

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 (copy of diploma or 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.
- 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

■ **VTNE & CERTIFICATION** — \$130.00 (Includes first year's certification; \$25 annual renewal fee thereafter.)

- 1) Complete and notarize the enclosed application form, including photo attached to designated space.
- 2) Include a photocopy of your college diploma or a letter from school officials indicating completion of requirements to graduate; —OR—
- 3) If applying as an on-the-job candidate, submit veterinary verification (attached), diplomas or transcripts, AND proof of employment, such as W-2 forms for hours claimed and current pay stub, employer tax statements, or payroll summary reports. Supervising veterinarian may notarize signature in lieu of proof.

■ **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.

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. Written confirmation, examination information, a map and area lodging options will be sent 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:
Veterinary Examining Board
800 NE Oregon St., Ste. 407
Portland, OR 97232**

REGISTRATION DEADLINES

For the January 16, 2009 VTNE—Oct. 27, 2008

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

When: 7:30 a.m. registration.

Where: Portland State Office Building,
800 NE Oregon St., Portland, Oregon

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.

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.



VETERINARY TECHNICIAN NATIONAL EXAM (VTNE) CERTIFIED VETERINARY TECHNICIAN

- 1 Non-refundable Application for:** VTNE and Certification—\$130 (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 (Attach diploma copy OR letter from school with expected graduation.)	
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 other than minor traffic violations? 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
_____	_____	_____
_____	_____	_____

4 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

Attach
Photo
In This Space

NOTARY PUBLIC:

In the State of _____, County of _____

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

Signed _____

Commission expires _____

(NOTARY SEAL HERE)

5 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. My diploma copy and veterinarian's verification of 7,500 hours of clinical experience on facility letterhead are attached.

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

- | | |
|---|--|
| <input type="checkbox"/> Medical terminology | <input type="checkbox"/> Basic comparative animal anatomy and physiology |
| <input type="checkbox"/> Veterinary office procedures | <input type="checkbox"/> Principles and practices of medical and surgical assistance |
| <input type="checkbox"/> Practical animal nutrition | <input type="checkbox"/> Applied clinical laboratory procedures |
| <input type="checkbox"/> Animal diseases | <input type="checkbox"/> Nursing care and handling of animals |
| <input type="checkbox"/> Basic pharmacology | <input type="checkbox"/> Animal behavior |
| <input type="checkbox"/> Applied anesthesiology | <input type="checkbox"/> Applied radiography |

Applicant has (circle one) 6,000, 4,500, 3,000 or 1,500 hours of on-the-job clinical training/experience.

Proof of work experience is provided with this application.

Proof of work experience is NOT provided; instead, I have notarized my signature, below.

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 the statements herein are true and correct.

Clinic: _____ Phone _____

Address _____

Veterinarian's Signature: _____ **Date:** _____

If proof of on-the-job experience is not provided, veterinarian's signature must be notarized.