

**Helpful Hints for renewing RVT members of the NSVMA
when using the on-line registration process – members.nsvma.ca**

Renewing members must use the email address that is currently on file with the NSVMA.

Please review your personal information and correct anything that may have changed.

Please review the Professional Details to ensure they are all accurate.

Specifically, please enter your required “Hours worked” and “Hours of CE” information

Complete the declaration

You should now click on the ***Renew License*** button under Membership and Payments.

Please upload your EVTA certificate

There are several payment options: Credit Card, e-transfer; cheque

If **your employer** is paying for your renewal, you may enter by whom the payment is being made.

(Application Fees – Payer = person paying)

If you have completed all requirements, (all required fields,) please select the **Save and Submit** button.

If you have entered some of the required information, but not all, select **Save and Do Not Submit** and complete the process at a later time.