

## **Waiver of Retake of VTNE for Scores Older than 3 Years**

**Rules Section 803 J. Examinations** -- *Effective for applications submitted on/after October 20, 2022*

J. The requirement for retaking the national examination (VTNE) may be waived when an applicant:

- a. holds a current valid license or certificate in good standing as a registered or certified veterinary technician in another state, district, or territory of the United States; and
- b. has been employed as a registered or certified veterinary technician an average of 20 hours per week in a private practice or its equivalent continuously and without substantial interruption for a period of three years immediately preceding his application.

## LBVM Policy for Documents Needed to Petition for Waiver of VTNE Retake

If your VTNE score is older than three years, to be considered for the waiver of VTNE retake, please email [director@lsbvm.org](mailto:director@lsbvm.org) or [admin@lsbvm.org](mailto:admin@lsbvm.org) with the following documents only AFTER completing/submitting your application along with all required fees:

1. **Letters of employment verification** on company letterhead and signed from all employers for the three-year time span immediately preceding the date of application. Letters should include your employment dates, current position/title, full- or part-time status, and the average number of hours worked per week.

These letters can either be emailed directly to the Board office from the employer(s) or they can be uploaded by the applicant into the LBVM Application Portal at [www.lsbvm.org/applicationportal](http://www.lsbvm.org/applicationportal).

2. **Copies of your tax transcripts** (available for free from <https://www.irs.gov/individuals/get-transcript>) for the five-year time span immediately preceding the date of application. There are several available options, but one should select the "Return Transcripts" for download from the IRS website.
3. **Your most recent pay stub prior to the date of application submission** from your current employer(s) showing your Year-To-Date earnings for the current year.
4. In the three years preceding the submission of your application, if there are any gaps in employment and/or time spans in which you worked less than the required average of 20 hours per week, it would be greatly beneficial for you to submit a letter detailing why there was a gap or a reduction in hours, etc.