VTNE
VETERINARY TECHNICIAN NATIONAL EXAM
A Service of the AAVSB

Veterinary Technician National Exam

Candidate Information Handbook

AAVSB
AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS

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www.AAVSB.org/VTNE-Overview

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Introduction

The American Association of Veterinary State Boards (AAVSB®) designed this VTNE Candidate Information Handbook to be the primary resource for those applying to take the Veterinary Technician National Examination (VTNE®). This handbook contains essential information regarding eligibility requirements, application procedures and fees, appointment scheduling, examination content, and guidelines related to the examination. The AAVSB expects candidates to carefully read and understand all the topics covered in this handbook. Candidates may also consult the **AAVSB website** for additional information about the VTNE.

About the AAVSB

The AAVSB is a 501(c)(3), nonprofit corporation dedicated to its overall objective and mission which is the primary source for comprehensive information that strategically strengthens the Veterinary Regulatory community.

The VTNE is one of the AAVSB's major programs. The AAVSB owns the examination and oversees its administration and development.

About the VTNE

Purpose

Designed and used to evaluate entry-level Veterinary Technicians' competency to practice and be credentialed, the VTNE is routinely updated reviewed and re-evaluated by subject matter experts. With the AAVSB's commitment to examination development, the VTNE remains a valid tool and useful in the evaluation of candidates for credentialing. Many jurisdictions (state/province) require a passing score on the VTNE as one criterion for credentialing.

The VTNE program has three main objectives:

1. Provide examination services to assist the jurisdictional (state/province) regulatory boards in their mission of protecting the public by ensuring applicants demonstrate a specific level of knowledge and skills before entering the profession as practitioners.
2. Contribute to the development of an improved relationship between knowledge and professional practice.
3. Provide a common standard for the evaluation of candidates that is comparable across jurisdictions.

Development

The VTNE is a multiple-choice examination prepared under a contractual agreement between the AAVSB and PSI. The AAVSB annually develops and validates the VTNE. The VTNE Committee, under guidance provided by the AAVSB and PSI, ensures that the VTNE reflects current practice in the field of Veterinary Technology.

The VTNE Committee is comprised of representatives from:

- Association of Veterinary Technician Educators (AVTE)
- AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
- National Association of Veterinary Technicians of America (NAVTA)
- Registered Veterinary Technologists and Technicians of Canada (RVTTC)
- Veterinarians and Veterinary Technicians in private practice and education

Questions for the VTNE are written by Veterinarians and Veterinary Technicians who represent all aspects of the profession, including Educators, Practitioners, Members of Specialty Boards, and the National Practice Associations. Experts review and validate each newly written question for content relevance, importance, difficulty, and correctness. Then, psychometricians and editors review and validate these questions to ensure conformity to psychometric principles and rules of grammar and style.

Once a question is accepted following this validation process, it is placed into a computerized item banking system. The questions for potential use on the VTNE are selected by the computer per the practice-based examination blueprint test specifications (see page 29). The VTNE Committee reviews each item the computer-generated test could select, making changes and substitutions as necessary.

Content

The 3-hour (180-minute) VTNE consists of 150 multiple-choice operational questions and 20 multiple-choice pilot questions derived from the test specifications. The candidate's score on the VTNE is based on the candidate's responses to 150 operational questions; the remaining 20 pilot questions embedded in the test are not counted toward the candidate's score and will be used in constructing future examinations. In the examination, the pilot questions are not marked any differently from the operational questions; thus, candidates cannot distinguish a pilot question from an operational question.

The VTNE examination covers:

- 10 Primary Areas of Responsibility (Domains)
- 55 Task Area Statements
- 50 Knowledge Area Statements

The Veterinary Technology Domains of Practice are the major areas of responsibility deemed essential for an entry-level Veterinary Technician. The Task Area Statements are specific goal-directed actions undertaken by an entry-level veterinary technician within a particular veterinary technology domain of practice. The Knowledge Area Statements are obtained from a job analysis study completed by the AAVSB and its exam vendor every 5 years. They consist of knowledge used across the seven domains of Veterinary Technician practice. Review the VTNE Content Outline that lists the veterinary technology practice domains and task and knowledge area statements starting on page 33.

The Application Process

Preparing for the VTNE

The Application Process

Veterinary Technician Regulation in the United States and Canada

There are currently 48 states and provinces that regulate Veterinary Technicians. State and provincial law dictates the scope of practice and license requirements. The AAVSB approves VTNE eligibility based on the requirements of the jurisdiction the candidate's score is sent to. Because of the wide variance of regulation between jurisdictions, it is important you understand your jurisdiction's requirements for licensure.

The AAVSB does not license, certify, or register Veterinary Technicians. The information provided in this handbook is for the examination process only. To apply for a credential, candidates should contact the state or provincial agency in the jurisdiction where they are planning to become licensed.

Click here for information about contacting your state's **regulatory board or agency**.

Fees

You must pay the VTNE application fee of $375 when you complete your application. If you need to retake the exam, you must reapply and pay the exam fee again. If you have passed the VTNE, you cannot take it again unless it's required by your state regulatory board.

All fees must be paid by card or with a pre-paid VTNE voucher code. Fees are evaluated annually by the AAVSB Board of Directors and are subject to change.

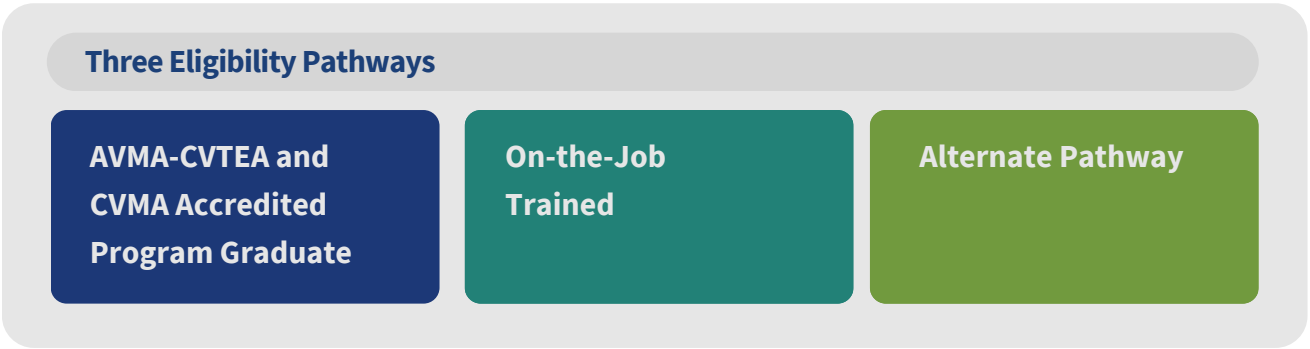
You may change your selected examination window once for a $90 administrative fee, per application. After the one-time window transfer to the very next exam window, you will not be able to move your exam again and will need to reapply and pay the full exam fee for additional attempts. Window transfer requests must be submitted to **vettech@aavsb.org** either 48 hours before your scheduled exam appointment or before the end of the window if you have not yet scheduled your exam.

The application fee and any administration fees charged to change the exam window are nonrefundable.

Eligibility Pathways

There are three pathways you may complete to be eligible for the exam; not all jurisdictions accept all pathways.

1. AVMA-CVTEA and CVMA Accredited Program Graduate (recognized by all jurisdictions)
2. On-the-Job Trained (select jurisdictions)
3. Alternate Pathway (select jurisdictions)



The AAVSB will determine your eligibility based on your jurisdiction's requirements. If you become licensed in a jurisdiction using the On-the-Job trained or Alternate Pathway, please understand there will be limitations on where you may transfer your license.

AVMA-CVTEA and CVMA Accredited Graduates

- Includes graduates of an AVMA-CVTEA and CVMA Accredited Programs.
- This is an accepted pathway of licensure in all jurisdictions.

On-the-Job Trained (OJT) Candidates

- Includes candidates who are applying for licensure only with work experience.
- This is only a valid pathway for licensure in Montana, Wisconsin, Alaska, and Utah.

Alternate Pathway

- Includes graduates of a non-AVMA-CVTEA and CVMA Accredited Veterinary Technician Programs.
- Includes OAVT and ATSAQ accredited programs.
- May include a work experience component in addition to the educational requirement.

Pathway Requirements

AVMA-CVTEA and CVMA-Accredited Graduates

Candidates who graduated from an AVMA-CVTEA and CVMA accredited Veterinary Technician programs may apply to take the VTNE through the following methods, depending on their graduation date:

Graduating before 2025	Graduating after 2025	Taking the VTNE in Your Last Semester
• A transcript is required to verify your education. • The AAVSB must receive your transcript directly from your school to vettech@aavsb.org.	• Your Program Director will validate your eligibility by uploading a roster directly to the AAVSB. • You may not take the exam until you are on an uploaded roster.	• Some programs may permit candidates to take the VTNE in the last semester of their education. Ask your school if they are participating in pre-graduation testing.

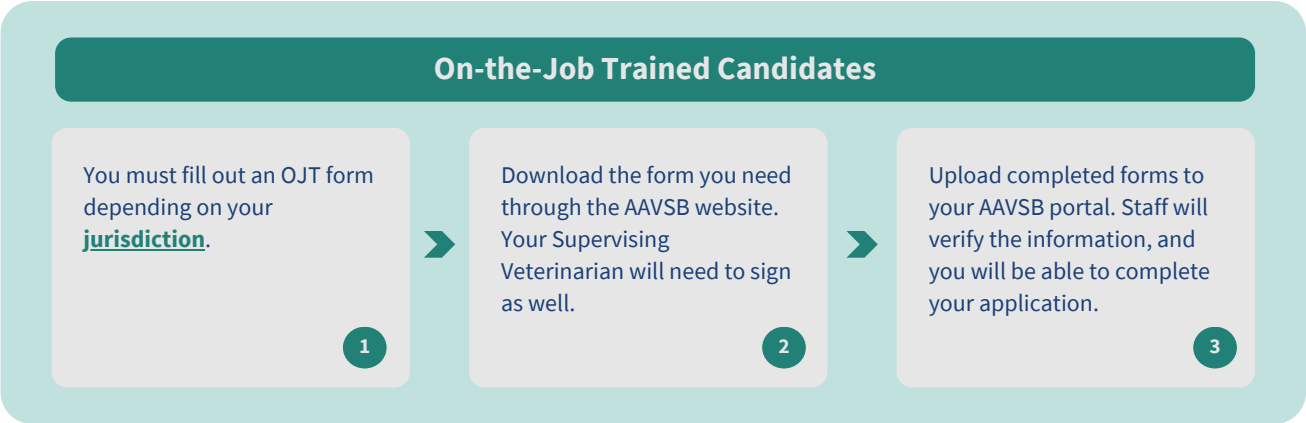
Sending Your Transcripts

Transcripts are required for candidates who graduated from their program before 2025. The AAVSB must receive your transcript for you to complete your application.

For those who graduate after 2025, you have the option to send your transcript to be kept on file with the **AAVSB's Veterinary Information Verifying Agency (VIVA)**. To do so, an official copy must still be sent directly from the school to **vettech@aavsb.org**. This is helpful should you need to use the AAVSB's VAULT services in the future to assist with a license transfer.

On-the-Job Trained (OJT) Candidates

OJT candidates will set up a MyAAVSB portal as part of the VTNE application; this portal will be used for uploading the required documents.



Limited Transferability

Taking the VTNE using the OJT pathway will limit the jurisdictions you may work in once you obtain licensure. Ensure you are familiar with your jurisdiction's requirements and understand you may have to take the VTNE again using a different pathway should you attempt to transfer your licensure to another jurisdiction that does not recognize OJT.

Alternate Pathway Candidates

Applicants applying using an Alternate Pathway for licensure (non-OJT and non-AVMA-CVTEA and non-CVMA accredited graduates) must submit transcripts to the AAVSB for education verification. If your jurisdiction requires a work experience component, you also need to upload a work verification form to your MyAAVSB portal.

Alternate pathways vary widely by jurisdiction. To view your jurisdiction's alternate pathway requirements, please visit your regulatory board's website.

How To Apply & Eligibility Review

To apply for the VTNE, candidates must meet all eligibility requirements for their jurisdiction, apply online, and pay the exam fee. Candidates who are not eligible for the exam will not be able to complete their application.

The VTNE has an open application; candidates may begin their VTNE application at any time. Candidates who begin their application but are not yet eligible or have not had their documents reviewed by AAVSB staff will meet a stopping point during the application, preventing them from moving forward until their exam eligibility has been reviewed. At this time or before beginning the application, candidates should ensure the AAVSB has received appropriate documentation for their selected pathway.

Once the eligibility review is complete, candidates will receive a notification to complete their VTNE application and schedule their exam. Candidates may select from the next two exam administration windows. The exam is administered four times per year. To ensure adequate availability for taking the exam, there are scheduling cutoff dates for each window. Eligibility review must be completed before candidates may select an exam window, so it is highly encouraged to submit applications as early as possible to ensure you can test in the window of your preference.

COMPLETED APPLICATION CUTOFF DATE PER EXAM WINDOW

Feb 15 - Apr 15	May 15 - July 15	Aug 15 - Oct 15	Nov 15 - Jan 15
Completed Application Cutoff of ***March 15***	Completed Application Cutoff of ***June 15***	Completed Application Cutoff of ***September 15***	Completed Application Cutoff of ***December 15***

You must apply for the VTNE using your legal first and last name as they appear on your unexpired, government-issued, photo identification.

Communications will be through email, from **vettech@aavsb.org**. It is highly encouraged for candidates to save this email in their address book. Failure to do so may prevent receipt of time-sensitive communications.

Candidates are encouraged to submit applications as early as possible, as eligibility review may take up to two (2) weeks once all documents are received.

Retaking the VTNE

To retake the VTNE, candidates must fill out an application and pay the exam fee. The exam may be taken a minimum of 31 days after the prior attempt and no more than three (3) times in a calendar year.

Jurisdiction Limitations

The following jurisdictions permit 3 attempts before requiring the jurisdiction Regulatory Board's approval to take the exam again:

- All Canadian Provinces
- Indiana
- Tennessee
- Missouri – **please note: Missouri will not accept scores for attempts over 4. Should you need to retake the VTNE a 5th time, you cannot select Missouri as your jurisdiction.**

To complete a Retake Application, the AAVSB must receive a letter directly from the jurisdiction approving you to retake the exam for each attempt over three.

Accommodations

The AAVSB is committed to testing individuals in a manner that will yield valid and reliable examination results. In some instances, the examination administration procedures may need to be modified to provide reasonable accommodation for candidates with disabilities. Candidates with a documented disability covered under the U.S. Americans with Disabilities Act Amendments Act of 2008 (ADAAA) or the Canadian Human Rights Act may be granted exam accommodation(s) after a review of the required documentation.

The cutoff for submitting accommodation applications is the same as the application cutoff (see How to Apply and Application Review above). If you cannot provide the required documentation for your accommodations application and wish to take your exam without the requested accommodations, you must email **accommodations@aavsb.org**.

Accommodation Application (United States Residents)

Candidates residing in the United States must submit a completed **Accommodations Application**. Section I must be completed in full by the candidate. Incomplete documentation will not be accepted. Section II must be filled out in full by a licensed health care provider.

In addition to the completed sections I & II, candidates must submit supporting documentation dated within the past **three years**, which could include the following:

- College letter
- Diagnostic report
- IEP
- 504 plan

All documents may be securely uploaded through your AAVSB portal.

Accommodations Application (Canadian Residents)

Candidates residing in Canada must submit a completed **Accommodations Application**. Section I must be completed in full by the candidate. Incomplete documentation will not be accepted. Section II must be filled out in full by a licensed health care provider. All documents may be securely uploaded through your AAVSB portal.

Pending Requests

Accommodation(s) applications may take up to two weeks to review. You may not schedule an accommodated examination until you receive an approval letter from the AAVSB. Pending the AAVSB's review of an accommodation(s) request, you may notify the AAVSB at **accommodations@aavsb.org** that you wish to schedule a standard (non-accommodated) examination. However, if accommodation(s) are later approved and you have not taken the standard examination, you will need to cancel your currently scheduled exam to use the approved accommodation(s). PSI will contact you to schedule your exam with the approved accommodation(s).

If you choose to schedule and take a standard (non-accommodated) examination while your accommodation request is under review, your accommodation application will be deemed to have been withdrawn and your VTNE score from the standard (non-accommodated) exam will stand and be reported to the jurisdiction you selected.

If you did not indicate a need for accommodation during your VTNE application, your accommodation request will be considered a late request. The AAVSB will review requests received at any time; however, late requests cannot be guaranteed to meet scheduling deadlines.

Should your accommodation(s) application not be approved, you may resubmit your request with additional supporting documentation.

Accommodation Applications and Retaking the VTNE
Should you need to retake the VTNE, the same accommodations documents previously submitted to the AAVSB may be used to request accommodations for the retake, unless there are changes to the previous request.

Updating Your Information

You will not be able to take the VTNE if your legal first name and last name as they appear on your unexpired, government-issued, photo identification does not match the name on your VTNE application.

If there is a name change on the legal identification any time after an application has been submitted, please contact the AAVSB no later than one week prior to the scheduled exam date in writing via vettech@aavsb.org with the information to change. You can upload to your portal a pdf copy of an unexpired, government-issued, photo ID (a military ID cannot be emailed) AND a notarized copy of the legal name change document (such as a marriage certificate, divorce decree, etc.). If unable to upload the required documents to your portal, you may email vettech@aavsb.org.

In your communication, please include your name as submitted on the online VTNE application, your new name as it appears on the proper ID, and your VIVA ID number.

Changes to mailing address or email address can be made by logging into your MyAAVSB account. Please note: the AAVSB must have a current and unique email address on file as all communication regarding the exam process is sent via email, including the eligibility/scheduling email and notifications regarding scores.

VTNE Voucher Codes

VTNE Voucher Codes are available for businesses and schools to purchase and distribute to those who apply for the VTNE. VTNE Voucher Codes are applied on the final screen of the application and are accepted as payment for the exam. As with the exam fee, ***VTNE vouchers are non-refundable.***

Exam Language

The VTNE is offered in English. Candidates residing in Canada, where French is the official national language, may request to take the exam in French.

Signature and Security Acknowledgement

As part of the Veterinary Technician National Examination (VTNE) application process, candidates are required to review and agree to an acknowledgement statement regarding the ownership, confidentiality, and proper use of VTNE content. This acknowledgement reinforces the American Association of Veterinary State Boards' (AAVSB) commitment to protecting the integrity and security of the examination. Candidates will be presented with the acknowledgement statement during the application process and must indicate their agreement before proceeding.

I acknowledge and understand that the Veterinary Technician National Examination (VTNE) is owned by the American Association of Veterinary State Boards (AAVSB) and is protected under applicable intellectual property rights, including copyright protections. I further acknowledge and understand that the VTNE is a high stakes examination used by licensure and certification entities as one component of determining eligibility for a credential. I affirm that I am sitting for the VTNE solely for the purpose of seeking a credential.

1. **Confidentiality**

Based upon the significance of the VTNE and acknowledging the legal rights, ownership and protections of the examination in AAVSB, I hereby agree that:

- With the exception of previous VTNE administrations, I have not had access to any part of VTNE examination questions and/or responses prior to this administration
- My responses to the questions on the VTNE will be based upon my knowledge, skills, and abilities, and not prior exposure to exam questions.

- I will not remove, reproduce, memorize, record, or otherwise capture VTNE examination questions or responses in any form, including:
  - Electronic or recording devices (e.g., mobile phones, smartwatches, camera, computers, tablets, cloud-enabled devices)
  - AI or generative AI tools
  - Written or digital notes, screenshots, or downloads
- I will not share, discuss, or distribute VTNE questions or responses with any person or through any channel, including but not limited to:
  - Social Media platforms (personal or official AAVSB channels)
  - Online forums, tutoring platforms, AI platforms, or other websites
  - In-person discussion, messaging apps, or any other medium

2. **AI and Technology Use**

I will not use AI or automated tools to generate, analyze, reproduce, or distribute any VTNE content. Any AI-assisted work related to the exam is strictly prohibited.

3. **Compliance and Enforcement**

I understand and agree that:

- AAVSB may investigate any alleged violation of this Agreement.
- Violations may result in:
  - Invalidation of my VTNE score
  - Denial of access to future VTNE administrations
  - Other legal or administrative actions to protect the integrity of the exam and AAVSB intellectual property

Candidates will review the PSI Security Agreement at the PSI Test Center. If you refuse to consent to the conditions of this PSI Security Agreement, you will not be authorized to take the examination. PSI Headquarters and the AAVSB will be informed, and this form will be retained as a permanent part of your candidate file.

Scheduling the VTNE

Preparing for the VTNE

Scheduling Your VTNE

Once you complete your application, you will receive an email from **vettech@aavsb.org**. You will be prompted to set up a PSI account, and select your exam delivery method, and exam administration date and time. To view test center availability prior to completing your VTNE application, **visit PSI's website**. ***Please save your PSI login information, as you will need it to log into the testing platform and take the VTNE.***

Scheduling an Accommodated Exam

Once submitted accommodation applications have been reviewed, candidates will receive a letter from the AAVSB detailing the approved accommodation(s).

- If the only accommodation is additional time for testing, scheduling can be done through the PSI portal when the eligibility/scheduling email is received.

For all other approved accommodations:

- PSI will call the candidate directly to schedule the exam.
- If PSI is unable to reach the candidate, the caller will leave a voicemail.
- If a voicemail is left, PSI will also email a link to an online scheduling request form that will need to be completed.
- Call PSI at 1-800-367-1565, ext. 6750 for assistance.

Exam Delivery

Taking the Exam by Computer

A brief tutorial will be provided at the start of the examination to instruct candidates on how to mark and unmark answers and how to navigate through the examination. The timed portion of the examination will begin after the computer tutorial, once the actual exam itself has started.

Candidates have three (3) hours in which to complete the VTNE. A clock that counts down the time remaining on the examination will appear on the screen. Candidates may also hide the time feature during the examination. When taking the examination, candidates can skip questions, change answers to questions, and mark questions for review.

Each question on the VTNE is a multiple-choice question that lists four choices, only one of which is the correct or best answer. Read the entire question and all four choices before marking an answer. There is no penalty for guessing, so candidates should answer all the questions, if possible.

Should you encounter any technical issues before or during your exam, please contact the AAVSB at **vettech@aavsb.org** within 48 hours of your scheduled exam time. After this time frame, all scores will be posted and accessible by jurisdictions.

Required Identification

Candidates must provide one valid form of non-expired, government-issued identification, bearing photo and signature. The ID must be in the official language where the testing center is located and cannot be expired. Candidates must register for the exam with their legal first and last name as it appears on their government-issued identification. Please refer to this list for acceptable identification:

- State or Canadian provincial or territorial-issued driver's license
- State or Canadian provincial or territorial-issued identification card
- US Government Issued Alien Registration Card
- Canadian Health ID
- US or Canadian Government Issued Passport or Passport card
- International Passport which includes English translation on the passport
- US or Canadian Government Issued Military Identification card (cannot be used as identification for live remote proctoring due to government restrictions.)

Temporary IDs, digital IDs, and any additional forms of ID are not accepted.

Inability to provide legal identification that matches the name in which you applied for your exam will result in forfeiture of your exam fee.

To avoid potential issues with your identification on exam day, you may use the PSI website to validate your identification when you schedule your exam.

Test Center Exam Delivery

You must arrive at PSI Test Center 30 minutes before your scheduled testing time. Those arriving more than 15 minutes late will not be permitted to take their exam and will forfeit their exam fee.

If you experience any issues with your testing experience, you must contact the AAVSB at **vettech@aavsb.org** within 48 hours of your scheduled exam time. After this time frame, all scores will stand.

Testing Center Security

PSI test centers are continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. **Possession of a cell phone or other electronic devices is strictly prohibited and will result in dismissal from the examination and forfeiture of exam fees.**
- A calculator will be provided through the exam platform. Handheld and other digital calculators are not permitted without approved accommodation.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- Candidates may be subject to a metal detection scan upon entering the examination room.
- Smart or AI-enhanced glasses are not permitted. Be prepared with a pair of standard prescription glasses, if necessary.

It is recommended that candidates do not bring personal items with them to the testing center. However, if a candidate does bring personal belongings, he/she will be required to place all personal items in a lockable storage compartment prior to testing.

Candidates must not bring any personal/unauthorized items into the testing room. Candidates will be asked to empty and turn their pockets completely inside out prior to every entry into the testing room to confirm they have no prohibited items. Such items include but are not limited to: outerwear, hats, food, drinks, tissues, paper, writing instruments, medications, purses, briefcases, notebooks, pagers, watches, cell phones, calculators, recording devices, photographic equipment, or electronic devices. Weapons are not allowed at any PSI Testing Center.

In certain circumstances, exceptions to this policy may be made for medical reasons, provided permission is approved by the AAVSB prior to the application deadline.

- If there is a medical condition requiring use of medication, an external appliance, or an electronic device in the secure areas of the test site, please note the request during the VTNE application.
- A list of pre-approved medical devices is available on **PSI's site.**

Test Center Environment

Please remember there will be other people at the testing center taking examinations (other than the VTNE). Typing on keyboards for an essay examination, coughing, and/or people entering and leaving the testing room may be heard. It is impossible to provide a completely noise-free testing environment. The PSI test centers will provide candidates with small earplugs that can be inserted inside the ear, if needed. Candidates are not allowed to bring in their own earplugs, headsets or headphones. All testing sessions will be on camera and audio monitored.

Breaks

Candidates may take breaks during the examination, but the test timing continues during any breaks taken. For the duration of the exam, including breaks, candidates cannot communicate with other candidates, refer to any study materials and/or notes, or assist or obtain assistance from any person. Candidates may not leave the testing center while the examination is in progress.

Permitted Materials

Candidates will be given scratch paper and pencil at the testing center. Candidates may not bring their own scratch paper into the testing center. The testing center staff will collect the PSI-issued scratch paper and pencil after the examination.

Live Remote Proctored (LRP) Exam Delivery

By selecting LRP as the exam delivery method, candidates will receive an email from PSI with a link to ensure their computer meets the requirements and become familiar with the exam delivery platform. Candidates may do the system check and walkthrough up to three times before their exam, and up to 90 minutes before their exam time. Failing to complete the system walkthrough may lead to challenges on exam day.

You may log into the exam platform 30 minutes before your scheduled exam time. Those logging in more than 15 minutes late will not be permitted to take their exam and will forfeit their exam fee.

If you experience any issues with your testing experience, you must contact the AAVSB at vettech@aavsb.org **within 48 hours** of your scheduled exam time. After this time frame, all scores will stand.

LRP Security

Once logged in to the testing platform, candidates will be required to perform a room scan. The proctor will direct the candidate in a required 360-degree scan of the testing environment. This includes all corners of the room, under the desk surface, ceiling, and floors. Candidates will need to lift a laptop or PC if the webcam is not detachable. If a candidate is unable to perform a full room scan as directed by the proctor, they will be unable to proceed with the exam and will forfeit the exam fee.

As part of the check-in process, candidates will show the front and back of an unexpired, government-issued, photo ID with a signature. No military IDs may be used for LRP exams.

Candidates are individually monitored by a dedicated proctor for the duration of the exam. Audio, video, and chat will be recorded. To maintain the security of the VTNE, the exam session is actively monitored and security violations may result in exam termination. **Major violations will result in immediate dismissal from the examination and forfeiture of exam fees.** Please review the list of violations **in the Live Remote Proctored Exam Guide.**

LRP Environment

The test area must remain free of noise and distractions. Desks must be completely cleared off; no items, including common office items like binders, books, cell phones, phone chargers, sticky notes, plants, eyeglass cases, or food, are allowed. Other people and pets are not permitted in the testing area. The presence of a person or pet, even in the background, may result in exam termination. Should you have any issues or questions during your exam you must ask your proctor through the chat function.

Breaks

Candidates taking a live remote-proctored exam are permitted one ten (10)-minute break at the start of the exam. The proctor will indicate when the break may occur. The exam clock will continue to run during this time. Additional breaks are not permitted.

Permitted Materials

Candidates may only use a mini whiteboard, dry-erase marker, and eraser which will be reviewed at check-in and must always remain on the desk/table by the computer during the exam administration. *Scratch paper will not be permitted.* The whiteboard must be erased at the end of the exam, observed by the proctor.

Rescheduling Your Exam

If candidates do not take the exam during the testing window for which they applied, they must submit a new VTNE online application and pay the full fee to take the VTNE during a future window. To change an exam date, time or location (based on seat availability) within the same exam window, candidates must reschedule online through their PSI portal.

Candidates may change your selected examination window once for a $90 administrative fee, per application. After the one-time window transfer to the very next exam window, you will not be able to move your exam again and will need to reapply and pay the full exam fee for additional attempts. Window transfers can be completed through your MyAAVSB portal by selecting your current VTNE application either 48 hours before your scheduled exam appointment or before the end of the window if you have not yet scheduled your exam.

- Candidates must reschedule at least 48 hours before the scheduled exam appointment.
- Candidates cannot change the exam appointment within 48 hours of the scheduled examination.
- Failure to take the exam as scheduled will result in forfeiture of the full exam fee.

Absences

Excused Absences

Excused absences are defined as an emergency that makes it impossible for a candidate to keep their examination appointment and therefore, may be eligible to reschedule their exam at no charge with appropriate documentation. Qualifying excused absences are listed below:

- a serious illness (either the candidate or an immediate family member, which is defined as parents, spouses, grandparents, siblings, and dependents). The AAVSB may require a doctor's note stating that the candidate is unable to test on their scheduled date
- death of an immediate family member (as defined above). The AAVSB may require an obituary or funeral notice.
- a disabling traffic accident, which is defined as damage inflicted to a vehicle that would result in further damage to the vehicle should it continue to be operated. This applies only to the vehicle transporting the candidate on the day of the exam. The AAVSB may require a police report to complete the request for an excused absence.

Should you have a qualifying excused absence, you must contact the AAVSB immediately by emailing **vettech@aavsb.org**. The AAVSB will communicate what documentation will be required. If the AAVSB approves a request for an excused absence, the exam appointment may be moved to the following exam window at no charge. If the absence request is not approved, the candidate will be required to reapply and pay the full application fee to take the VTNE. Candidates will also need to reconfirm eligibility with the AAVSB per the requirements of their jurisdiction.

Inclement Weather/Local or National Emergencies

In the event of inclement weather or a local or national emergency, please contact PSI at 1.833.256.1419 or go to the PSI portal to determine the status of your exam appointment. If the test center is open, candidates are expected to arrive for their appointments or forfeit all fees. If the center is closed and appointments are canceled, candidates will be contacted by PSI to reschedule their appointments within the current exam window.

Missed Appointments and Forfeitures

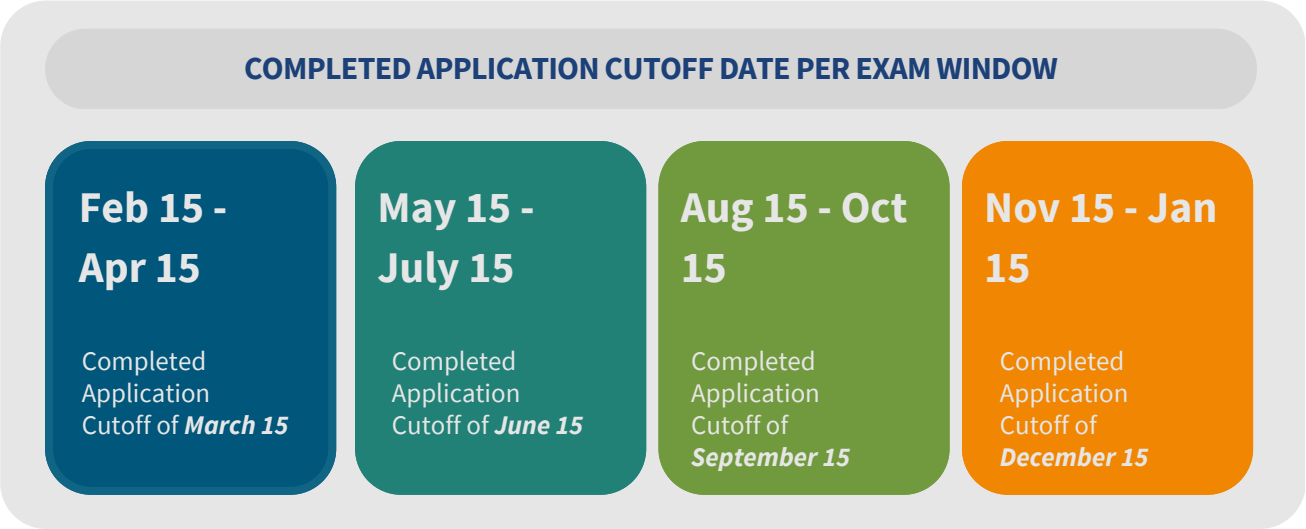
Candidates who do not appear for their exam appointment or who do not reschedule their appointment priori to 48 hours of their scheduled exam time, will be considered unexcused. Candidates who do not have an excused absence for missing their examination appointment will forfeit all exam fees.

Examples of unexcused absences include the following:

- Candidates who ***arrive late*** to the testing center and are ***denied entry*** are considered unexcused and will forfeit all fees.
- Candidates whose ***name on their ID does not match the name*** in which they applied for the exam will be denied entry and considered unexcused, forfeiting all fees.
- Candidates who are ***unable to launch a Live Remote Proctored Exam due to trying to use any unsupported devices***, will be marked unexcused, forfeiting all exam fees.
- Candidates who ***do not complete their exam or reschedule their exam before the exam window closes*** will be marked unexcused and will forfeit all fees.

Retaking Your Exam

If candidates fail the VTNE, they may be eligible to retake the exam 31 days after their previous attempt. This includes testing in the same window if they are able to complete another VTNE application before the window cutoff date.



Retaking the VTNE 3+ Times (Select Jurisdictions)

The following jurisdictions have more stringent retake requirements and require prior approval to retake the exam beyond 3 attempts. The AAVSB must receive a VTNE Eligibility Letter from the jurisdiction to vettech@aavsb.org.

- All Canadian Provinces
- Indiana
- Missouri (retake limit of 4 attempts)
- Tennessee

VTNE Scoring

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Scoring

Performance on the VTNE is reported in terms of scaled scores. VTNE scores are mathematically converted to scaled scores ranging from 200 to 800, with a passing scaled score of 425. Scaled scores are equivalent for all administrations to maintain the same standard from administration to administration. The AAVSB does not offer VTNE scores as number correct or percentage correct. All jurisdictions accept the reported scaled scores.

Additional Score Review

To ensure the accuracy of results, PSI performs numerous quality assurance procedures before scoring the exam electronically. It is extremely unlikely that a score review will result in a change in an exam score.

Candidates may request a manual exam rescoring within 48 hours of the exam appointment. Requests received after that time will not be honored. There is a $50 rescoring fee, which must be submitted before the manual rescore can be completed. Rescores may take up to 4 weeks. To request a manual rescore, email **vettech@aavsb.org**.

Candidate Score Reports

Candidates will see their pass/fail status immediately after completing the VTNE. The score report will be visible through the AAVSB portal within 3 business days. This score report is for candidate use only, and will not be valid for licensure.

Jurisdiction Score Reports

Official scores will be available to the jurisdiction selected by the candidate at the time of application within 72 hours of the candidate completing the exam. If the candidate needs to have their official score reported to a **different** jurisdiction than indicated on their application, please **submit an online application to VAULT Transfer Services**.

The AAVSB does not license, certify, or register Veterinary Technicians. To apply for a credential, candidates must apply through their selected jurisdiction.

VAULT Transfer Services

The VAULT service is only for official scores to be sent to a different jurisdiction. There are no refunds for any VAULT transfer service.

The AAVSB's VAULT service verifies VTNE scores and credential information, then securely sends that information directly to veterinary licensing boards. There are several VAULT service options:

- The **VAULT Transfer for First-Time License Application** sends your official VTNE score to a licensing board. **It is only for veterinary technician professionals or students who have never been credentialed in any jurisdiction.**
- The **VAULT Basic Transfer** sends your official VTNE scores and unofficial credential history (meaning a list of jurisdictions where you have been or are credentialed).
- The **VAULT Premium Transfer Application** is the most comprehensive service. It includes a complete license credentialing packet, with VTNE scores, transcript, license verification(s)/letter(s) of good standing.

PLEASE NOTE: you do not need the VAULT service to send your VTNE score to the jurisdiction you selected when registering for the exam.

The non-refundable VAULT Transfer fee is paid by credit card at the end of the online application. For more information, visit **aavsb.org/licensure-assistance** or contact the VAULT team at **viva@aavsb.org**.

Content Outline

Preparing for the VTNE

VTNE Content Outline

Domain	No. of Items	Percentage
1.Pharmacy and Pharmacology	**20**	13%
2. Surgical Nursing	**20**	13%
3. Dentistry	**10**	7%
4. Laboratory Procedures	**14**	9%
5. Animal Care and Nursing	**30**	20%
6. Diagnostic Imaging	**9**	6%
7. Anesthesia	**20**	13%
8.Emergency Medicine/Critical Care	**10**	7%
9.Pain Management/Analgesia	**10**	7%
10.Communication & Veterinary Professional Support Services	**7**	5%
Total	**150**	**100%**

VTNE Task Area Statements

1	**Pharmacy and Pharmacology**	**20**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to the use of pharmacological, chemical, and biological agents.	
B	Prepare medications in compliance with the Veterinarian's orders.	
C	Calculate medications, fluid therapy rate, and continuous rate infusions based on the appropriate dosage in compliance with the Veterinarian's orders.	

VTNE Task Area Statements Continued

1	**Pharmacy and Pharmacology Continued**	**20**
D	Dispense medications in compliance with veterinary orders.	
E	Maintain controlled drug inventory, related logbooks, and medical records.	
F	Recognize classifications of drugs, their mechanisms, and clinically relevant side effects.	
G	Store, handle, and safely dispose of pharmacological, chemical, and biological agents.	
2	**Surgical Nursing**	**20**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to surgical nursing.	
B	Prepare the surgical environment, equipment, instruments, and supplies to meet the needs of the surgical team and patient.	
C	Prepare patient for surgical procedure.	
D	Function as a sterile Surgical Technician to ensure patient safety and procedural efficiency.	
E	Function as a circulating (non-sterile) Surgical Technician to ensure patient safety and procedural efficiency.	
F	Clean instruments by the appropriate method (including but not limited to manual, soak, or ultrasonic).	
G	Maintain aseptic conditions in surgical suite and during surgical procedures.	
H	Maintain the surgical environment, equipment, instruments, and supplies to meet the needs of the surgical team and patient.	
I	Sterilize equipment and supplies by the appropriate method (including but not limited to steam, gas).	

VTNE Task Area Statements Continued

3	**Dentistry**	**10**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to Dentistry.	
B	Prepare and maintain the environment, equipment, instruments, and supplies to meet the needs of the dental team and patient.	
C	Perform Comprehensive Oral Health Assessment and Treatment (COHAT) (including but not limited to scaling and polishing; manual and machine).	
D	Produce diagnostic dental radiographs.	
4	**Laboratory Procedures**	**14**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to laboratory procedures.	
B	Prepare and maintain specimens and documentation for in-house or outside laboratory evaluation.	
C	Perform laboratory tests and procedures (including but not limited to Microbiology, Serology, Cytology, Hematology, Urinalysis, and Parasitology).	
D	Maintain laboratory equipment and related supplies to ensure safety and quality of results.	
5	**Animal Care and Nursing**	**30**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to patient care and nursing.	
B	Document and manage initial and ongoing evaluations of patient to provide optimal care (including but not limited to physical, behavioral, nutritional, clinical procedures, and mentation status).	
C	Perform nursing procedures and maintenance of prescribed treatments (including but not limited to catheterization, wound management, and bandaging).	

VTNE Task Area Statements Continued

5	**Animal Care and Nursing Continued**	**30**
D	Perform clinical procedures to aid in diagnosis and prognosis (including but not limited to blood pressure measurement, Electrocardiography, and Tonometry).	
E	Provide a safe, sanitary, and comfortable environment for patient to ensure optimal healthcare and client/personnel safety.	
F	Maintain diagnostic equipment and related supplies to ensure safety and quality of results.	
G	Administer medications via the appropriate routes (including but not limited to topical, intravenous, subcutaneous).	
H	Collect specimens for in-house or outside laboratory evaluation.	
I	Recognize and respond to behavioral characteristics of patient.	
J	Restrain patient with or without equipment for treatment following safety protocols.	
6	**Diagnostic Imaging**	**9**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to diagnostic images.	
B	Produce and document diagnostic images and/or radiographs (excluding dental) following protocols for safety and quality of results.	
B	Maintain imaging/radiograph equipment and related materials to ensure safety and quality of results.	
7	**Anesthesia**	**20**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to anesthesia.	
B	Assist in the development and implementation of an anesthetic plan to ensure patient safety and procedural efficacy.	

VTNE Task Area Statements Continued

7	**Anesthesia Continued**	**20**
C	Prepare anesthetic equipment and related supplies to ensure operator and patient safety.	
D	Maintain anesthetic equipment and related materials to ensure reliable operation.	
E	Establish and maintain a patent airway using endotracheal intubation.	
F	Monitor and respond to patient status during all stages of anesthesia (pre-, peri-, and post-).	
8	**Emergency Medicine/Critical Care**	**10**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to emergency medicine and critical care.	
B	Perform triage of a patient presenting with emergency/critical conditions (including but not limited to shock, acute illness, acute trauma, and toxicity).	
C	Perform emergency nursing procedures (including but not limited to Cardiopulmonary Resuscitation (CPR), control acute blood loss, and fracture stabilization.	
D	Perform critical care nursing procedures (including but not limited to blood component therapy, fluid resuscitation, and ongoing oxygen therapy).	
D	Perform ongoing evaluations of physical, behavioral, nutritional, and mentation status of patient in emergency and critical conditions.	
9	**Pain Management/Analgesia**	**10**
A	Utilize knowledge of Anatomy, Physiology, and Pathophysiology as it applies to pain management and analgesia.	
B	Recognize need for analgesia in patient.	
C	Assist in the development and implementation of the pain management plan to optimize patient comfort and/or healing.	

VTNE Task Area Statements Continued

10	**Communication and Veterinary Professional Support Services**	**7**
A	Educate the client about animal care, risks, and side effects to promote and maintain the health of animals and the safety of client/public (including but not limited to behavior, nutrition, pharmacological/biological/chemical agents, dental health, anesthetic procedures, pain assessment/management, pre- and post-operative care, preventative care, zoonosis)	
B	Maintain professional communication in all client and veterinary team interactions.	
C	Collect patient information (including but not limited to signalment, medical history, primary complaint).	
D	Provide assistance with the euthanasia process (including but not limited to consent, aftercare, grief management).	
Total		**150**

VTNE Knowledge Area Statements

#	Knowledge Statement
1	Anatomy
2	Normal Physiology
3	Pathophysiology
4	Common Animal Diseases
5	Medical Terminology
6	Toxicology
7	Applied Mathematics (including but not limited to metric system/weights, measures/percentage solutions, and dosage calculations)

#	Knowledge Statement
8	Drug Classification
9	Routes of Administration of Pharmacological, Chemical, and Biological agents
10	Legal requirements and procedures for acquiring, preparing, storing, dispensing, documenting and disposing of pharmacological, chemical, and biological agents
11	Safe handling practices for pharmacological, chemical, and biological agents
12	Pharmacokinetics (drug absorption, metabolism, excretion), normal and abnormal drug reactions, indications, contraindications, side effects, and interactions.
13	Fluid balance and therapy, including calculation
14	Aseptic techniques
15	Patient preparation and positioning techniques (including but not limited to diagnostic imaging, surgery, medical procedures)
16	Surgical Procedures
17	Surgical equipment, instruments, and supplies
18	Sterilization techniques and quality assurance for equipment, instruments, and supplies
19	Safety considerations related to surgical equipment, instruments, and supplies
20	Wound closure (including but not limited to suture materials and patterns, staples, and tissue adhesives)
21	Dental procedures (including but not limited to cleaning, floating, charting, preventive procedures, dental imaging)
22	Dental equipment, instruments, and supplies
23	Safety considerations related to dental procedures

#	Knowledge Statement
24	Sample collection, preparation, analysis, storing, and shipping techniques
25	Laboratory diagnostic principles, procedures, and methodologies (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology)
26	Quality assurance in the laboratory (including but not limited to maintenance of equipment, verification of test results, calibration, and controls)
27	Normal and abnormal laboratory and diagnostic test results
28	Animal assessment and monitoring techniques, excluding anesthetic monitoring
29	Principles of animal behavior
30	Clinical diagnostic procedures
31	Nutrition
32	Safe animal handling and restraint techniques
33	Animal husbandry
34	Animal nursing procedures and rehabilitation therapies
35	Animal first aid, triage, and emergency/critical care techniques
36	Public health (including but not limited to infection control, zoonosis and epidemiology)
36	Public health (including but not limited to infection control, zoonosis and epidemiology)
37	Environmental health and safety procedures (including but not limited to handling and disposing of hazardous material, personal safety, evacuation procedures, safety plans, equipment, and instrumentation)
38	Disease control and prevention techniques (including but not limited to quarantine, isolation, vaccination, wellness care, and herd health)

#	Knowledge Statement
39	Diagnostic imaging equipment and procedures (including but not limited to radiography, ultrasonography, and contrast studies)
40	Quality assurance and safety for diagnostic imaging
41	Pre- and post-anesthetic assessment and care
42	Anesthetic induction, maintenance, monitoring, and recovery including stages of anesthesia and troubleshooting
43	Pre-anesthetic and anesthetic medications reactions, indications, contraindications, side effects, and interactions
44	Pain assessment and analgesic administration techniques
45	Procedures for care, maintenance, and use of diagnostic, therapeutic, surgical, dental, monitoring, and anesthetic equipment and supplies
46	Professional ethics (including but not limited to the Veterinary Technician Code of Ethics)
47	Techniques for communicating with the veterinary medical team and client
48	Record keeping
49	Signs of suspected animal abuse (including but not limited to physical and emotional trauma).
50	Crisis intervention skills

To view the most up-to-date Reference List and Abbreviations List, please visit the **AAVSB website.**

Contact Information

Preparing for the VTNE

Contact Information

Contact the AAVSB for VTNE and Accommodations Questions

VTNE Questions

Email: vettech@aavsb.org
Call: 1.877.698.8482 option 2

Accommodations Questions

Email: accommodations@aavsb.org

Contact PSI for Scheduling Assistance, Accommodations Scheduling, and Tech Support

Scheduling Assistance

Call: 1.833.256.1419

Tech Support

Call: 1.855.414.7949

Accommodations Scheduling

Call: 1.800.367.1565 ext. 6750