



**Secretary of State  
Office of Professional Regulation**

**PHARMACY  
Renewal Instructions for Instate Manufacturer**

In order to renew you will need to:

1. Submit an online renewal application and pay the non-refundable application fee. Renewal applications are found within the online licensing system at:  
[https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF\\*/ISTANDARD](https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF*/ISTANDARD)

**All required documentation must be uploaded within the online services system.** The office will not accept paper copies of documentation pertaining to renewal requirements.

2. Vermont's Office of Professional Regulation and the Board of Pharmacy have made changes to their Drug Outlet license categories.

**In addition to standard renewal requirements, be prepared to answer questions about the following and supply any related information/documentation, which include but are not limited to:**

- Do you hold licenses in other States or jurisdictions?
- Have you been subject to a recall of your products within the past two years?
- Has the FDA inspected your pharmacy within the past 5 years?
- Was your entity issued a Form 483?
- Was your entity issued an Untitled letter?
- Was your entity issued a Warning Letter?
- Was your entity subject to a seizure by the FDA?
- Was your entity subject to an injunction by the FDA?
- Has your firm received a request for a Regulatory Meeting with the FDA?

**\*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.

