



American Association of Veterinary State Boards
What you need to know to apply to take the January 15, 2010
VTNE (Veterinary Technician National Examination)
Which states does AAVSB handle? Check the website, www.aavsb.org for the list



Who can take the VTNE through AAVSB? Except as listed below, applicants for the states where AAVSB handles the application must have

1. Graduated from an AVMA or CVMA accredited veterinary technician program, or
2. Be within 6 months of graduation of reaching graduation from an accredited program.

Exceptions: If you want to take the VTNE in AZ, DE, IL, TN, OR or WA, please apply to your state **AND** through the AAVSB website at the same time, or as close as possible together. Contact the state board to obtain specific information about the requirements you must meet for each of those jurisdictions, or any decision the state makes.

What about other states? Please use the Boards and Agencies directory found at www.aavsb.org to obtain contact information for that board, where someone can provide the information for you.

How much does it cost? The fee to apply through the AAVSB online application is **\$200.00** (paper applications are **\$220.00**, and may be requested by emailing: vettech@aavsb.org). NOTE: *\$25.00 of the application amount is a non-refundable processing fee.*

What must I send in? The application must be completed by the deadline, as listed on the AAVSB website. See next item for what you must ask your school to submit.

What must my school send in? Proof of graduation (final transcript) **or** a Letter of Good Standing (sample found at www.aavsb.org) indicating that you are expected to graduate no later than 6 months after the test date. Letters must be sent directly from the school, postmarked by the application deadline to:

AAVSB, Attn: VTNE
380 W. 22nd St., Ste. 101
Kansas City MO 64108

What if I need special accommodations at the test site? Please complete the Request for Special Accommodations (print it from www.aavsb.org) and send it to the AAVSB address, postmarked no later than the deadline.

What if I applied to AAVSB before and had a final transcript sent in? Transcripts remain part of your record, so only one is needed, but you must complete another VTNE application. Please indicate in the notes field that AAVSB has already received your final transcript from the school.

What if I applied to AAVSB before and had a letter (Eligibility Letter) of good standing sent in? Eligibility Letters are good only for one semester. You must complete another VTNE application, and have your school send another letter of good standing, or a final transcript showing graduation.

Will AAVSB contact me about my documents? AAVSB will send you an **email** confirming receipt of your education documents, after they are recorded in your application file.

Are there sample questions? Yes, there is a VTNE Practice Test Online, available through www.aavsb.org, for a fee of \$45.00 per use. Also, you may view or print the VTNE Candidate Handbook from www.aavsb.org.

How many times may I take the VTNE? AAVSB will permit candidates to take the VTNE 5 times. (counting from January 1, 2006) After the fifth time, candidates must apply to the AAVSB Board of Directors for approval. Please contact vettech@aavsb.org for instructions and materials needed to apply for additional attempts. The complete policy is:

1. The AAVSB Board of Directors reserves the right to determine how often the VTNE will be administered or made available for administration, taking into consideration its use in the licensure processes and the impact of applicable laws.
2. Examinees who fail the VTNE must wait at least 91 days before retaking the exam.
3. No examinees shall be allowed to sit for the VTNE more than 3 times during any one calendar year.
4. Examinees who have failed the VTNE 5 times and wish to take the exam again must seek and be granted approval of the AAVSB before each administration thereafter.
5. The AAVSB Board of Directors shall adopt guidelines addressing the factors to be considered in addressing candidates under section 4 above which shall, at a minimum, include approval from the licensing board or certification entity, whichever is applicable, and all remedial measures undertaken by the candidate since the first administration.
6. The candidate shall have the burden of substantiating compliance with AAVSB policies adopted under section 5 above.
7. The AAVSB Board of Directors reserves the right to charge a reasonable administrative fee (in addition to customary application/examination fees) for candidates exercising rights under sections 4, 5, and 6 above.
8. The AAVSB Board of Directors reserves the right to deny candidates the right to sit for the VTNE, including the right to permanently deny such access.

States and provinces have varied deadlines and requirements—please use the Boards and Agencies Directory at www.aavsb.org, to find out about the place you want to work or test!

9. The AAVSB Board of Directors reserves the right to modify this policy.

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