



OFFICE OF PROFESSIONAL REGULATION

VERMONT SECRETARY OF STATE

89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

Architect Renewal Instructions

Renewal applications open six weeks before the expiration date and are submitted through the [Online Services System](#). Expiration dates are printed on your license and available on the [Find a Professional](#) webpage. Courtesy email reminders are sent to the email on file once the renewal is open. Late renewals are subject to penalties. Questions on renewals can be sent to sos.renewalclerk@vermont.gov. Please allow 3-5 business days for processing.

Steps to renew

To renew, you will need to complete the following prior to your expiration date.

- ▶ Submit an online renewal application and pay the non-refundable renewal fee. Renewal applications are found within the online services system.
- ▶ Upload completion certificates, or AIA transcript, showing a minimum of 24 credits of completed continuing education related to competency in architectural topics concerning public health, safety and welfare. Continuing education must have been completed within the two-year renewal cycle.