

From: "VT Office of Professional Regulation" <sos.opr.donotreply@vermont.gov>
Sent: Thursday, October 27, 2022 12:37 PM
To: dburkett@sover.net
Subject: Continuing Education Requirement and Administrative Rules Update



OFFICE OF PROFESSIONAL REGULATION

To: Notaries Public
From: S. Lauren Hibbert, Director, Office of Professional Regulation
Date: October 27, 2022
Re: Continuing Education Requirement and Administrative Rules Update

Per 26 V.S.A. §5343, continuing education is required for notaries public once they have been commissioned for a full renewal cycle.

The continuing education requirement applies for the 2023 renewal of all Vermont notary public commissions except for

1. those notaries public who are exempt from the continuing education requirement under Vermont law (a list of notaries public who are exempt from the continuing education requirement can be found here);and
2. those notaries public who obtained a notary public commission within the last two years (on or after February 1, 2021).

If you do not fall in one of the listed exemptions and your initial notary commission was issued on or before January 31, 2021, you are required to complete the continuing education for your January 2023 notary public commission renewal.

Continuing Education Guidance

The Office of Professional Regulation is currently in the process of adopting rules regarding the continuing education requirements for notaries public seeking to renew their Vermont commissions. The rulemaking process can sometimes be lengthy and OPR recognizes that notaries public are looking for guidance on continuing education courses as the renewal deadline for the commission (January 31, 2023) approaches.

The guidance, below, aligns with the proposed rules. OPR will accept coursework that complies with the following guidelines:

- One (1) hour of CE is required. 60 minutes of coursework is equal to one hour.
- The content of the course must be related to the maintenance and enhancement of the skill, knowledge, and competency to perform notarial acts in accordance with Vermont's laws and requirements.
- The course can be synchronous or asynchronous, recorded or live, in-person or remote.

- The course must contain both audio and visual content.

Courses such as those described above are currently available from the Vermont Bar Association and some national notary associations. Additional approved courses may be found by [clicking here](#).

Renewal Instructions for Notaries Public can be found by [clicking here](#). For questions regarding your renewal, please contact the renewal clerk at sos.renewalclerk@vermont.gov.

