



**Secretary of State
Office of Professional Regulation**

PHARMACY
Renewal Instructions for Instate Pharmacy

In order to renew you will need to:

1. Complete renewal online and pay the renewal fee (Nonrefundable processing fee).

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

2. The Vermont Board of Pharmacy has made updates to the Drug Outlet license categories. You will be asked for additional information and documentation during the renewal.

Be prepared to answer questions about the following and supply any related information/documentation, which includes but is not limited to:

- Does the pharmacy hold licenses in other states or jurisdictions?
 - Does your pharmacy prepare Nonsterile compounds, sterile compounds or home infusion products?
 - Has the pharmacy conducted a recall of compounded or home infusion products within the past two years?
 - Do you dispense compounded or home infusion products prepared by another pharmacy?
3. Submit an updated list of employees including names and license numbers.
 4. Good Standing and Mandatory questions: If you answer “Yes” to one of the good standing or mandatory questions, you must provide the required documentation described within the online renewal.

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 30th 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.

