

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE AS A VETERINARY TECHNICIAN IN VIRGINIA

BEFORE YOU PROCEED, READ THE FOLLOWING INFORMATION CAREFULLY:

- **Laws and Regulations:** The Virginia laws and regulations pertaining to the practice of veterinary medicine may be viewed at <http://www.dhp.virginia.gov/vet/>. The application requires an attestation to having read the applicable laws and regulations;
- **Application processing and documentation:** Required documentation must be submitted directly from the source of the information by postal mail, email or fax. The applicant is responsible for notifying the source to submit the required documentation. Additional forms for licensure and employment verification are attached;
- **Application tracking:** An online electronic checklist is provided to track your application and may be viewed by logging into your application account and selecting the “View Checklist” link located in the “Pending Licenses” section. The link will not be visible to applicants or the Board if the application fee has not been paid. Please allow approximately 7 business days for your application checklist to be initially updated on the board’s website. Subsequent updates will occur as documentation is received. If after the 7 business days you find that your checklist does not exist or does not indicate necessary documents have been received, email the Board at vetbd@dhp.virginia.gov with “VET Application Question” in the subject line;
- **Fee:** An application fee of \$65.00 is required. **All fees are nonrefundable;**
- **Application payment receipt:** A receipt may be printed upon approval of the payment;
- **License expiration dates:** Licenses issued prior to October 1 expire on December 31 of the current year. Licenses issued on or after October 1 expire December 31 of the following year; and
- **Board Communication:** Email address: The Board’s preferred method of communication to applicants or licensee is via email.

APPLICATION METHODS AND REQUIRED DOCUMENTATION:

- EXAMINATION (Passage of VTNE and less than 2 years of active practice).**
 - Official copy of transcript from a school of veterinary technology accredited by the AVMA or CVMA conferring degree;
 - Examination scores – Contact American Association of Veterinary State Boards (AAVSB) to release VTNE scores to Virginia. If examination taken through VTNE in Virginia, a request for score transfer is not required; and
 - Verification of any veterinary technology licenses, certifications or registrations ever held by each board, including expired, in another jurisdiction of the U.S.
 - ENDORSEMENT (Required to hold a current unrestricted license, certification or registration issued by a regulatory entity in another jurisdiction of the U.S. A certification by a veterinary technology association is not accepted.)**
 - Written documentation of having been regularly engaged in clinical practice as a licensed, certified, or registered veterinary technician for at least two of the past four years immediately preceding application. Clinical practice may be verified on the Board’s optional Employment Verification Form or company letterhead;
 - Official copy of transcript from a school of veterinary technology accredited by the AVMA or CVMA conferring degree; **OR** National examination scores from AAVSB. If examination taken through VTNE in Virginia, a request for score transfer is not required;
 - Documentation of completion of at least 16 hours of continuing education during the preceding four years; and
 - Verification of any veterinary technology licenses, certifications or registrations ever held by each board, including expired, in another jurisdiction of the U.S.
- NOTE:** If unable to provide documentation of clinical practice for two of the past four years, an applicant may seek licensure by examination.

Additional information is located on next page.

ADDITIONAL INFORMATION

Examination Contact Information:

- Online Score Transfer Request – <https://aavsb.org/>; and
- AAVSB - Questions regarding transfer of scores – (877) 698-8482.

Incomplete applications: An application shall be valid for a period of one year after the date of initial submission.

Board of Veterinary Medicine Contact Information

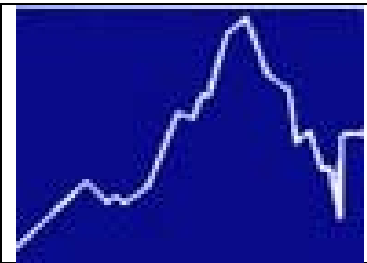
Address: 9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463

Webpage: <http://www.dhp.virginia.gov/vet/>

Email: vetbd@dhp.virginia.gov

Phone: (804) 367-4497

Fax: (804) 527-4471



COMMONWEALTH OF VIRGINIA
Department of Health Professions
Board of Veterinary Medicine

Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463

Email: vetbd@dhp.virginia.gov
Phone: (804) 367-4497
Website: www.dhp.virginia.gov

LICENSURE VERIFICATION FORM

TO THE APPLICANT – List name and license number in top section only and forward to all jurisdictions (U.S. States or Territories and Washington, D.C.) in which you have ever been issued a license to practice as a veterinarian or veterinary technician.

Applicant Full Name:

License Number:

STATE LICENSURE BOARD OR REGULATORY AGENCY – The person listed above is applying for a license to practice as a veterinarian or veterinary technician in Virginia. The Virginia Board of Veterinary Medicine requests that the form be completed by each jurisdiction in which he/she holds or has ever held a license/certificate. Please complete the form and return it to the address listed above.

State/Commonwealth of:

Licensee Name:

Issued Date:

License/Certification Number:

Veterinarian

Veterinary Technician

Licensed/Certified Through (check one):

National Examination

Clinical Competency Examination

NAVLE

State Board Examination

Reciprocity/Endorsement from another U.S. State or Territory (Name of State) _____

Status of License is: Active

Current Inactive

Expired/Lapsed

Expired Date _____

Revoked

Suspended

Has the applicant's license/certificate ever been suspended or revoked?

Yes

No

Has there been any disciplinary history? If yes to any of the questions, please provide all information available under your state's freedom of information statutes.

Yes

No

Is continuing education required for renewal?

Yes

No

If so, how many hours are required per year?

Comments, if any:

BOARD SEAL

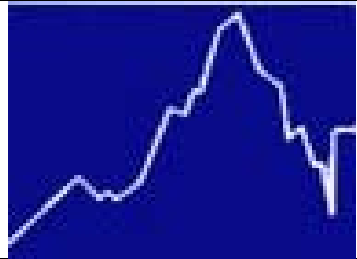
Signed

Date

COMMONWEALTH OF VIRGINIA
Department of Health Professions
Board of Veterinary Medicine

Perimeter Center
 9960 Mayland Drive, Suite 300
 Henrico, VA 23233-1463

Email: vetbd@dhp.virginia.gov
 Phone: (804) 367-4497
 Website: www.dhp.virginia.gov



EMPLOYMENT VERIFICATION

APPLICANT INFORMATION – To be completed by applicant. Please type or print.

Last Name	First Name	Middle Initial	Other Names Used

I hereby authorize the release of employment verification to the Virginia Board of Veterinary Medicine.

Signature:	Date:

EMPLOYER OR AUTHORIZED REPRESENTATIVE – To be completed by employer or authorized representative and mailed directly to the Board. The individual named above is applying for licensure as a Veterinarian or Veterinary Technician in the Commonwealth of Virginia. Please verify the employment history and status of this individual. In lieu of completion of this form, an employer may send a letter confirming requested information.

Employer's Business or Organization Name:

Type of Business:

Business Address:

Phone:

Email Address:

Employee's Name

Employee's Position Title

Was the employee engaged in clinical practice as a veterinarian? Yes No

Was the employee engaged in clinical practice as a veterinary technician? Yes No

Employment Begin Date (mm/dd/yyyy)

Employment Status

Provide all practice locations and dates of employment. If more space is required, list on separate paper.

Practice Locations

Dates of Employment

Print Name

Signature and Date