



**Secretary of State  
Office of Professional Regulation**

**CERTIFIED PUBLIC ACCOUNTANT  
Renewal Instructions**

In order to renew you will need to:

1. Complete the Vermont online renewal application.
2. Pay the non-refundable renewal fee
3. Show proof of continuing professional education (CPE) completion. Please note you will be required to upload your CPE completion certificates into your online renewal application.
  - If you were initially licensed prior to the start of the current renewal cycle you will need to have proof of completion of 80 credits which includes 4 credits in ethics, 8 credits in accounting and auditing, and 68 credits in accountancy related matters.
  - If you were initially licensed in the first year of the renewal cycle you will need to provide proof of completion of 40 credits in accountancy related matters.
  - If you were licensed after the first year of the renewal cycle you are not required to submit CPE for the renewal.

**\*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.