

For the PA Renewal, the Board must receive:

- 1) A Practice Agreement, unless one is already on file with the Board and is not being changed.
Delegation Agreements will not meet this requirement.
- 2) Proof of current NCCPA certification.

IMPORTANT

The on-line application can be submitted prior to mailing the renewal packet.

If you have not yet started your on-line renewal application:

- ✓ To start your renewal application [click here](#).
- ✓ Please **“LOG-IN”** only and **DO NOT REGISTER**.
- ✓ If you need your username and password, please email: tracy.hayes@vermont.gov.

CME INFORMATION

PAs who have a DEA must have 2 hours of qualifying CME on Controlled Substances Prescribing. **Click here for more information. See our website for more information.**

If you have submitted your application, but have not yet received your license, *prior to contacting the Board*, please complete the following steps:**QUESTIONS?**

If you have any questions about the renewal process, please contact:

Tracy Hayes, Licensing Specialist

Phone: 802-657-4223

Email: tracy.hayes@vermont.gov

- 1) **“Log-In”** and choose **“Application Status”** from the menu on the right side of the screen.
 - This will tell you what items are required to complete the application.
 - Your renewal **WILL NOT** be processed until all information and documentation has been received by the Board.
 - If there is no status listed, continue to #2.
- 2) Check your status on-line at: [Look Up a License](#).
 - If your Credential Status says **“Active”**, then your renewal has been processed and your license should arrive in the mail.
 - If it says, **“Active in Renewal”**, refer to #3.
- 3) If you look up your license and it still says, **“Active in Renewal”**, and you have already checked your status:
 - [LOG-IN](#)
 - Choose **“Create/Continue Renewal”**
 - Verify your renewal is complete