



Wisconsin Department of Agriculture, Trade and Consumer Protection  
 Division of Animal Health  
 Bureau of Animal Disease Control  
 Veterinary Examining Board  
 Phone: (608) 224-4353 Email: [DATCPVEB@wisconsin.gov](mailto:DATCPVEB@wisconsin.gov)

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR VETERINARY TECHNICIAN CERTIFICATION

**APPLY AND PAY ONLINE at [MyDATCP.wi.gov](http://MyDATCP.wi.gov)**  
 OR print and mail required documentation indicated below

The Veterinary Examination Board (VEB) strongly recommends that individuals interested in applying to be a Certified Veterinary Technician (CVT) in Wisconsin contact the Board and have their circumstances reviewed by the VEB before applying to take the VTNE in the following situations:

- The applicant has any previous convictions or pending charges
- The applicant has been named in a malpractice suit, claim, or settlement
- The applicant is using the alternative education path discussed in Category 1 below.

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

**CATEGORY 1 - Certification by Education:** Applicants who has graduated from AVMA/CVMA-accredited technical school or college four-semester course of study in animal technology/veterinary technician, or those whose education has been reviewed by the VEB and deemed an alternative education that is equivalent to a four-semester course of study in animal technology at an AVMA/CVMA accredited technical school or college.

- Applicants using an alternative education path (not an AVMA/CVMA accredited animal technology/veterinary technician program) must submit their transcripts for review by the VEB for approval before applying to take the VTNE. Transcripts must be received directly from the educational institution and must be in English. Applicants may also include a letter to the Board further describing the relevance of their education and interest in pursuing Wisconsin veterinary technician certification.
- Veterinary Technician candidates applying for Wisconsin certification on the basis an AVMA/CVMA accredited animal technology/veterinary technician program education or who has received approval of the board to proceed with an alternative 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 examination on state laws. 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 examination on state laws, apply online at [MyDATCP.wi.gov](http://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 under the direct supervision of a licensed veterinarian for a minimum of two 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. Affidavits must be submitted by all supervising veterinarians the directly supervised the applicant as required over a two-year period.

- Veterinary Technician candidates applying for Wisconsin certification on the basis of on-the-job-training 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 the required notarized affidavit(s) from supervising veterinarians per the AAVSB requirements.

By registering for the VTNE, you will automatically register to take the Wisconsin examination on state laws. 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 examination on state laws, apply online at [MyDATCP.wi.gov](http://MyDATCP.wi.gov) OR submit a completed application package and all applicable fees to DATCP VEB.

**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 [VAULT@ Services - AAVSB](http://VAULT@Services-AAVSB) to transfer their score to the DATCP VEB.

- Complete our online application and pay fees at [MyDATCP.wi.gov](http://MyDATCP.wi.gov) or submit this completed application package and all applicable fees to the DATCP VEB (review page 4). You will then receive information from AAVSB to take the Wisconsin examination on state laws online through their testing vendor.

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

1. Fully completed application (DAH-VEB-006) 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 Milwaukee address.
2. Applicant's Social Security Number (DAH-BADC-019); 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 4.
4. Passing score from VTNE that AAVSB will provide to us.
5. Wisconsin examination on state laws 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 (DAH-VEB-019).
8. Convictions and Pending Charges (DAH-VEB-014) and all other required documents, if applicable.
9. Malpractice Suits, Claims, and Settlements (DAH-VEB-015) 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.

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

1. Fully completed application (DAH-VEB-006) 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 Milwaukee address.
2. Applicant's Social Security Number (DAH-BADC-019); 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 4.
4. Passing score from VTNE that AAVSB will provide to us.

5. Wisconsin examination on state laws passing score report that AAVSB will provide to us.
6. Notarized Affidavit of a Licensed Veterinarian Employer (DAH-VEB-020).
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 (DAH-VEB-014) and all other required documents, if applicable.
9. Malpractice Suits, Claims, and Settlements (DAH-VEB-015) 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.

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

1. Fully completed application (DAH-VEB-006) 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 Milwaukee address.
2. Applicant's Social Security Number (DAH-BADC-019); 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 4.
4. Pay online when applying OR mail check to DATCP VEB at Milwaukee address on page 4.
5. Wisconsin Statutes and Rules examination passing score report that AAVSB will provide to us.
6. Certificate of Technical School or College (DAH-VEB-019), 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 (DAH-VEB-014) and all required documents, if applicable.
9. Malpractice Suits, Claims, and Settlements (DAH-VEB-015) 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.

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## ADDITIONAL INFORMATION ON REQUIRED DOCUMENTATION

- **Application (DAH-VEB-006): 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, PO Box 93598, Milwaukee, WI 53293-3598. 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, PO Box 93598, Milwaukee, WI 53293-3598.

- **Applicant's Social Security Number (DAH-BADC-019):** Under Wisconsin law, DATCP 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, unemployment insurance contributions, or child or family support. Wis. Stat. § 93.195. 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, DAH-VEB-019):** A certificate must be submitted for applicants who have completed a four-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: [Veterinary technology programs accredited by the AVMA CVTEA | American Veterinary Medical Association](#)
- **Affidavit of Licensed Veterinarian Employer (Category 2, DAH-VEB-020):** The affidavit must be submitted by those applicants who have not completed a four-semester course of study in animal technology, or its equivalent as determined by the VEB, at a technical school or college approved by the DATCP VEB. In order to qualify for this category, an applicant must have been an employee of a veterinarian(s) for a minimum of two 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 first apply 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 examination on state laws:** When you apply for the VTNE, you are automatically applying for the Wisconsin examination on state laws. 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):** Veterinary Technician candidates applying for Wisconsin certification on the basis of on-the-job training can first apply 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 Affidavit of a Licensed Veterinarian Employer (DAH-VEB-020) to the AAVSB per the AAVSB requirements. AAVSB will send your VTNE score directly to the DATCP VEB.
- **Wisconsin examination on state laws:** When you apply for the VTNE, you are automatically applying for the Wisconsin examination on state laws. 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 at [VAULT® Services - AAVSB](#) to transfer your examination scores to the DATCP VEB.
  - Apply online at [MyDATCP.wi.gov](http://MyDATCP.wi.gov) OR submit this completed application package and all applicable fees to the DATCP VEB.
- **Wisconsin examination on state laws:** After you have applied through DATCP VEB, we will inform you of testing information. The test will be taken online through the AAVSB testing vendor. AAVSB will provide the DATCP VEB with your score report.
- **Wisconsin Examination on State Laws:** 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. Review Categories above for further information. Study Tips:
  - In preparation for taking the CVT examination on state laws, applicants should familiarize themselves with Wis. Stat. ch. 89, Wis. Stat. § 95.21, Wis. Admin. Codes §§ VE 1 and 2, and guidance documents located on the VEB website.
- **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 full name, credential number, date of issuance, current 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 [datcpveb@wi.gov](mailto:datcpveb@wi.gov) or by mail 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.



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*Under Wisconsin law, the Department must deny your application if you are liable for delinquent state taxes, unemployment insurance contributions, or child or family support. Wis. Stat. § 93.135. Personally identifiable information you provide may be used for purposes other than that for which it was originally collected. Wis. Stat. § 15.04(1) (m). Completion of this form is required for licensure per Wis. Admin. Code § VE 2.04(1)(a).*

PLEASE TYPE OR PRINT CLEARLY IN INK

*Wis. Stat. § 89.06(3) and Wis. Admin. Code § VE 2.04(1)(a)*

LEGAL NAME / LAST:	FIRST:	MIDDLE:	FORMER / MAIDEN NAME(S):	
ADDRESS:		CITY:	STATE:	ZIP CODE:
MAILING ADDRESS (if different):		CITY:	STATE:	ZIP CODE:
E-MAIL:			PHONE: (    )    -	DATE OF BIRTH:

**FEES - Check applicable box. Review instructions for details.**

**Certification by Examination (Category 1 or 2)**

\$ **115.00** Total fee to attach

\$ **40.00** Total fee for military members and veterans with Wisconsin Department of Veterans (DVA) Voucher\*

**Certification by Acceptance of Passing VTNE Score From Another State (Category 3)**

\$ **185.00** Total fee to attach

\$ **40.00** Total fee for military members and veterans with Wisconsin Department of Veterans (DVA) Voucher\*

\*Several benefits are available to US Military active duty and veterans including a partial fee waiver.

You may contact the Wisconsin DVA at 1-800-WisVets or [www.WISVETS.com](http://www.WISVETS.com) for information about these benefits

Pay online as part of online application at [MyDATCP.wi.gov](http://MyDATCP.wi.gov) OR

**Mail your application and payment to:**

DATCP  
 ATTN: Veterinary Examining Board  
 PO Box 93598  
 Milwaukee, WI 53293-3598

**PROVIDE THE FOLLOWING ASSOCIATED INFORMATION:**

<input type="checkbox"/> Four-semester Veterinary Technician or equivalent program			
ACCREDITED SCHOOL:		GRADUATION DATE:	
CITY:		STATE:	
<i>Applicant's school will need to complete and send the Certificate of Veterinary Technical School (DAH-VEB-019) directly to the DATCP VEB.</i>			
<input type="checkbox"/> Two years or more of practical experience with the following licensed veterinarian employer			
NAME:		LICENSE NUMBER:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
<i>Applicant's licensed veterinary employer will need to complete and send the Affidavit of Licensed Veterinarian Employer (DAH-VEB-020) directly to the DATCP VEB.</i>			
<input type="checkbox"/> Passing VTNE score from another U.S. State			
DATE TAKEN AND PASSED:			
<i>Access the AAVSB Veterinary Technician Online Score Transfer Application to deliver score report to DATCP VEB</i>			
<b>ANSWER THE FOLLOWING QUESTIONS - Attach additional sheets if necessary.</b>			
		<b>YES</b>	<b>NO</b>
1. Have you passed the VTNE? If yes, have you requested the AAVSB Veterinary Technician Online Score Transfer Application to send scores to the DATCP VEB?		<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been credentialed in any other state(s) and/or countries? If yes, list each state and have each State Board submit a letter of verification directly to the DATCP VEB verifying the status of each past or present credential.		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency and license number.		<input type="checkbox"/>	<input type="checkbox"/>
4. Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.		<input type="checkbox"/>	<input type="checkbox"/>
5. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.		<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? If yes, submit Convictions and Pending Charges (DAH-VEB-014) along with all required documents.		<input type="checkbox"/>	<input type="checkbox"/>
7. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition and complete Malpractice Suits, Claims, and Settlements (DAH-VEB-015).		<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION OF LEGAL STATUS**

I declare under penalty of law that I am (check one):

A citizen or national of the United States, or

A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Agriculture, Trade and Consumer Protection immediately.

**CONTINUING DUTY OF DISCLOSURE**

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

**AFFIDAVIT OF APPLICANT**

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Agriculture, Trade and Consumer Protection change.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (PRINT NAME)

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC (SIGN NAME)

My commission:  expires \_\_\_\_\_  is permanent.

**\*A NOTARIAL SEAL OR STAMP IS REQUIRED**