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 license, 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 license/certification 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

The renewal packet must include:

1) The employment contract form
2) The primary supervising statement
3) All secondary supervising statements
4) For PAs, the Delegation Agreement with required updated specifications as outlined on our website
5) For PAs, proof of current NCCPA certification
6) For RAs & AAs, the Protocol with required updated specifications as outlined on our website
7) For RAs, proof of current AART certificates
8) 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, 2019.
✓ 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.

CME INFORMATION

The Board has received many questions about CME and whether any is required for 2018 renewal of PA licenses. Click here for more information.

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

Vermont Board of Medical Practice