



Barber Cosmo Nail Tech Esthetician Renewal Instructions for Individuals and Shops

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 for Individuals

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.
- INSTRUCTORS ONLY - Upload completion certificates showing a minimum of 24 credits of completed continuing education. Continuing education must have been completed within the two-year renewal cycle. Only Vermont approved courses will be accepted. A list of approved courses is available in the online system services.
- DESIGNATED LICENSEES ONLY – After you renew your individual license you will need to switch to the business profile to complete your shop renewal.

Steps to renew for Shops

- Submit an online renewal application and pay the non-refundable renewal fee. Renewal applications are found within the online services system.
- Confirm the Designated Licensee in charge of the Shop