



**Secretary of State  
Office of Professional Regulation**

**FUNERAL SERVICE  
Renewal Instructions for Removal & Disposition Personnel**

**In order to renew you will need to:**

1. Submit an online renewal application and pay the non-refundable renewal application fee. Renewal applications are found within the online licensing system at:  
[https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8gpM9BaINEZfDPENuF\\*!STANDARD](https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8gpM9BaINEZfDPENuF*!STANDARD)
2. Upload documentation of completion of a 3-hour Blood Bourse Pathogens course of continuing education credit. Only Vermont-approved education will be accepted for your Vermont Funeral license. A list of approved courses can be found [here](#).

**\*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 30<sup>th</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 Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe senders list.