

What You Need to Know to Renew Your Certification

1. The CVT renewal fee has increased to \$50. This started on January 1, 2017.
2. Make sure you renew your certification before the expiration date of 12/31 to avoid being charged a \$25 late fee (See the lower left hand corner of your CVT certificate to know when it expires.)
3. Effective June 1, 2017 all current CVT renewals will only be accepted online. Any CVT renewals received by mail will be returned to the sender.
4. **The MVTA does not accept rollover CEU.** The MVTA requires CEU to be obtained in the renewal year.
5. Current members will receive an automated renewal reminder on or about August 1st. This first renewal reminder email puts current members into the renewal period and will contain a link the renewal form. The online system will not accept renewals prior to August 1st.
6. Please review the MVTA CE Guidelines before taking a course or renewing your certification.
7. If you have any questions regarding your CVT renewal, please view the CVT renewal policy section on the MVTA website at www.massvta.org or by contacting the MVTA at csec@massvta.org.
8. When filling out your CVT renewal form online, please be complete with all CEU dates including month, day and year (ie 2/12/2017)
9. You do not need to submit your CE certificates when renewing your certification. Please hold on to them at home as the MVTA will be conducting random auditing.
10. CVT certificates will only be sent by email. **We are no longer mailing CVT certificates.**
11. If you need an invoice for proof of payment for your CVT renewal you can print one from your MVTA website account. Once you log in to your account, go to "My Profile" and pull down the menu and choose invoice and print.