

Wisconsin Department of Safety and Professional Services

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VETERINARY EXAMINING BOARD

INFORMATION FOR COMPLETING VETERINARY TECHNICIAN EXAM APPLICATION

APPLICATION:

"Application for Veterinary Technician Certification" (Form #653) must be complete and on file in the board office at least **30 days prior** to the date of the examination.

FEE:

The fee must accompany your application (Form #653). Checks or money orders should be made payable to the Department of Safety and Professional Services.

CERTIFICATE OF TECHNICAL SCHOOL OR COLLEGE:

Must be submitted for applicants who have completed a 4-semester course in veterinary technology. Forward this form to your veterinary technical school/college to be signed and sealed by the registrar of the school. Request them to submit this form directly to the Veterinary Examining Board.

AFFIDAVIT OF LICENSED VETERINARIAN EMPLOYER:

Must be submitted by those applicants for veterinary technician certification who **have not** completed a 4-semester course in veterinary technology. Forward this form to your employer and request them to submit this form directly to the Veterinary Examining Board.

EXAMINATIONS:

The Veterinary Examining Board uses the Veterinary Technician National Exam (VTNE) as its written examination for veterinary technicians to obtain "Information For Candidates On The VTNE", go to www.aavsb.org. The Board also utilizes an examination on state laws and rules related to the practice of veterinary technology.

EXAMINATION ON WISCONSIN LAW:

An applicant for licensure shall successfully complete an online open book examination on Wisconsin Statutes and Rules relating to the practice of veterinary technician before a license can be issued. Online instructions will be provided to the applicant after application and credentialing fee have been received.

VTNE EXAMINATION:

To schedule to take or retake this examination register online directly with AAVSB at www.aavsb.org.

Your VTNE score needs to be sent directly to the Wisconsin Department of Safety and Professional Services from AAVSB. The AAVSB link to the Online Score Transfer Request Application is <http://aavsb.org/VTNE/Score%20Reporting/>. For additional questions, contact AAVSB at 1-877-698-8482 or vettech@aavsb.org.

REPORTING OF RESULTS:

Candidates 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 board office for the results of your examination. This information will not be provided by phone.

Candidates will receive a numerical score and pass-fail notification. The passing score recommended by the Veterinary Examining Board 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.

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EVALUATION AND FAIRNESS:

The content and process of this examination, and candidate performance statistics, are regularly evaluated by the Department and the Veterinary Examining Board to assure that this examination fairly and effectively assesses competencies necessary to practice as a veterinary technician.

RECORD RETENTION:

Passing examination grades of credentialed candidates are retained indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examiner evaluation documents are retained one year after the examination date. Booklets used by candidates are retained two months after the release of grades. Records of specific examination content (examination file copies) are retained five years.

MAILING INSTRUCTIONS:

Mail your application, the appropriate fee, and documentation to the following address:

Department of Safety and Professional Services
Veterinary Examining Board
P.O. Box 8935
Madison, WI 53708-8935