

If you have not yet started your 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.

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

- 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 certification should arrive in the mail.
 - If it says, **“Active in Renewal”**, refer to #3.
- 3) If you look up your certification 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

The renewal packet must include:

- 1) The employment contract form
- 2) The primary supervising statement
- 3) All secondary supervising statements
- 4) The Protocol
- 5) **For RAs**, proof of current AART certificates
- 6) **For AAs**, proof of current NCCAA certificates

IMPORTANT

- ✓ **The on-line application can be submitted prior to mailing the renewal packet.**
- ✓ The renewal packet **must** be mailed to the Board office.
- ✓ All signatures **must** be original and must be signed on or after October 31, 2021.
- ✓ If you work at more than one site, please gather all paperwork from all sites and send it in one packet.
- ✓ **Piecemeal receipt of documents is unacceptable.** Applications submitted piecemeal will be processed last and may be delayed.

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