



**Secretary of State
Office of Professional Regulation**

**NURSING
Renewal Instructions
Advanced Practicing Registered Nurse**

Download these instructions to click the links.

Renewal applications open 6 weeks prior to the expiration. You will receive a courtesy email to the email address on file once they open.

In order to renew you will need to:

If you hold a Vermont single-state RN license, you must renew your RN license and add the RN specialty indicating whether you will be a single-state RN or wish to apply for a multistate RN prior to completing the renewal for your APRN license.

If you hold a multistate license in another compact state, you are not required to renew your VT RN license.

1. Submit an online renewal application and pay the non-refundable renewal fee. Renewal applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGIHMIpa8qPM9BaiNEZfDPENuF*!/STANDARD
2. Upload a current certification by a national APRN specialty certifying organization.
3. Attest to having a current collaborating provider agreement (if required).
4. Attest to meeting the active practice hour requirement of 50 days (400 hours) in the last two years as an APRN or 120 days (960 hours) within the last five years of the current licensing period.

Criminal Background Checks are Required for Vermont Nurses. Completion of this process is NOT required to renew your license but does need to be initiated as part of your licensing requirements.

If you have already completed your CBC requirement for your Vermont license, you are not required to complete it again.

Background check instructions

1. Complete the release form

❖ APRNs with a Vermont RN License:

*After you have renewed your Vermont RN license, go into your account and add a specialty to your **RN license**, select single state or multistate. Print and complete the Release Form found in the specialty application. Make sure to complete mandatory fields, have this form notarized, and upload it into your RN specialty application. Pending CBC results will not hold up the renewal of your VT RN license.*

Please watch [this video](#) for additional information on how to complete the steps for your background check.

❖ **APRNs with a multistate RN license from another jurisdiction:**

If you hold an active multistate RN license from another jurisdiction you are not required to hold or maintain a VT RN license or apply for an RN specialty. Print and complete the Release Form found in the APRN renewal application. Make sure to complete mandatory fields, have this form notarized, and upload it into your APRN renewal application. Pending CBC results will not hold up the renewal of your APRN license.

2. Once OPR receives your completed Release Form, you will receive a Fingerprint Authorization Certificate (FAC) at the email address associated with your online account. Please allow 3-5 business days for processing.
3. **After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.**
4. Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment. The Fingerprint Authorization form must be sent with your prints to VCIC. Some centers do this for you, and some will require you to send. Please visit <https://sos.vermont.gov/opr/online-services/background-checks/> for more information.

Be sure to keep your receipt. You may be asked to provide it.

To have fingerprints taken in Vermont:

[Click here](#) for a list of Vermont Identification Centers or contact your local law enforcement agency to inquire if they provide fingerprinting services.

To have fingerprints taken outside of Vermont:

Contact a local law enforcement agency. Fingerprint cards completed by agencies outside of Vermont must be submitted in an envelope sealed directly by the criminal justice agency taking the fingerprints. You must bring a large envelope to seal the fingerprints in before leaving the Identification center. You are not allowed to leave the enforcement agency with open fingerprint cards.

Completed fingerprint cards and signed authorization forms should be mailed to:

Vermont Crime Information Center
45 State Drive
Waterbury, VT 05671

Once VCIC receives your information, it can take 6-12 weeks for OPR to receive results. This will not impact your ability to practice as a VT nurse. We will make every effort to process the results quickly. Due to the high volume, we expect increased processing time.

For more information on background checks, please visit OPR's [Background Check Webpage](#).

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. 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.

For questions on your renewal, please contact our Renewal Clerk at: sos.renewalclerk@vermont.gov