

# Oregon Administrative Rule 875-030-0010 Stat. Auth.: ORS 686.210

## Criteria for Becoming a Certified Veterinary Technician

In order to become a certified veterinary technician, an individual must:

- (1) Pass the examinations referred to in OAR 875-030-0020; and
- (2)(a) Hold a certificate in veterinary technology (or a comparable certificate) from a college accredited by the American Veterinary Medical Association, or other program approved by the Board; or
- (b) Have received at least 6,000 hours of on-the-job training in the following technical procedures as verified by a veterinarian or veterinarians with valid Oregon veterinary licensure:
  - (A) Medical Terminology
  - (B) Basic Comparative Animal Anatomy and Physiology;
  - (C) Veterinary Office Procedures;
  - (D) Basic Pharmacology;
  - (E) Practical Animal Nutrition;
  - (F) Nursing Care and Handling of Animals;
  - (G) Animal Behavior;
  - (H) Applied Radiography;
  - (I) Applied Anesthesiology;
  - (J) Applied Clinical Laboratory Procedures;
  - (K) Principles and Practices of Medical and Surgical Assistance;
  - (L) Animal Diseases.
- (3)(a) Have at a minimum a Bachelor's degree in a field approved by the Board, e.g., Veterinary Technology, Animal Technology, Animal Husbandry, Zoology, etc., and a minimum of 1,500 hours of on-the-job training that meets the requirements of (2)(b); or
- (b) Have at a minimum an Associate's degree in a field approved by the Board, e.g., Veterinary Technology, Animal Husbandry, Zoology, etc., and a minimum of 3,000 hours of on-the-job training and that meets the requirements of (2)(b); or
- (c) Have acquired a minimum of 30 credit hours of training from a school or program approved by the Board in a field approved by the Board, e.g., Veterinary Technology, Animal Husbandry, Zoology, etc., and a minimum of 4,500 hours of on-the-job training that meets the requirements of (2)(b);
- (d) Any other combination of Board-approved education and experience.
- (e) On-the-job applicants shall provide proof of on-the-job experience such as W2 forms or other proof approved by the Board. A form, available from the Board, with a notarized signature of an Oregon-licensed veterinarian(s), describing period(s) of employment and total hours worked, is acceptable in lieu of other proof.
- (4) The Board may waive the requirement of passing the VTNE (875-030-0020(1)) for applicants who:
  - (a) Graduated from an accredited veterinary technology college program prior to 1990;
  - (b) Hold an active certified veterinary technician license or animal health technician license in another state, province or territory of the United States; and
  - (c) Have a minimum of 7,500 hours of on-the-job training and experience as specified in subsection (b) of this section.

Oregon Veterinary Medical Examining Board  
**HOW TO BECOME A  
CERTIFIED VETERINARY TECHNICIAN IN OREGON**

**Qualifications for Certification\***

1) A veterinary technician degree from a Board-approved veterinary technology program (transcript required);

—OR—

2) On-the-job training and experience as a veterinary technician verified by an Oregon licensed veterinarian, plus completion of a 20-hour radiation safety training course. See next page for experience requirements. NOTE: Oregon applicants must also apply directly to AAVSB at [www.aavsb.org](http://www.aavsb.org). and pay the \$200 fee directly to AAVSB.

3) ALL applicants must pass the Oregon Juris Prudence Exam/Regional Disease Test, provided after all other requirements have been met.

\*You may request a waiver of the VTNE if you are actively licensed in another state, have at least 7,500 hours of verifiable clinical experience, and graduated from an accredited veterinary technology college prior to 1990. Complete sections 1,2,4 and 5 of the application.

**How to Apply for VTNE Eligibility through Oregon:**

\$25.00 application screening fee (Includes first year's Oregon certification if you pass the VTNE.)

- 1) **YOU MUST ALSO APPLY DIRECTLY TO AAVSB TO SIT FOR THE VTNE. GO TO [www.aavsb.org](http://www.aavsb.org).**
- 2) Complete and notarize this enclosed application form, including photo attached to designated space.
- 3) A transcript or letter from school officials indicating completion of requirements to graduate; —OR—
- 4) If applying as an on-the-job candidate, submit veterinary verification (on the application), applicable transcripts, AND proof of employment, such as W-2 forms for hours claimed and current pay stub, employer tax statements, or payroll summary reports.

**CERTIFICATION ONLY** — \$25.00 (renewable annually).

If you have already passed the VTNE or qualify for waiver:

- 1) Complete and notarize the enclosed application form. Attach proof of required CE.
- 2) If you took the VTNE elsewhere, have your VTNE scores transferred to Oregon.
- 3) Arrange for license verification letters to be sent to Oregon from states where you are or ever have been certified as a veterinary technician. NOTE: 2 and 3 may be accomplished by contacting [www.aavsb.org](http://www.aavsb.org).

**Examination Requirements & Deadlines**

The VTNE is offered on the third Friday in January and the third Friday in June. Application deadlines are approximately 2 months prior to the exam. If your application is accepted, we will notify you, and AAVSB will provide confirmation, examination information, a map and area lodging options in advance of test dates.

**NOTE: Fees are NOT REFUNDABLE.**  
Make sure you meet all eligibility criteria before submitting this application and fee.

**MAIL APPLICATION & FEE  
TO:**

**Oregon Veterinary Board  
800 NE Oregon St., Ste. 407  
Portland, OR 97232**

**REGISTRATION DEADLINES**

**For the June 19, 2009 VTNE—March 30, 2009**

**For the January 15, 2010 VTNE—Oct. 30, 2009**

The American Association of Veterinary State Boards (AAVSB) will administer the VTNE for Oregon, effective June 2009. Successful applicants will be notified of test time and place by AAVSB.

If you have a disability that requires special materials, services or assistance, please immediately contact the Board office. Address written correspondence to Veterinary Examining Board, 800 NE Oregon St., Suite 407, Portland, Oregon 97232.



# VETERINARY TECHNICIAN NATIONAL EXAM (VTNE) CERTIFIED VETERINARY TECHNICIAN

- 1 Non-refundable Application for:**  VTNE Eligibility—\$25 (0258)  Certification Only—\$25 (0259)

Name:	Social Security #:
Mailing Address (street, city, state, zip):	
Phone: _____	Birthdate:
Email: _____	
<input type="checkbox"/> Veterinary Technician Diploma	<input type="checkbox"/> On-the-Job Experience
_____ School, degree & year of graduation (Provide official transcript or letter from school dean.)	
Have you passed the VTNE? <input type="checkbox"/> No <input type="checkbox"/> Yes. Place and date _____	
<i>Note: You must have your VTNE score transferred by VIVA (www.aavsb.org) unless you took the VTNE in Oregon.</i>	

**2 BACKGROUND** (You must answer each of the following questions.)

- Are you or have you ever been certified as a veterinary technician or AHT in another state or country?  Yes  No  
 Are you or have you ever been licensed in another profession in any other state or country?  Yes  No

→ *If you answered "yes" to either of the above, you must ask each jurisdiction to send a letter of license verification and status directly to the Oregon Veterinary Board.*

Type of License	State	License #	Date Issued

- Have you ever been convicted of a felony or misdemeanor? .....  Yes  No  
 Have you ever been treated for controlled substance or alcohol abuse? .....  Yes  No  
 Have you ever had a veterinary technician or other professional license suspended or revoked or been issued other disciplinary action in any state or country? .....  Yes  No  
 Are there facts not disclosed by your previous answers that might bear adversely on your eligibility and competence to practice as a veterinary technician? .....  Yes  No

***If any answers above are "yes" you must provide explanations on a separate sheet. Failure to provide explanations could result in denial of application.***

Do you agree that, if there be any other matter(s) that occur hereafter, before you receive your certification as a veterinary technician, which might adversely bear on your eligibility to perform veterinary technology duties, such matter(s) will be disclosed immediately to the Oregon Veterinary Medical Examining Board? .....  Yes  No

**3 REFERENCES** List 3 references below. Two must be veterinarians.

Name	Address/Phone Number	Occupation

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I request waiver of the VTNE. I am actively licensed in another state, have at least 7,500 hours of clinical experience, *and* graduated from an accredited veterinary technology college prior to 1990.

Veterinarian's verification of 7,500 hours of clinical experience on facility letterhead must be included. License status from other state(s) must be provided. Official transcript or dean's letter required.

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## AFFIDAVIT OF APPLICANT

I, \_\_\_\_\_, depose and say that all statements herein and photograph are true and correct, and that I am the person described and identified on this Application Form for the *Veterinary Technician National Examination and/or Certification*.

\_\_\_\_\_  
Signature of candidate



### NOTARY PUBLIC:

In the State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Signed \_\_\_\_\_

Commission expires \_\_\_\_\_

(NOTARY SEAL HERE)

## CHECKLIST

**As a candidate for professional licensure, it is your responsibility to ensure that this application is properly and completely filled out and delivered or sent to the Board by the deadline.**

- ✓ Your application must be complete to be accepted. Make sure you have answered all questions and filled in all applicable sections.
- ✓ If you are an on-the-job applicant, you must provide proof of all hours of experience claimed, and the veterinarian who instructed you must fill in the verification of experience (next page). Include W2s plus a payroll summary for the current year.
- ✓ If you do not provide valid proof of experience, the veterinarian who instructed you must answer the three questions in ⑧ on the verification form and have the form notarized.
- ✓ Attach a photo of yourself on this page, above, sized to fit the space provided. Have this application notarized.
- ✓ Include a check or money order for the \$25 fee.
- ✓ Review the eligibility rules and this form before sending it in. Applications received or postmarked after the deadline will not be accepted: no exceptions. Fees are not refundable.

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FOR ON-THE-JOB APPLICANTS ONLY

Veterinarian's Verification of Applicant's Experience (all subjects must be checked)

- Medical terminology
- Veterinary office procedures
- Practical animal nutrition
- Animal diseases
- Basic pharmacology
- Applied anesthesiology
- Basic comparative animal anatomy and physiology
- Principles and practices of medical and surgical assistance
- Applied clinical laboratory procedures
- Nursing care and handling of animals
- Animal behavior
- Applied radiography

Applicant has (circle one) 6,000, 4,500, 3,000 or 1,500 hours of on-the-job experience.  
Complete 7 or 8

7

Valid proof of work experience is provided with this application.  
Veterinarian does not need to answer questions in 8 or have this form notarized.

8

Proof of work experience is NOT provided; verifying veterinarian's signature is notarized, below.  
If you checked this box, please complete the following (attach extra sheets if necessary):

1. Start and end date of your instruction and training of the applicant.
  
2. How did you provide instruction to the applicant in the above experience categories?
  
3. Why is applicant unable to provide W-2s or other valid proof of experience claimed?

**Providing false information to the Board is a violation of OAR 875-011-0010(20).**

I, \_\_\_\_\_, DVM, certify that I am a veterinarian licensed in the state of Oregon and that the above VTNE applicant received instruction by me in the above-listed subjects. I certify that applicant's proof of experience is authentic. I certify that the statements herein are true and correct.

Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Veterinarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian's signature in this area must be notarized.