

# HOW TO NAVIGATE LARS

You've logged into LARS, now what?!

This is what the HOME page will look like once you log on. From here, you can go into [General Information](#) and make sure everything is updated. Any time you move, change phone numbers or email addresses, the General Information tab is where you want to update that information.

## Important Tabs to Know

### General Information:

Update your address and see your license history.

### Renew License:

Do NOT access this tab until March or April of your Renewal year. Go to CE Compliance FIRST!

### CE Compliance:

You can access this tab anytime you want to add CE Hours, all throughout the Year.

### Pay Balance:

We can add a charge to your profile like an out-of-state verification fee. Email us the form, we post the charge, you pay it online.

### Print License/Pocket Card:

As many free copies as you want! We no longer mail these.

### FAQ or HELP:

Just in case you get stuck and out small office staff is unavailable.

Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists

M [REDACTED] License Status: PENDING Licensed Master Social Worker

Welcome to the Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists Licensing application and renewal website. This site was developed to service your licensing needs quickly, safely, and securely. The links on your left will navigate you through the site.



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Many documents provided within this website are in Adobe Acrobat PDF format.  
<http://www.adobe.com/products/acrobat/readstep.html>



This is what the General Information screen will look like. Click on [Edit Personal Details](#) to update your information. Be sure to save it after you are done.



Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists

[Licensing Home](#)  
[General Information](#)  
[Renew License](#)  
[CE Compliance](#)  
[Pay Balance](#)  
[Payment Tracking](#)  
[Print License](#)  
[Pocket Card](#)  
[Report Changes](#)  
[FAQ](#)  
[Contact Us](#)  
[Logout](#)

M [REDACTED]      License Status: PENDING      Licensed Master Social Worker

### Personal Details

Name: [REDACTED]      Primary Phone: 601-[REDACTED] (WORK)  
Primary Email: [REDACTED]      USA  
Mailing Address: [REDACTED]

[Edit Personal Details](#)

### License History

License #	Type	Status	Renewal	First Lic.	Effective	Expiration
M [REDACTED]	Licensed Master Social Worker	Pending	08/19/2022	05/29/2019	05/01/2024	04/30/2026
M [REDACTED]	Licensed Master Social Worker	Active	04/11/2022	05/29/2019	05/01/2022	04/30/2024
M [REDACTED]	Licensed Master Social Worker	Expired	04/11/2020	05/29/2019	05/01/2020	04/30/2022
M [REDACTED]	Licensed Master Social Worker	Expired		05/29/2019	05/29/2019	04/30/2020

This is the CE Compliance screen. It will allow you to keep up with how many hours you need before renewing. To add courses, click on the Maintain Credits tab below.

Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists

M [REDACTED] License Status: ACTIVE Licensed Master Social Worker

### Continuing Education Compliance Information

Use CE Compliance at any time to enter CE hours.

Licensing Period: 05/01/2022 - 04/30/2024

#### CE Compliance Summary

	Required	Taken	Balance
Diversity	2.0	0.0	-2.0
General	33.0	0.0	-33.0
Mandated Reporting	1.0	0.0	-1.0
Professional Ethics	4.0	0.0	-4.0

Print and/or Email Certificate and Card copies any time.

**Not Compliant**

No Continuing Education data available for this license period

[View Course Summary](#) [Maintain Credits](#)

Select the appropriate renewal period from the dropdown menu License Period. Next, click on add classes.

Once you are done, you can go back to the Compliance summary to view your entries. There is also an edit button for oppsies.

Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists

MS [REDACTED] License Status: ACTIVE Licensed Master Social Worker

### Maintain Credits

License Period: < Select One >

License	Date Taken	Hours

[Add Class](#) [Back to Compliance Summary](#)

This is the screen where you will enter your continuing education. Please make sure you enter all of your hours correctly and be sure to hit the SAVE button. Falsifying hours or maliciously entering hours incorrectly will result in CE Noncompliance and put you on the Probationary List or worse. If it doesn't have an **orange** asterisk (\*) by it, you can skip it. **PLEASE MAKE SURE YOU ENTER YOU HOURS IN THE CORRECT LICENSE PERIOD. YOU CAN EDIT IF YOU DON'T.**

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

When you add your courses, make sure you are entering in the current renewal period. If you go to Renew License first and have to come back to CE Compliance, the system will default and add the future renewal year.

Also, be sure to enter the correct course name as well as provider for EACH CE Offering you attend. Certain Provider Names can be abbreviate such as ASWB, MAMFT, NASW, or schools such as JSU, USM, MSU, UM, etc.

## Maintain Credits

### Add Class

\* License Period

\* Course Name

\* Provider Name

\* Type

Program Country

Program State

Program City

\* Start Date

\* End Date

\* Category

\* Hours

The system will allow you to renew your license beginning two months in advance of your renewal period. Once you have entered all of your hours in CE Compliance and it is your period to renew, click on the Renew License tab. Please note: IF YOU DO NOT HAVE ALL OF YOUR HOURS, THE COMPLIANT TAB WILL SHOW IN **RED**, AS WILL THE CATEGORIES THAT YOU ARE SHORT. YOU CAN STILL RENEW AND ENTER YOUR SHORTAGE AT A LATER TIME.

Licensing Period

10/01/2020 - 09/30/2022 ▼

### CE Compliance Summary

	Required	Taken	To General	Balance
Diversity	2.0	7.0	5.0	0.0
General	33.0	14.5	0.0	5.0
Mandated Reporting	1.0	3.5	2.5	0.0
Professional Ethics	4.0	20.0	16.0	0.0
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>		

Compliant

Exit

View Course Summary

Please understand that your license will not be renewed until you get a payment confirmation at the end of the payment processing. You will be able to go back to the Home screen to verify renewal of your license, and to print your card and certificate. Let's say you go through the RENEW LICENSE tab and it shows you are still CE NON-Compliance (in red), to get back to the Licensing screen to access CE Compliance, click on Licensing Home.



Mississippi State Board of Examiners for Social Workers and Marriage & Family Therapists

Renewal Home  
Licensing Home

M: [REDACTED] License Status: ACTIVE Licensed Master Social Worker

Select licenses for renewal:

- Licensed Master Social Worker (M [REDACTED])

All active licenses may be renewed online. Once a license has lapsed after the grace period, you must re-apply for a new license.

Before you begin, you will need the following:

- o Visa Debit/Credit Card
- o MasterCard Debit/Credit Card
- o American Express Credit Card
- o Discover Card
- o e-Check

The total price paid through this application includes funds used to develop, maintain, enhance and expand the service offerings of the state's eGovernment program. A Processing Fee will be added to your total once you have completed the renewal process. The base amount of the payment will be remitted back to The Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists. For questions about the ms.gov order total, contact (877) 290-9487.

Next >>