



# Frequently Asked Questions

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## CVT Credentialing

**Q I didn't pass the VTNE the first time. How do I register to retake it, and will I have to reapply with the state?**

You may take the VTNE as many times as you wish. The AAVSB handles registration for the exam through its website. The VEB does not schedule the exam. You do not have to reapply with the VEB unless it has been more than two years since you last applied. If the VEB already approved your application and sent you on for testing, then your application with the VEB is complete and valid for two years from the date you applied.

**Q I want to apply for my veterinary tech certification using on-the-job experience. Does all of my experience have to be with one vet? Also, does the affidavit have to be signed by the owner of the clinic?**

No. You should submit multiple affidavits if from different supervising veterinarians, in order to meet the two-year experience requirement. The affidavit should be signed only by a licensed veterinarian who has supervised your work.

**Q Does my application fee get applied toward the exam fees?**

No. Your application fee is separate from the exam fees and is used by the Veterinary Examining Board (VEB) to process the application. The AAVSB manages the VTNE and Wisconsin state exams, and payment for the exams will be made directly to them or their exam vendors.



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## **Q What is the latest date that I can apply to take the VTNE for the next exam window?**

To allow for approval time within the AAVSB system, you need to have your application approved by the VEB 30 days before the exam registration window closes on the AAVSB website. That allows the AAVSB enough time to process your test application and post it for VEB approval.

## **Q If I live in another state but I'm applying using on-the-job experience in Wisconsin, do I mark Wisconsin or my home state as my jurisdiction when I sign up for the exam on the AAVSB website?**

You must mark Wisconsin as your jurisdiction so the VEB can approve your request to test and receive your exam scores when they are available. Otherwise, your exam scores will be sent to your home state and the VEB will not have access to them. Without your exam scores, we cannot issue your CVT certification.

## **Q Now that I have my license, I want to transfer it back to my home state. How do I do that?**

There really is no “transfer” of licensure. You would have to look at the application process in your home state and start an application with them as you did in Wisconsin. If your state requires it for licensure, the VEB will send them a verification of licensure (a letter of good standing). A link to the form for requesting one is on the [Veterinary Examining Board webpage](#).

## **Clinic Ownership**

### **Q Who may own a Veterinary clinic in Wisconsin?**

There is no explicit prohibition of non-veterinarians owning veterinary practices in Wisconsin. There may be legal ways to do this, but you should consult with an attorney to advise you as to the ramifications of the following Wisconsin Statutes:

#### **180.1903: Formation of service corporation**

(1) Except as provided in sub. (1m), one or more natural persons licensed, certified, or registered pursuant to any provisions of the statutes, if all have the same license, certificate, or registration or if all are health care professionals, may organize and own shares in a service corporation. A service corporation may own, operate, and maintain an establishment and otherwise serve the convenience of its shareholders in carrying on the particular profession, calling, or trade for which the licensure, certification, or registration of its organizers is required.



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### 183.0106: Nature of business

(1) A limited liability company may be organized under this chapter for any lawful purpose. A limited liability company engaging in a business that is subject to the provisions of another chapter may organize under this chapter only if not prohibited by, and subject to all limitations of, the other chapter.

### 89.02: Definitions. As used in this chapter, unless the context requires otherwise

(6) To “practice veterinary medicine” means to examine into the fact or cause of animal health, disease or physical condition, or to treat, operate, prescribe or advise for the same, or to undertake, offer, advertise, announce, or hold out in any manner to do any of said acts, for compensation, direct or indirect, or in the expectation thereof.

It is important to remember that veterinarians need to practice so that no non-veterinarian is receiving compensation from the practice of veterinary medicine and the veterinarian’s medical judgment and requirements under the license is not compromised, such that there would be a violation of statutes and rules administered by the VEB.

## Continuing Education

Requirements for continuing education (CE) for veterinarians and veterinary technicians are found in [Wis. Admin. Code § VE 10](#). However, below are answers to the most common questions.

### **Q** How many hours of CE do I need, and what are those hours comprised of?

**Veterinarians** need to complete 30 hours of CE pertinent to veterinary medicine in each biennial review period. At least 25 of those hours must be education related to scientific topics pertinent to veterinary medicine.

All 30 hours must be documented, and a minimum of 25 hours must be documented by an [approved program provider](#).

**Certified Veterinary Technicians** need to complete 15 hours of CE pertinent to veterinary medicine or veterinary technology in each biennial review period. At least 10 of those hours must be education related to scientific topics pertinent to veterinary medicine.

All 15 hours must be documented, and a minimum of 12 hours must be documented by an [approved program provider](#).

Exceptions to the above are:

- New credential holders at the first renewal date after licensure.



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- The board may waive the requirements for CE for exceptional circumstances such as prolonged illness, disability or other similar circumstances that prevented an applicant from meeting the full CE requirements.

### **Q How many hours of my CE credits may be taken online?**

There are no requirements on how many hours must be taken via any specific formats, so all CE may be taken through interactive online courses if it suits the needs of the credential holder.

### **Q Can reading journal articles be counted as CE?**

No. Reading a journal article is no longer an approved form of CE. The allowance for CE to be granted for the self-study of veterinary medical or other pertinent scientific journals was repealed effective April 1, 2016. For approved modalities and methods of deliver, see [Wis. Admin. Code § VE 10.03 \(3\)](#).

### **Q Who is an approved program provider for CE?**

[Wis. Admin. Code § VE 10.03 \(4\)](#). **Approved program providers.** Subject to compliance with the requirements set forth in subs. (1) to (3), the board shall approve attendance at and completion of one or more continuing education programs approved by any one of the following approved program providers as fulfilling the continuing education hours required under this chapter:

- (a) A national, regional, state, or local veterinary medical or veterinary technician association.
- (b) A federal or state agency.
- (c) An accredited college or university.
- (d) An association listed in the AVMA or the National Association of Veterinary Technicians in America directory.
- (e) An AVMA accredited veterinary school or veterinary technician program.
- (f) A program approved by the American Association of Veterinary State Boards through its Registry of Approved Continuing Education approval program.
- (g) A foreign veterinary medical or veterinary technician association, an accredited college or university, or a governmental agency that is, as determined by the board, comparable to a program provider listed under pars. (a) to (f).



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## Renewing a Credential after a Lapse

### **Q My credential expired less than five years ago. Do I need to do anything special to have my credential reissued?**

If renewing a credential less than five years after it expired, you do not need to do anything special. You will need to apply for a renewal, and you will need to have the required CE for the biennial renewal process (30 for a veterinarian, and 15 for a certified veterinary technician).

### **Q My credential expired five or more years ago. Is there a special process to become a credential holder again?**

Yes. If it has been five years or more since your credential expired, the VEB will need to review your specific circumstances prior to issuing a credential and make a determination regarding what will be required to determine competency.

Please submit a letter to the VEB stating when your credential expired, and briefly describe any experience related to the credential you are seeking during the time since your credential was expired. Include number of continuing education hours you have taken since the credential expired, and, for a veterinary credential, the type of practice you are interested in re-entering.

## Records

Answers to common questions are below. To learn more, see [Wis. Admin. Code § VE 7.03](#).

### **Q How long must records be retained and who needs to retain them?**

A veterinarian shall maintain individual records on every patient administered to by the veterinarian, other than food and fiber patients and equine patients, for a period of not less than three years after the date of the last entry.

A veterinarian shall keep individual client records for equine and food and fiber patients for three years after the date of the last entry.

### **Q What may be charged for records?**

According to Wis. Stat. § 89.075, the owner of any animal patient of a veterinarian, or any other person who submits to the veterinarian a statement of written informed consent signed by the owner, may, upon request to the veterinarian:



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- (1) Receive a copy of the animal patient's health care records upon payment of reasonable costs.
- (2) Have the animal patient's X-rays referred to another veterinarian of the owner's choice upon payment of reasonable costs.

## Telemedicine

### **Q Is it legal in Wisconsin to use telehealth technologies in place of a physical exam?**

Currently, telemedicine is not approved in Wisconsin. The establishment of a VCPR and all routine exams must be completed in person. The VEB is exploring rules that would allow for telemedicine technologies to be utilized.

## Cannabis/CBD

### **Q May I prescribe or recommend cannabis products, such as CBD?**

The VEB has published a [guidance document](#) for veterinarians on the use of cannabis in the practice of veterinary medicine. Generally, a veterinarian may not prescribe or recommend cannabis products for use as a remedy to an animal health concern in an animal. To reduce the risk to animal health, veterinarians may discuss such products with their clients, provide available information, and express concerns. Veterinarians may also explain why they cannot administer, prescribe, dispense, refer, or recommend such products.

## Complimentary, Alternative, Integrative Therapies

Here are some common questions regarding animal message, chiropractic, physical therapy and other complementary, alternative, integrative therapies (CAIT).

### **Q Who, besides a licensed veterinarian, may perform CAIT such as message, acupuncture, chiropractic, physical therapy, and homeopathy in Wisconsin?**

A veterinarian may make a referral to another Wisconsin-licensed professional, so long as the other professional gives evidence to the veterinarian of his or her license in good standing with the Wisconsin Department of Safety and Professional Services, to perform the type of CAITs for which the referral is made, and his or her education, training, and experience in performing that type of CAIT on an animal. The veterinarian-client-patient relationship ("VCPR"), as defined in Wis. Stat. § 89.02 (8), does not extend to the CAITs provided by the other professional, where the veterinarian demonstrates meeting the requirements in making the referral or the client obtains a therapy provider for the client's animal without a referral.



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Additionally, the veterinarian may delegate to a certified veterinary technician the performance of CAITs on an animal patient, where the certified veterinary technician is not a licensed professional performing CAITs, the technician's CAIT performance is under the direct supervision of the veterinarian, who will continue to have all of the supervisory responsibilities specified in this section, and within the VCPR.

## Mental Health & AODA Assistance

**Q Is there an assistance program that veterinarians and CVTs may utilize when they are feeling stressed or overwhelmed and in need a helping hand?**

The VEB is in the process of establishing a Veterinary Professional Assistance Program (VPAP). This program will be funded from Wisconsin veterinary professional license fees. All VEB credential holders (WI licensed veterinarians and certified veterinary technicians) will be able to utilize the VPAP for initial consultations with counselors for mental health, substance abuse, financial, and other professional assistance.



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