



**Secretary of State
Office of Professional Regulation**

**PHARMACY
Renewal Instructions for Pharmacist**

In order to renew you will need to:

1. Complete renewal online and pay the renewal fee (nonrefundable processing fee).
All documents must be uploaded within the online renewal. The office will not accept paper copies of documentation pertaining to renewal requirements.
Pay Any late fees or penalties required by law
2. A pharmacist shall complete at least 30 hours of approved continuing education coursework every biennial period. Continuing education must include at least:
 - 2 hours of continuing education coursework on one or more of the following topics:
 - (A) the abuse and diversion, safe use, and appropriate storage and disposal of controlled substances.
 - (B) the appropriate use of the Vermont Prescription Monitoring System.
 - (C) risk assessment for abuse or addiction.
 - (D) pharmacological and nonpharmacological alternatives to opioids for managing pain.
 - (E) medication tapering and cessation of the use of controlled Substances.
 - (F) relevant State and federal laws and regulations about the prescription of opioid controlled substances.
3. A pharmacist administering immunizations shall complete a minimum of two (2) hours of continuing education related to immunizations in each licensing period.
 - a. A pharmacist must maintain current training in Basic Cardiac Life Support. Course completion certificate required.
4. Completion certificates are required to be uploaded by the licensee into the applicable renewal section.

Important Notes for Renewal

If your first renewal was issued within 90 days of the first renewal expiration date, your license is valid until the new renewal date. Please check the expiration date on your license.

Three (3) courtesy renewal reminder emails are sent to the email on file starting approximately 6 weeks prior to your expiration date. It is your responsibility to ensure your email address is up to date. You may update your email by logging into [Online Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe sender list.