



**Secretary of State  
Office of Professional Regulation**

**CERTIFIED PUBLIC ACCOUNTANT  
Renewal Instructions for Firms**

1. Complete the Vermont online renewal application.
2. Pay the non-refundable renewal fee
3. Upload a copy of your most recent peer review.

*Administrative Rule 10.7: applicants performing attest functions within the State of Vermont must provide satisfactory evidence of a Peer Review conducted within the three years preceding application to Vermont. "Peer review" means a system wide study, appraisal, or review of one or more aspects of the professional work of a person or firm in the practice of public accounting that performs attest services, by a person or persons who are licensed under this chapter and who are not affiliated with the person or firm being reviewed.*

**\*Important Notes for Renewal\***

If your first license was issued within 90 days of the first renewal expiration date, your license is valid until the next renewal date. Please check the expiration date printed on your license.

Three (3) courtesy renewal reminders are sent to the email on file starting approximately 6 weeks prior to the renewal expiration date (September 30th of even years). It is your responsibility to ensure your email address is up to date. You may update your email by logging in to [Online Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe senders list.