

## Registered Veterinary Technicians (RVTs)

### **FIRST TIME APPLICANTS for examination and/or certification:**

1. Must submit a complete, signed, and notarized Board-approved application form with a passport type photograph attached, including a list of names and addresses of individuals for reference.
2. Must submit certification that you are a student ready to graduate from a program in veterinary technology which is accredited by the AVMA – a Certificate of Anticipated Graduation form verifying student status (form which can be downloaded from the Board’s website, [www.lsbvm.org](http://www.lsbvm.org), Applications section) – **or** proof of graduation (i.e. photocopy of diploma or original official school transcript indicating degree conferred).
3. Must send all appropriate fees with the application form including a one-time application fee of \$25, and certificate fee (\$30). Make check or money order payable to the *Louisiana Board of Veterinary Medicine (LBVM)*.
4. In addition to application with this state Board, you must also apply online with AAVSB directly ([www.aavsb.org](http://www.aavsb.org)) and pay appropriate testing fees for the VTNE examination.

### **OUT OF STATE VETERINARY TECHNICIANS for certification:**

1. Must submit a complete, signed, and notarized Board-approved application form with a passport type photograph attached, including a list of names and addresses of individuals for reference.
2. Must provide proof of graduation from a program in veterinary technology which is accredited by the AVMA.
3. Must provide passing scores on the Veterinary Technician National Exam (i.e. score transferred through American Association of Veterinary State Boards (AAVSB); for details and fees, see website [www.aavsb.org](http://www.aavsb.org), TIVA program. A passing score will be given effect for a period of three years.
4. Must provide proof of certification if certified in another state. A certificate of valid certification form can be downloaded from the Board’s website, [www.lsbvm.org](http://www.lsbvm.org), Applications section, to be completed by the certification agency.
5. Must send all appropriate fees with application form including a one-time application fee of \$25, an administrative charge of \$10 for processing of transferred scores, and the original certification fee of \$30. Make check or money order payable to the *Louisiana Board of Veterinary Medicine (LBVM)*.
6. Two “Reference of Personal and Professional Character” forms must be submitted by those listed as references on the application form. Reference forms are mailed by the Board office directly to the reference listed.

Dates for the VTNE are set by the American Association of Veterinary State Boards (AAVSB). Beginning July 2010, the VTNE will be administered in computer-based format during three windows of testing per year. Please review the deadlines posted on appropriate websites for application with LBVM (under Important News, as well as application online with AAVSB).

To transfer passing scores for the Veterinary Technician National Examination (VTNE) taken outside Louisiana contact the Interstate Reporting Service of American Association of Veterinary State Board (AAVSB) at (816) 931-1504 for a Score Transfer Request Application form.

### **CHECKLIST FOR CERTIFICATION**

#### **TO TAKE EXAMINATION, submit the following:**

1. A notarized application form with a passport type photograph
2. Certification of anticipated graduation from an accredited program in veterinary technology (form included in packet) or proof of graduation (i.e. photocopy of diploma or original official school transcript)
3. Appropriate fees – one-time initial application fee of \$25.

#### **TO COMPLETE THE LICENSING PROCESS, submit the following:**

1. Photocopy of diploma from a veterinary college or official transcript
2. Passing score on the Veterinary Technician National Examination (VTNE)
3. Score transfer processing charge of \$10.00 (if VTNE score is to be transferred from another state). Previously taken VTNE not greater than three years old.
4. Original certification fee of \$30.
5. Certificate of Valid Certification from Another State (for out-of-state applicants)
6. Two "Reference of Personal and Professional Character" forms must be submitted by those listed as references on the application form. Reference forms are mailed by the Board office directly to the reference listed.

The requirements for the above items can be found in La.R.S. 37:1541-1549 and Title 46 LAC LXXXV 801-815