



**Secretary of State  
Office of Professional Regulation**

**ATHLETIC TRAINERS  
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 your current BOC certification. (a copy of your pocket card is sufficient)

**\*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.