



---

**State of Vermont**  
**Office of the Secretary of State**

**Office of Professional Regulation**  
89 Main Street, 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402  
sos.vermont.gov

**James C. Condos, Secretary of State**  
**Christopher D. Winters, Deputy Secretary**  
**S. Lauren Hibbert, Director**

**Secretary of State**  
**Office of Professional Regulation**

**Policy for Continuing Education and Impacts of COVID-19**

**Purpose**

The Office of Professional Regulation takes the health and safety of Vermonters and our licensees very seriously. The purpose of this policy is to provide our licensees with flexibility needed to comply with their continuing education (CE) requirements while making health and safety the priority.

**Policy**

The Office will allow a continuing education renewal extension of up to 180 days and provide alternatives to face to face continuing educational opportunities impacted by COVID-19. Online courses and training will be allowed.

**Criteria**

If you are unable to complete your continuing education requirements due to any of the following circumstances:

- The in-person conference, course, class, session has been cancelled due to COVID-19;
- You feel your health may be at risk by attending an in-person conference, course, class, session due the spread of COVID-19; or
- You feel your health may be at risk by the required travel to attend an in-person conference, course, class, session due to the spread of COVID-19.

**If you meet any of the above criteria, you must inform the Office via the process outlined below.**

The office will allow online courses to be taken in lieu of formal CE required by your profession's administrative rules and allow a continuing education renewal extension of up to 180 days.

The online course must provide a course completion certificate to upload to your online services account.

### **Process**

**All requests must be made prior to the license expiration date.**

1. Watch your email for a notification that your profession is in renewal and it is time to renew your professional license. Please remember to check your spam folder. You will receive this notification by email 6 weeks prior to your current expiration date.
2. Sign into your online services account and complete your renewal application **prior to the expiration date.**
3. When you get to the continuing education screen, select the option that states you have **NOT** met the CE requirement. Provide your explanation as to why you have not met the requirement. Once your renewal is submitted, you may upload any supporting information by using the “update license/application” feature on your dashboard.
4. All requests will automatically be extended for 90 days. If you would need 180, please include this in your explanation/request.
5. You must have completed the CE requirement for your profession by the extended renewal date or your license will lapse.
6. Once you have completed the CE requirement you must upload your course completion certificates to your online services account using the “update license/application” feature on your dashboard.

If you have additional questions please email Renewal Clerk at [sos.renewalclerk@vermont.gov](mailto:sos.renewalclerk@vermont.gov).

The Office will revoke this policy when the impact of COVID-19 has subsided. Please be safe and remember to wash your hands!