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|  | Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP)Veterinary Examining Board (VEB) 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911Phone: (608) 224-4353 DATCPVEB@wisconsin.gov |

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR VETERINARY TECHNICIAN CERTIFICATION

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| NEW: YOU CAN NOW APPLY AND PAY ONLINE at MyDATCP.wi.govOR print and mail required documentation indicated below |

THERE ARE THREE CATEGORIES OF APPLICATIONS FOR A VETERINARY TECHNICIAN CERTIFICATION. PLEASE SEE THE REQUIRED DOCUMENTATION FOR EACH CATEGORY:

CATEGORY 1 - **Certification by Education**: An applicant who completed a 4-semester course of study in animal technology, or its equivalent, at an AVMA/CVMA-accredited technical school or college approved by the Veterinary Examining Board (VEB).

* Veterinary Technician candidates applying for Wisconsin certification on the basis of education must first apply online separately to the American Association of Veterinary State Boards (AAVSB) for approval to take the Veterinary Technician National Examination (VTNE), pay the exam fee, and submit a final transcript per the AAVSB requirements.

By registering for the VTNE, you will automatically register to take the Wisconsin Statues and Rules examination. AAVSB will email you with information and instructions to take the exam online through their testing vendor.

* Once you have passed both the VTNE and the Wisconsin Statues and Rules examination, apply online at MyDATCP.wi.gov OR submit a completed application package and all applicable fees to DATCP VEB.

CATEGORY 2 - **Certification by On-the-Job-Training (OJT):** An applicant who has been an employee of a licensed veterinarian for a minimum of 2 years, with at least 50% of the applicant's time spent in practical field experience and the remainder of the applicant's time spent in laboratory work, office procedure, and technical veterinary training with a licensed veterinarian. The following also apply to out-of-state candidates wishing to take the VTNE through Wisconsin.

* Veterinary Technician candidates applying on the basis of OJT must **first** submit a completed application package and all applicable fees (either online or by mail) to the DATCP VEB a minimum of 30 days prior to the online application deadline for the VTNE they wish to take.
* Once approved by DATCP VEB staff, OJT candidates may then apply and pay online directly to AAVSB to take the VTNE and the Wisconsin Statues and Rules examination. Both exams are administered through AAVSB.org.

CATEGORY 3 - **Certification by Passing VTNE Score Through Another State:** An applicant who has already passed the VTNE through another state may register to access the AAVSB Veterinary Technician Online Score Transfer Application at <http://aavsb.org/VIVA/score-transfers> to transfer their score to the DATCP VEB.

* Complete our online application and pay fees at MyDATCP.wi.gov or submit this completed application package and all applicable fees to the DATCP VEB (see page 5). You will then receive information to take the Wisconsin Statues and Rules Examination online through AAVSB testing vendor.

CATEGORY 1 APPLICANT - REQUIREMENTS (Additional information for each on the following pages)

1. Fully completed application (Form #VEB\_8) with all questions answered and applicant’s signature notarized. If applying online, we only need the original notarized signature page mailed to DATCP VEB at the Madison address.
2. Applicant’s Social Security Number (Form #VEB\_25); form is only required if applying by mail.
3. Application fee that you pay online when applying, OR mail check to DATCP VEB at the Milwaukee address on page 5.
4. Passing score from VTNE that AAVSB will provide to us.
5. Wisconsin Statutes and Rules examination passing score report that AAVSB will provide to us.
6. Letter of verification of certification from any and all other states and/or countries, active or expired, if applicable.
7. Certificate of Technical School or College (Form #VEB\_9).
8. Convictions and Pending Charges (Form #VEB\_2) and all other required documents, if applicable.
9. Malpractice Suits, Claims and Settlements (Form #VEB\_3) and all other required documents, if applicable.
10. If applicant’s name on all documents are not the same, submit certified copy of marriage certificate, divorce decree, etc.
11. All supporting documents must be in English.

CATEGORY 2 APPLICANT – REQUIREMENTS (Additional information for each on the following pages)

1. Fully completed application (Form #VEB\_8) with all questions answered and applicant’s signature notarized. If applying online, we only need the original notarized signature page mailed to DATCP VEB at the Madison address.
2. Applicant’s Social Security Number (Form #VEB\_25); form is only required if applying by mail.
3. Application fee; Pay online when applying OR mail check to DATCP VEB at the Milwaukee address on page 5.
4. Passing score from VTNE that AAVSB will provide to us.
5. Wisconsin Statutes and Rules examination passing score report that AAVSB will provide to us.
6. Notarized Affidavit of a Licensed Veterinarian Employer (Form #VEB\_10).
7. Letter of verification of certification from any and all other states and/or countries, active or expired, if applicable.
8. Convictions and Pending Charges (Form #VEB\_2) and all other required documents, if applicable.
9. Malpractice Suits, Claims and Settlements (Form #VEB\_3) and all other required documents, if applicable.
10. If applicant’s name on all documents are not the same, submit certified copy of marriage certificate, divorce decree, etc.
11. All supporting documents must be in English.

CATEGORY 3 APPLICANT – REQUIREMENTS (Additional information for each on the following pages)

1. Fully completed application (Form #VEB\_8) with all questions answered and applicant’s signature notarized. If applying online, we only need the original notarized signature page mailed to DATCP VEB at the Madison address;
2. Applicant’s Social Security Number (Form #VEB\_25); form is only required if applying by mail.
3. Application fee; Pay online when applying OR mail check to DATCP VEB at the Milwaukee address on page 5.
4. Pay online when applying OR mail check to DATCP VEB at Milwaukee address on page 5.
5. Wisconsin Statutes and Rules examination passing score report that AAVSB will provide to us.
6. Certificate of Technical School or College (Form #VEB\_9), if applicable.
7. Letter of verification of certification from any and all other states and/or countries, active or expired, if applicable.
8. Convictions and Pending Charges (Form #VEB\_2) and all required documents, if applicable.
9. Malpractice Suits, Claims and Settlements (Form #VEB\_3) and all required documents, if applicable.
10. If applicant’s name on all documents are not the same, submit certified copy of marriage certificate, divorce decree, etc.
11. All supporting documents must be in English.

ADDITIONAL INFORMATION ON REQUIRED DOCUMENTATION

* Application (Form #VEB\_8): ONLY IF APPLYING BY MAIL: Complete this application form in full with the applicant’s signature notarized. Include supporting documents and additional forms, if applicable. Submit the application package to the Department of Agriculture, Trade and Consumer Protection (DATCP), Veterinary Examining Board, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911. Please be aware of the deadlines below. We cannot guarantee on-time processing of late applications, which may result in the applicant missing the VTNE testing window applied for, and forfeiting the exam fee.

**Application Fee:** Pay as part of online application OR if applying by mail, send check to DATCP – VEB, Lockbox 93598, Milwaukee WI 53293-0598.

* Applicant’s Social Security Number (Form #VEB\_25): Under Wisconsin law, the Department of Agriculture, Trade and Consumer Protection must collect the Social Security Number (SSN) of every individual applying for a license, registration or certificate. The Department must deny your application if you are liable for delinquent State Taxes or Child Support (93.135 Wis. Stats.) If applying online, you only need to enter your number online. If applying by mail, print the form, complete and mail according to instructions on the form.
* Certificate of Technical School or College (Category 1, Form #VEB\_9): A certificate must be submitted for applicants who have completed a 4-semester course of study in animal technology, or its equivalent, at a technical school or college approved by the DATCP VEB. Forward this form to your veterinary technical school or college to be signed and sealed by the registrar of the school. They should submit this form directly to the DATCP VEB, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911. For a list of approved schools, please go to the following: <http://www.avma.org/education/cvea/vettech_programs/allprograms.asp>
* **Affidavit of Licensed Veterinarian Employer (Category 2, Form #VEB\_10):** The affidavit must be submitted by those applicants who have not completed a 4-semester course of study in animal technology, or its equivalent, at a technical school or college approved by the DATCP VEB. In order to qualify for this category, an applicant must havebeen an employee of a veterinarian(s) for a minimum of 2 years where at least 50% of the applicant's time was spent in practical field experience and the remainder of the applicant's time was spent in laboratory work, office procedure, and technical veterinary training with a veterinarian. Forward this form to your employer and request that they **mail this form directly to the** DATCP **VEB, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911.**
* Pass Required Examination(s): As part of the certification requirement, the following exams must be successfully completed:

**Category 1:**

* + **Veterinary Technician National Exam (VTNE):** Veterinary Technician candidates applying for Wisconsin certification on the basis of education must firstapply for the VTNE directly with the American Association of Veterinary State Boards (AAVSB) at [www.aavsb.org](http://www.aavsb.org). You must submit the VTNE online application, fee, and final transcript to the AAVSB per the AAVSB requirements. AAVSB will send your VTNE score directly to the DATCP VEB.
	+ **Wisconsin Statues and Rules examination**: When you apply for the VTNE, you are automatically applying for the Wisconsin Statues and Rules examination. You will receive an email from AAVSB with information and instructions to register and pay to take the exam online through their testing vendor. AAVSB will provide DATCP VEB with your score report.

**Category 2: (Both in-state and out-of-state residents)**

* **Veterinary Technician National Exam (VTNE):** Applicants must receive prior approval from Wisconsin VEB before their VTNE. Apply online at MyDATCP.wi.gov OR submit a completed Veterinary Technician Application package to the DATCP VEB at least 30-days prior to the date of the VTNE online application deadline. (see above for instructions)
	+ Once approved by DATCP VEB staff, theapplicantcanapply online for the VTNE directly with the American Association of Veterinary State Boards (AAVSB) at [www.aavsb.org](http://www.aavsb.org). You must submit the VTNE online application and fee to the AAVSB per the AAVSB requirements. AAVSB will send the VTNE score directly to the DATCP VEB.
	+ **Wisconsin Statues and Rules examination**: When you apply for the VTNE, you are automatically applying for the Wisconsin Statues and Rules examination. You will receive an email from AAVSB with information and instructions to register and pay to take the exam online through their testing vendor. AAVSB will provide the DATCP VEB with your score report.

Category 3:

* + **Veterinary Technician National Exam (VTNE):** Applicants who have already passed the VTNE through another state should register with the American Association of Veterinary State Boards, Veterinary Information Verifying Agency (AAVSB/VIVA) at <http://aavsb.org/VIVA/score-transfers> to transfer your examination scores to the DATCP VEB.
		- Apply online at MyDATCP.wi.gov OR submit this completed application package and all applicable fees to the DATCP VEB.
	+ **Wisconsin Statues and Rules examination**: After you have applied through DATCP VEB, we will inform you of your testing information. The test will be taken online through the AAVSB testing vendor. AAVSB will provide the DATCP VEB with your score report.
* Wisconsin Statues and Rules examination: All applicants must pass an ‘open book’ examination of the Wisconsin Statutes and Rules relating to the practice of veterinary medicine in this state. All applicants must pass this examination with a score of at least 88% correct. See Categories above for further information.
* **Reporting of Results:** Applicants taking the VTNE will receive notice by email of their performance on the VTNE approximately 6 weeks after the administration of the exam. Please do not call the VEB office for the results of your examination. This information will not be provided by phone. Applicants will receive a numerical score and pass/fail notification. The passing score recommended by the VEB will be reported as a scaled score out of 100, with 70 being required to pass. A score of 70 is equivalent to the VTNE scaled score of 425.
* Letter of verification of credential from any and all other states and/or countries: You are required to have each state Board in which you have ever been credentialed submit a letter of verification directly to the DATCP VEB. The letter must include your date of birth, credential number, date of issuance, status, and a statement regarding disciplinary actions. This letter will be required in order to complete your application for certification. Request the Board where you have been credentialed to send a letter directly to the Department of Agriculture, Trade and Consumer Protection (DATCP), Veterinary Examining Board, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911.
* **Veteran Fee Waiver:** Please go to the Department of Agriculture, Trade and Consumer Protection (DATCP) website at http://DATCP.wi.gov in “Licenses and Regulations” and select “Veterans License Fee Waiver Program” for eligibility requirements.