



## REGISTERED VETERINARY TECHNICIAN INITIAL EXAM APPLICATION – APPROVED SCHOOL/ALTERNATE ROUTE APPLICATION INSTRUCTIONS

Apply Online at [www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)

### This application is for:

Applicants who wish to become licensed as a Registered Veterinary Technician (RVT) and are:

- Graduates from an American Veterinary Medical Associate (AVMA) accredited or California-approved veterinary technology program; **or**
- Applicants with practical education (300 hours of instruction in specified areas below) and experience (4,416 hours of practical experience (in specified areas) in no less than 24 months under the direct supervision of a veterinarian licensed in the United States, Canada, or U.S. territory) equivalent (Alternate Route)\*

Candidates must complete the application, pay required fees, and submit all required documentation.

### Required Fees

- Application Fee: \$125 (non-refundable)
- California Veterinary Technician Examination (CVTE) Fee: \$175

### Required Documentation

- Photograph (similar to passport photograph)
- Diploma or official transcript (if applicable and AVMA/California-approved school applicant)
- License verification/letter of good standing\*\* (if applicable and AVMA/California-approved school applicant)
- Task List – Proof of Experience form (if Alternate Route applicant)
- Transcripts for all applicable courses of postsecondary education (if Alternate Route applicant)
- Copies of official college catalog course descriptions and course outlines for all postsecondary education (if Alternate Route applicant)
- Copies of official certificates of completion along with course descriptions or course outlines and breakdown in hours for postsecondary education (if Alternate Route applicant)
- Postsecondary Academic Checklist form (if Alternate Route applicant)

### Required Information

- Fingerprint clearances from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)\*\*\*

Initial application review may take up to eight (8) weeks.

Following initial application review, the Board will notify you in writing of any deficiency, and you will be given an opportunity to submit deficient documentation.

Once the application has been approved, your information is submitted to the Board's testing vendor, Psychological Services Incorporated (PSI), PSI will send the examination handbook which includes information on scheduling the CVTE. Candidates have 12 months from the date the application was approved to take the CVTE. The CVTE is computer based and offered year round.

### Additional Information

In order to become licensed in California, the following examinations must be completed within 60 months (the 60-month timeframe begins once a candidate passes any one of the following examinations):

- Veterinarian Technician National Examination (VTNE)\*\*\*\*
- California Veterinary Technician Examination (CVTE)

Applicants who are unable to appear for their scheduled CVTE must notify PSI at least two days prior to their scheduled examination date in order to be rescheduled with no additional fee.

### **\*Alternate Route General Information**

Alternate Route – Completion of a combination of postsecondary education and at least 4,416 hours of practical experience in no less than 24 months under the direct supervision of a California-licensed veterinarian.

The education shall consist of a total of 20 semester units, 30 quarter units, or 300 hours of instruction; shall be provided by a postsecondary academic institution or a qualified instructor as defined by Section 2068.5; shall be accumulated in the fundamentals and principles of **all** of the following subjects; items 1-6 must be completed in the five (5) years preceding the application date. Items 7-13 do not have to be completed within five (5) years.

- (1) Dental prophylaxis and extraction
- (2) Anesthetic instrumentation, induction and monitoring
- (3) Surgical nursing and assisting, including instrumentation, suturing techniques, and application of casts and splints
- (4) Radiography and radiation safety
- (5) Diseases and nursing of animals, including zoonotic diseases and emergency veterinary care
- (6) IV Catheter placement

In addition, the following education is also required and may be covered in the RVT specific subjects, obtained as separate courses, or as a part of a degree program:

- (7) Chemistry
- (8) Mathematics
- (9) Biology
- (10) Microbiology
- (11) Anatomy
- (12) Physiology
- (13) Medical terminology

The candidate shall submit with the application a syllabus or an outline for each course in an organized format. If the person reviewing the application is unable to determine which categories are related to what education, the application will be returned. The candidate shall provide documentation of attendance for each course in the form of **one** of the following:

- (1) Certificate of attendance; or
- (2) Official transcript; or
- (3) Letter on official stationery signed by the course instructor documenting that the candidate attended a particular course and noting how the instructor meets the minimum requirement.

Practical experience shall consist of at least 4,416 hours of practical experience in no less than 24 months under the direct supervision of a California-licensed veterinarian. Said veterinarian shall attest to the completion of that experience at the time the application is made to the board for the RVT Examination. The applicant shall have completed this experience within five (5) years prior to the date of the examination for registration as a registered veterinary technician.

The required practical experience shall have provided the applicant with knowledge, skills, and abilities in the areas of:

- Communication with clients
- Patient examinations
- Emergency procedures
- Laboratory procedures
- Diagnostic imaging
- Surgical assisting
- Anesthesia
- Animal nursing
- Nutrition
- Dentistry
- Animal behavior
- Pharmacology

The supervising veterinarian(s) must complete a checklist attesting to proficiency in specific skill areas within the preceding categories.

\*\*License verifications for each state, U.S. territory or Canadian province in which you are or have been licensed (even if the license is not current) must be original letters issued from each state's board office or be obtained through Veterinary Information Verifying Agency (VIVA). Please note other state boards may take up to eight (8) weeks to process your request.

\*\*\*Department of Justice and FBI fingerprint clearances are required for examination eligibility.

\*\*\*\*Applicants for the VTNE apply directly to the American Association of Veterinary State Boards (AAVSB). Those applicants who graduated from an American Veterinary Medical Association accredited school will automatically be made eligible to take the VTNE.

Applicants who apply for examination eligibility as a graduate of a California-approved veterinary technology program or through the Board's Alternate Route, will still apply directly to the AAVSB to take the VTNE. However, the Board is required to review the applicant's application and verify examination eligibility before the alternate route candidate is made eligible to take the VTNE. In order to ensure eligibility is transferred to the AAVSB in a timely manner, the Board recommends alternate route candidates apply to the Board and confirm their examination eligibility before applying to the AAVSB to take the VTNE.

The VTNE is administered in three (3) specific testing windows throughout the year, and each application window has a deadline. Please refer to the AAVSB website for the application and application deadlines for each examination window. The Board accepts VTNE scores for those applicants who have already taken and passed the VTNE, provided the applicant also takes and passes the California Veterinary Technician Examination (CVTE) within 60 months of passing the VTNE.

### **Information Privacy Act**

Failure to provide any of the requested information will result in the application being deemed incomplete. The information provided will be used to determine qualification for licensure, per Section 4841-4842 of the Business and Professions Code which authorizes the collection of this information. Information regarding the issuance or denial of a license by the Board may be transmitted to any other veterinary medical licensing authority. Candidates have the right to review their application subject to the provisions of the Information Practice Act. The Executive Officer is custodian of records.

Your completed application becomes the property of the Board and will be used by authorized personnel to determine eligibility. Information on the application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code §6250 et seq.) and the Information Practices Act (Div. Code §1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. The name and address included on this application is subject to public disclosure and may be disclosed upon request.

Information you provide on this application is maintained by the Executive Officer of the Veterinary Medical Board, 1747 N. Market Blvd., Suite 230, Sacramento, CA 95834, (916) 515-5220. The information is requested pursuant to Business and Professions Code sections 4832-4844 and/or Title 16, California Code of Regulations, Division 20, Article 6. You have the right to review the records maintained on you by the Board or department unless the records are exempt by section 1798.40 of the Civil Code. You may gain access to the information by contacting the Veterinary Medical Board.

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### **Live Scan/Fingerprinting**

Section 144(b) of the Business and Professions Code authorizes the Veterinary Medical Board (Board) to collect fingerprints for background checks of applicants for licensure. Fingerprints must be submitted prior to licensure via Live Scan pursuant to Penal Code Section 11077.1. The results from Live Scan must be received by the Board prior to examination.

For more information regarding Live Scan, please refer to Fingerprinting Requirements and Live Scan/Fingerprint Overview information. Your fingerprints must be processed at a California Live Scan facility of submit a fingerprint hard card, and service must include both the California Department of Justice and the Federal Bureau of Investigation. Fingerprints processing fees are paid directly to the Live Scan facility. Please note any fingerprints submitted via a hard card are subject to significant delays and will affect examination eligibility.

Criminal Offender Record Information (CORI) is information identified through fingerprint submission to the California Department of Justice (DOJ). CORI information includes criminal history information maintained by California local law enforcements, the DOJ, the Federal Bureau of Investigation (FBI) and other state law enforcement. CORI information is confidential and used solely for the purpose of determining whether an applicant has criminal history that would be grounds for denial of an application, or suspension or revocation of a registration pursuant to Section 475-499 of the Business and Professions Code.

Licensure is subject to denial pursuant to Business and Professions Code Sections 475-499 upon review of your background information.

**Reasonable Accommodations**

The Veterinary Medical Board provides reasonable accommodations for candidates with a physical or learning disability. Candidates must notify the Board of their needs by completing a Request for Accommodation of Disabilities. The Request for Accommodations of Disabilities, including the Professional Evaluation and Documentation of Disability form, all supporting disability documentation from a licensed professional, and the complete evaluation report on official letterhead, must be submitted as part of the application.

**Expedited Application for Spouses or Domestic Partners of Active Duty Military Personnel**

If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation to the application (you may be asked to submit original documentation: (1) Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; (2) Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

**Expedited Application for Honorably Discharged Members of the U.S. Armed Forces**

If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation to this application: DD214 or other supporting documentation.

**Apply online or mail the completed application with the appropriate fees payable to the Veterinary Medical Board to: Veterinary Medical Board, 1747 N. Market Blvd., Suite 230, Sacramento, CA 95834**



## REGISTERED VETERINARY TECHNICIAN - INITIAL EXAM APPLICATION APPROVED SCHOOL/ALTERNATE ROUTE

### 1. APPLICATION/FEEES

<input type="checkbox"/> \$125.00 - Application Evaluation Fee (non-refundable)  <input type="checkbox"/> \$175.00 - State Board Examination Fee	Please make check or money order payable to <b>VMB</b>  Please mail completed application, supporting documents and fee(s) to: Veterinary Medical Board 1747 N. Market Blvd., Suite 230 Sacramento, CA 95834-2978
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### 2. APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	BIRTHDATE
ADDRESS OF RECORD		CITY	STATE
COUNTY	COUNTRY	PHONE NUMBER	
EMAIL		SSN/ITIN**	

\*\*Disclosure of a U.S. Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN) is mandatory and must be provided prior to licensure. Section 30 of the Business and Profession Code and Public Law 94-455 [42 USC 405(c)(2)(C)] authorize collection of the SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or support order in accordance with Section 17520 of the Family Code.

### 3. EDUCATION INFORMATION

EDUCATION PROVIDER	START DATE	GRADUATION DATE OR EXPECTED GRADUATION DATE	DEGREE

### 4. STATES/PROVINCES CURRENTLY OR PREVIOUSLY LICENSED AS A REGISTERED VETERINARY TECHNICIAN

STATE/PROVINCE	LICENSE #	DATE ISSUED	EXAM CREDENTIALS	BEGAN PRACTICE PERIOD	END PRACTICE PERIOD

If additional space is needed, please attach additional sheet.

### 5. DISCLOSURE OF DISCIPLINARY ACTION

HAVE YOU EVER HAD DISCIPLINARY PROCEEDINGS AGAINST ANY LICENSE TO PRACTICE VETERINARY MEDICINE INCLUDING REVOCATION, SUSPENSION, PROBATION, VOLUNTARY SURRENDER, OR ANY OTHER PROCEEDING?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide a detailed written explanation including the date and state where the discipline occurred.	

----- (OFFICE USE ONLY) -----

ENTITY/FILE #: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ DATE CASHIERED : \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_

**6. CONVICTION OF MISDEMEANOR OR FELONY**

HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NOLO CONTENDERE TO ANY CRIMINAL OR CIVIL OFFENSE IN THE UNITED STATES, ITS TERRITORIES, OR A FOREIGN COUNTRY?*	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide certified copies of arrest reports, certified court documents, certified probation/rehabilitation documents, and a signed and dated detailed letter explaining circumstances.* <small>*This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code section 11357(b), (c), (d), (e), or section 11360(b) which are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.</small>	

**7. EXPEDITED APPLICATION FOR SPOUSES OR DOMESTIC PARTNERS OF ACTIVE DUTY MEMBERS OF THE U.S. ARMED FORCES**

ARE YOU REQUESTING EXPEDITING OF THIS APPLICATION FOR SPOUSES OR DOMESTIC PARTNERS OF AN ACTIVE DUTY MEMBER OF THE U.S. ARMED FORCES?*	YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>*If you meet the military spouse or domestic partner requirements, please attach the following documentation to this application: (1) Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders and (2) Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.</small>	

**8. EXPEDITED APPLICATION FOR HONORABLY DISCHARGED MEMBERS OF THE U.S. ARMED FORCES**

ARE YOU REQUESTING EXPEDITING OF THIS APPLICATION FOR HONORABLY DISCHARGED MEMBERS OF THE U.S. ARMED FORCES?*	YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>*If you meet the U.S. Armed Forces expedite requirement, please attach the following documentation to this application: DD214 or other supporting documentation.</small>	

**9. CERTIFICATION AND PHOTOGRAPH**

<p>I understand that I am required to report immediately to the California Veterinary Medical Board if I am convicted of any offense that occurs between the date of this application and the date that a California veterinary license is issued. I am also required to report to the California Veterinary Medical Board any disciplinary action and/or voluntary surrender against any license as a veterinarian or any veterinary related license that occurs between the date of this application and the date that a California veterinary license is issued. I understand that failure to do so may result in denial of this application or subsequent disciplinary action against my license.</p> <p>I certify, under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for licensure examination is true, correct, and complete. Providing false information or omitting required information is grounds for denial of licensure or revocation of licensure in California.</p>	
Signature _____  Date _____	<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: auto;"> <p><b>ATTACH A PASSPORT-SIZED PHOTO HERE</b></p> </div>