



Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP)  
 Veterinary Examining Board (VEB)  
 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911  
 Phone: (608) 224-4353 [DATCPVEB@wisconsin.gov](mailto: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.gov](http://MyDATCP.wi.gov)**  
 OR print and mail required documentation indicated below

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**THERE ARE THREE CATEGORIES OF APPLICATIONS FOR A VETERINARY TECHNICIAN CERTIFICATION. PLEASE REVIEW 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 Statutes 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 Statutes and Rules examination, 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 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 Statutes 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](http://MyDATCP.wi.gov) or submit this completed application package and all applicable fees to the DATCP VEB (review page 5). You will then receive information to take the Wisconsin Statutes and Rules Examination online through AAVSB testing vendor.

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### 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.

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## **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.

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## **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 53293-3598.

- **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](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 have been 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 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 Statutes and Rules examination:** When you apply for the VTNE, you are automatically applying for the Wisconsin Statutes 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](http://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. (review above for instructions)
  - Once approved by DATCP VEB staff, the applicant can apply 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 Statutes and Rules examination:** When you apply for the VTNE, you are automatically applying for the Wisconsin Statutes 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](http://MyDATCP.wi.gov) OR submit this completed application package and all applicable fees to the DATCP VEB.
  - **Wisconsin Statutes 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 Statutes 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. Review 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.



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Wis. Stat. § 89.06(3) and Wis. Admin. Code ch. VE 2

## APPLICATION FOR VETERINARY TECHNICIAN CERTIFICATION

Under Wisconsin law, the Department must deny your application if you are liable for delinquent state taxes or child support per Wis. Stat. § 93.135. Personal information you provide may be used for purposes other than that for which it was originally collected per Wis. Stat. § 15.04(1) (m).

**PLEASE TYPE OR PRINT CLEARLY IN INK**

<b>FULL LEGAL NAME:</b>			
LAST NAME	FIRST NAME	MIDDLE NAME	
OTHER NAME(S) (list names you may have been credentialed under in Wisconsin - e.g. maiden names)			
STREET ADDRESS	CITY	STATE	ZIP
MAILING STREET (If different)	CITY	STATE	ZIP
EMAIL	DAYTIME PHONE (   )   -	DATE OF BIRTH s/   /	

**Please check applicable box – Review instructions**

<input type="checkbox"/> <b>Certification by Examination</b> (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*
<input type="checkbox"/> <b>Certification by Acceptance of Passing VTNE Score From Another State</b> (Category 3)
\$ 185.00 Total fee to attach
\$ 40.00 Total fee for military members and veterans with Wisconsin Department of Veterans (DVA) Voucher*

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

### MAIL CHECK TO:

Make check payable to DATCP – VEB  
 DATCP - VEB  
 LOCKBOX 93598  
 MILWAUKEE WI 53293-3598

### MAIL DOCUMENTS TO:

WISCONSIN VETERINARY EXAMINING BOARD  
 PO BOX 8911  
 MADISON WI 53708-8911

**\*Several benefits are available to US Military active duty and veterans including a partial fee waiver. Contact the Wisconsin DVA at 1-800-WisVets or [www.WISVETS.com](http://www.WISVETS.com) for information about these benefits.**

*Continue on Next Page*

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**PROVIDE THE FOLLOWING ASSOCIATED INFORMATION:**

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☐ Four-semester Veterinary Technician or equivalent program.

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ACCREDITED SCHOOL

GRADUATION DATE

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CITY

STATE

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Applicant's school will need to complete and send the Certificate of Veterinary Technical School (Form# VEB\_9) directly to the DATCP VEB.

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☐ Two years or more of practical experience with the following licensed veterinarian employer:

NAME AND LICENSE NUMBER:

ADDRESS:

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Applicant's licensed veterinary employer will need to complete and send the Affidavit of Licensed Veterinarian Employer (Form# VEB\_10) directly to the DATCP VEB.

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☐ Passing VTNE score from another U.S. state:

DATE Taken and Passed:

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Access the AAVSB Veterinary Technician Online Score Transfer Application to deliver score report to DATCP VEB

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**ANSWER THE FOLLOWING QUESTIONS:** *(Attach additional sheets if necessary)*

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	YES	NO
1. Have you passed the VTNE? If yes, have you requested the AAVSB Veterinary Technician Online Score Transfer Application (Category 3) to send scores to the DATCP VEB?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been credentialed in any another 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 (Form #VEB_2) along with all required documents and the \$8 fee.	<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 (Form #VEB_3).	<input type="checkbox"/>	<input type="checkbox"/>

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## 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**A notarial seal or stamp is required**

**(SEAL)**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ was

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

\_\_\_\_\_  
Notary Public (print name)

\_\_\_\_\_  
Notary Public (sign name)

My commission:

☐ expires \_\_\_\_\_.  
☐ is permanent.