

## If you have not yet started your renewal

- ✓ To start your renewal application [click here](#).
- ✓ If you have a license, you already have an account.
- ✓ Please **“LOG-IN”** only and **DO NOT REGISTER**.
- ✓ If you are unable to log-in after using security questions to reset your password, please email: [tracy.hayes@vermont.gov](mailto: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

## IMPORTANT CME INFORMATION

There will be a random audit of CME. Do not send in your proof of CME unless you are selected for audit. You will be contacted by our office if you have been selected.

[CME Tips & Information](#)

[CME Requirements FAQ](#)

[S.C.O.P.E of Pain CME](#)

## WORKFORCE CENSUS

Each licensee must complete the survey and if it is not complete the physician will be contacted.

- Please certify that you have completed the survey only once you have done so.
- The names of those who incorrectly certify that they have completed the survey may be subject to an investigation of possible unprofessional conduct.

If you encounter difficulties with completing the survey, please contact:

Phone: 802-863-7300 or 800-869-2871

Email: [AHS.VDHPhysicianCensus@vermont.gov](mailto:AHS.VDHPhysicianCensus@vermont.gov)

## 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](mailto:tracy.hayes@vermont.gov)**