



**Secretary of State  
Office of Professional Regulation**

**ENGINEERS  
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 30 hours of continuing education credit.

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

To streamline the renewal process, please have your course completion certificates scanned and available to upload before starting your 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 (July 31<sup>st</sup> 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 Services](#) and updating your profile. Please check your spam folder and add our office to your safe senders list.