OFFICE OF PROFESSIONAL REGULATION
VERMONT SECRETARY OF STATE
89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

LNA Renewal Instructions

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

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.
- Meet the active practice requirement of 50 days (400 hours) in the last two years
- The Board shall credit as active practice those activities, regardless of title or obligation to hold a license, that reasonably tend to reinforce the training and skills of a licensee.
    - A licensee who has worked in a position that does not require LNA licensure but reinforces the knowledge and skills of an LNA must upload into their renewal application the following documents.
        - A copy of their job description that details essential functions of the position; and
        - Employer verification of dates of employment and hours worked on company letterhead
- A licensee who does not meet active practice requirements whose license has been lapsed for **fewer** than five years must take and pass the LNA skills and written examinations to renew their license.
- A licensee who does not meet the active practice requirement and whose license has been lapsed for **five years or more** shall repeat a nursing assistant education program and pass the skills and written examinations to renew their license.
- **MNA only –** complete the continuing education requirement

- **Expired Licensees only -** Complete the Criminal Background Check (requirement as of 9/1/2022)
  - Vermont requires all nursing licenses to have a background check, the first step to this process is to print the FBI Release form. You will need to complete the form and have someone verify your identity and sign & date the form and upload your completed form to your renewal application.
  - Once we receive your FBI Release form you will be emailed the fingerprint instructions and Fingerprint Authorization Certificate.
  - **After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.**
    - Print the fingerprint authorization certificate and bring it with you to your fingerprint appointment. The fingerprint authorization certificate form must be sent with your prints to VCIC for processing. Some centers do this for you, and some will require you to mail the form to VCIC. Please visit https://sos.vermont.gov/opr/online-services/background-checks/ for more information
    - **You MUST upload a copy of your fingerprint receipt into your online account using the update feature in your online portal**

  - **To have fingerprints taken in Vermont:** Here is a list of Vermont Identification Centers or contact your local law enforcement agency to inquire if they provide fingerprinting services. The Vermont agency will send your fingerprints and your Fingerprint Authorization Certificate directly to VCIC. **You are required to bring your completed FAC form with you to your fingerprint appointment.**

  - **To have fingerprints taken outside of Vermont:** You will need to do a search on the internet for fingerprinting locations near me and enter your city, state, or zip code. You will need to call the place and verify that they do ink fingerprints on a FD-258 fingerprint card. If they do, when you get your fingerprint card make sure all our descriptive information is completed, on the card when is asks reason for prints make sure to put "VT License" do not write employment. If prints are done outside of Vermont, they must be **ink prints** completed on the FD-258 fingerprint card.

  - You will need to take a photo/copy of the completed fingerprint card, the completed FAC form and mail the originals to the address below. Please mail all the documents with a mailing tracking number.

- You will need to upload your photo/copies of your completed fingerprint card, FAC form and mailing tracking receipt to your online account so you can receive a provisional license. Log into your online account, go to view license, click “Update” and upload the documents.
- **Remember to send your fingerprints and Fingerprint Authorization Certificate (FAC form) to VCIC, not to OPR. We are unable to accept fingerprint cards, and you will have to start the process over.**
- Send the signed Fingerprint Authorization Certificate and the fingerprints to:
  Vermont Crime Information Center
  Attn: Record Checks
  45 State Drive
  Waterbury, VT 05671
- Once VCIC receives your information, it can take up to 12 weeks for us to receive results. We will make every effort to process the results quickly. License renewal will not be delayed by pending criminal background checks.