_\_\_ ➔ **\*\*\* (Signature in Blue Ink) \*\*\***

➔ **Date:** \_\_\_\_\_

**-Individuals Choosing NOT TO RENEW (or Requesting Inactive Status)-**

I **DO NOT** wish to renew my Department of Mental Health (DMH) DMH Licensed Administrator (LA) license. I am returning this notice and request **ONE** of the options below (**check one**):

- \_\_\_\_\_ **Retired Status;**
- \_\_\_\_\_ **Relinquished Status**
- \_\_\_\_\_ **Lapsed Status** (Your credential will automatically Lapse on July 1, 2023, if you do not renew.)

**For more information about Retired, Relinquished or Lapsed Status and/or to determine your eligibility, please consult the \*DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017, document OR contact the Division of PLACE. DMH Licensed Administrators interested in requesting Inactive Status should also consult \*this document or contact the Division of PLACE for more information; individuals granted Inactive Status must renew by the DMH Licensed Administrator renewal deadline. \*(The DMH PLACE Professional Credentialing Rules and Requirements Effective Date – May 1, 2017, document is available online at the DMH website: [www.dmh.ms.gov](http://www.dmh.ms.gov). Once on this website, click "FOR PROVIDERS" then "PLACE."**

- **COMPLETE** Items 1-6 on Page 3 of this form.
- **SIGN IN BLUE INK** and **DATE** this section only.

\_\_\_\_\_  
**Signature IN BLUE INK (required)**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

Date Application Packet Received: \_\_\_\_\_ Last Four Digits of Applicant's SSN: \_\_\_\_\_

Date Application Reviewed: \_\_\_\_\_ PLACE Reviewer Initials: \_\_\_\_\_

- Completed Renewal Application Form  A Check/MO for \$60.00. Date Received (If Received Separately): \_\_\_\_\_
- AFTER June 30<sup>th</sup>** Late Renewal Fee Received - Date Received: \_\_\_\_\_
- Date Renewal Email/Mail Confirm Sent: \_\_\_\_\_  Date Problem Letter/Request for More Information Sent: \_\_\_\_\_

# RENEWAL VERIFICATION OF EMPLOYMENT FORM



*(To be completed by the Personnel Officer at the Renewal Applicant's current place of employment)*

**Directions:** This form is to be completed by the **Personnel Officer** at the Renewal Applicant's **current** place of employment. Please type or print **ALL INFORMATION**; fill in every blank or check the appropriate boxes. Upon completion, **the Personnel Officer should seal the form in an envelope and sign his/her name across the envelope's seal.** The signature on the envelope should match the signature on the enclosed form. The Personnel Officer should then **return the sealed envelope to the Renewal Applicant** for submission to the Division.

**1. Employment:**

<b>Renewal Applicant/Employee's Name &amp; SSN</b>	Renewal Applicant/Employee Name: _____  Social Security Number: XXX-XX-_____ <span style="text-align: right; font-size: small;">(Last 4 Digits only)</span>
<b>Renewal Applicant/Employee's Current Place of Employment &amp; Place of Employment (Physical) Street Address</b>	Overall Agency/Organization/Program Name: _____  Place of Employment (Physical) <b>Street Address</b> (Information must be included): _____
<b>Renewal Applicant/Employee's Date of Hire</b> <small>(Only Report a Single Date of Hire)</small>	_____ / _____ / _____ Month                      Day                      Year
<b>Renewal Applicant/Employee's Job Title</b>	_____ _____ _____

**2. Background Check: (No one will be credentialed without proof of criminal background checks.)**

As appropriate to the Applicant's position and professional responsibilities, have background checks been conducted regarding this Applicant?                       YES                       NO (Provide explanation)

Explanation: \_\_\_\_\_

**3. State Mental Health System Qualification: (Check the appropriate qualification).**

a. This applicant/employee **currently** works for an agency/organization which is **certified and/or funded** by the Mississippi Department of Mental Health.                       YES                       NO (Provide explanation)

b. This applicant/employee **currently** works for a program which is **operated/administered** by the Mississippi Department of Mental Health.                       YES                       NO (Provide explanation)

4. **Personnel Officer's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Printed or Typed)

\_\_\_\_\_  
**Signature of Personnel Officer**

\_\_\_\_\_  
**Date**

