

## Introducing Biennial license renewal

Effective immediately, the Board has initiated a biennial (every two years) renewal process in connection to changes made to Rules 5.2 and 15.3 of the Rules and Regulations for the Mississippi Board of Licensure for Professional Engineers and Surveyors as dated January 1, 2020.

With this change, the Board approved a two-phase approach for the renewals. Persons licensed in odd years will be the first renewed under the new system. Persons licensed in even years will initially be renewed for one year (and will renew biennial next cycle). **Fees for license renewal will double for those who are being licensed for the biennial process.** The licensure system will automatically display the applicable renewal fee.

Online licensure renewal for 2024 will begin on October 1, 2023, and continue through December 31, 2023. Licenses which are not renewed within this time frame will be considered expired, after December 31st. Expired license renewals will be accepted through June 30<sup>th</sup> of the following year (with the appropriate late fee applied).

**All renewals (Licensees and Firms) MUST be completed online.**

**You MUST have obtained ALL your continuing education (CE) professional development hours (PDHs) prior to renewal, and you will be required to enter your CE PDHs into the system to renew.**

**Instructions for entering your CE PDHs and completing your renewal are posted on the Boards' website, titled "CE How To Manual" (see link below); and are also found inside of the licensing portal.**

**Renewal notices are sent via Email only; therefore, it is imperative that you maintain an accurate email address in our database to receive information and instructions from the Board.**

### **To begin the renewal process:**

Open and /or download the instruction document titled "CE How To Manual" found at the following link: <https://www.pepls.ms.gov/continuing-education>. This is your reference guide for entering your CE PDHs and renewing your license.

To begin the renewal process, select "License Renewals" from our website homepage ([www.pepls.ms.gov](http://www.pepls.ms.gov)).

- To log into the system, licensees will need their Mississippi license number, date of birth, and the last four numbers of their social security number.
- The COA license is accessed via the firm's designated licensee's license information, so firms need their designated licensee's information to log into the system.
- Individuals renewing annually will be charged \$35.00 per license; biennial renewals will be charged \$70.00 per license.
- Firms renewing annually will be charged \$50.00 per license; biennial renewals will be charged \$100.00 per license.
- Individual licensees must have completed all their 2023 continuing education (if they aren't exempt) at the time of their renewal. PDH's obtained after December 31, 2023, are not acceptable for 2023 compliance.
- For this initial phase of the rollout, whether renewing as annual or biennial, only 15 PDH's are required for the renewal cycle (12 PDH's for Surveyors)