

Vermont Secretary of State
Office of Professional
Regulation
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Renewal Instructions for Licensed Nursing Assistant

In order to renew you will need to:

1. Go to www.sec.state.vt.us > Professional Regulations > Online licensing > Click to access your account
2. Complete the Vermont online renewal application
3. Pay the non-refundable renewal fee of \$45.00

Important Notes for Renewal

Board of Nursing Administrative Rule 3.5(a), 26 V.S.A § 1645

3.5 Renewal: Active Practice Requirement

(a) To renew a nursing assistant license the nursing assistant shall document a minimum of 50 days (400 hours) in the last two years of paid compensation as a licensed nursing assistant.

(1) Eight hours are equivalent to one day of nursing assistant practice.

(2) Only time acquired while the LNA license is active will be accepted toward the active practice requirement.

(b) Applicants may be required to provide a job description or other evidence that they have been engaged in active LNA practice, or a similar role that reasonably reinforces the training and skills required of a nurse assistant. Documentation must be certified as true by your employer(s).

(c) A licensee who does not meet the active practice requirement shall repeat the nursing assistant education program and competency examination.

If you are logging in to our new system for the first time, you will be required to create a new password in our new system. Please see our ["How to Guide"](#) for more information.

Three (3) **courtesy** renewal reminders are sent to the email on file starting approximately 6 weeks prior to the renewal expiration date (November 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.

When updating your profile, please be sure to enter your phone number without dashes, spaces or lines between the numbers. For example you must enter 8021234567 not 802-123-4567.