



**Secretary of State
Office of Professional Regulation**

**REAL ESTATE COMMISSION
Salesperson Renewal Instructions**

In order to renew you will need to:

1. Complete the Vermont online renewal application.
2. Pay the non-refundable renewal fee.
3. Show proof of 16 hours of continuing education credit. (Includes the 4-hour mandatory course).
4. **First renewal only**: Show proof of completing 8 hours of post-licensure education within 90 days of your license being issued.
5. *New Salespersons renewing for the first time are not required to complete the 16 hours of CE for their first license 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. 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.

Please direct questions on your renewal to OPR's Renewal Clerk at: sos.renewalclerk@vermont.gov