

**Veterinary Medical Board**

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## REGISTERED VETERINARY TECHNICIAN APPLICATION INSTRUCTIONS

Included in this packet is information on how to become registered in California. All candidates must pass the California Registered Veterinary Technician (RVT) Examination to become licensed. It is the candidate's responsibility to meet the requirements for this examination.

### **Registered Veterinary Technician Examination**

The RVT Examination is administered in a computer based, continuous testing format. To apply for the RVT Examination, you must submit a completed application, \$250.00 processing fee (\$100.00 application fee plus \$150.00 examination fee) and the required documentation based on the eligibility category under which you are applying. **NOTE: If you would wish to receive notification that your application was received, you must include a self-addressed stamped envelope when you submit your application.** Verification of receipt or eligibility is not given over the phone.

Once all required documentation is received, the application is reviewed to determine eligibility. Initial application review can take up to 60 days. If your application is deficient, you will be notified in writing and given an opportunity to submit any missing documentation. An incomplete application will extend the review time. If the application is approved, you will be notified in writing and you will receive an Examination handbook directly from the testing vendor Psychological Services Incorporated, which includes Examination scheduling information. Candidates have up to six (6) months from the approval date to schedule the Examination.

### **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 registration. Fingerprints must be submitted electronically via Live Scan pursuant to Penal Code Section 11077.1. **Fingerprinting is required to take the RVT Examination; the results from Live Scan must be received by the Board prior to examination.**

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 enforcement, 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.

Candidates must disclose on the application whether or not there has been any disciplinary action taken against any registration, license, or certificate as a veterinary technician or any veterinary related license including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state, territory or province. A separate letter explaining the action is required.

Candidates who have been convicted of, or pled no contest to, any violation of any law of the United States, any state or local jurisdiction, or any foreign country must attach a letter of explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include certified copies of arrest records and court documents. You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000, 1203.4 or 1210.1. (Traffic violations involving driving under the influence, injury to persons or providing false information must be reported).

For more information regarding Live Scan, please refer to the "Fingerprinting Requirements" information in this package, or the Board's web site ([www.vmb.ca.gov/applicants/examinations.shtml](http://www.vmb.ca.gov/applicants/examinations.shtml)). Your fingerprints must be processed at a Live Scan facility, and service must include both the DOJ and the FBI. Fingerprint processing fees are paid directly to the Live Scan facility.

**NOTE: RVT Examination application is subject to denial pursuant to Business and Professions Code Sections 475 – 499 upon review of your background information.**

### **Eligibility Categories**

The following eligibility categories are numbered and consistent with numbered categories listed on the application. Below each examination eligibility category are the documents that must be submitted with the application in order to determine eligibility. **Failure to submit all required documentation will result in your application being deemed incomplete.**

#### **Category 1 - Approved RVT Schools - BPC section 4841.5**

Graduate of an AVMA or California approved RVT program

#### **The following documents must be submitted:**

- Certified transcripts showing degree conferred; or
- Copy of diploma
- DOJ and FBI fingerprint clearance

#### **Category 4 - Alternate Route - CCR section 2068.5**

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 following documents must be submitted:**

- Task List (proof of experience in all areas) completed and signed by a California-licensed veterinarian
- Transcripts for all courses of postsecondary education to be used to fulfill application requirements.
- Copies of official college catalog course descriptions and course outlines for all postsecondary education being used.
- Copies of official Certificates of Completion along with course descriptions or course outlines, and breakdown in hours for postsecondary education being used.
- Completed Postsecondary Academic Checklist Form - must show all educational areas have been completed.
- DOJ and FBI fingerprint clearance

### **Education Requirements**

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; **and shall be completed in the five (5) years preceding application to the Board for the RVT Examination:**

- (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 stationary signed by the course instructor documenting that the candidate attended a particular course and noting how the instructor meets the minimum requirement.

### Alternate Route Course Instructor Qualifications

In order for education to be approved, the instructor must meet at least two of the following minimum requirements:

- (1) A license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;
- (2) A master's or higher degree from an educational institution in an area related to the subject matter of the course;
- (3) Training, certification, or experience in teaching the subject matter of the course; or
- (4) At least two years' experience in an area related to the subject matter of the course.

Pursuant to Business and Professions Code Section 2068.5, the instructor shall provide each participant with a course syllabus or detailed outline which includes a description of the material covered.

### Practical Experience

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 who 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	Diagnostic imaging	Nutrition
Patient examinations	Surgical assisting	Dentistry
Emergency procedures	Anesthesia	Animal behavior
Laboratory procedures	Animal nursing	Pharmacology

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

APPLICATIONS FOR CATEGORY 4, ALTERNATE ROUTE, MUST BE SUBMITTED IN AN ORGANIZED AND ITEMIZED FORMAT. CLASSES SHOULD BE EASY TO IDENTIFY AND WHEN POSSIBLE, COMPLETION CERTIFICATES SHOULD BE MATCHED UP WITH COURSE OUTLINES OR DESCRIPTIONS.  
**DISORGANIZED APPLICATIONS WILL BE RETURNED AS INCOMPLETE**

*The California Veterinary Medical Association (CVMA) provides an Alternate Route Workbook, a guide to planning a course of study under this category, qualifying to sit for the exam, and assisting in exam preparation, which can be obtained by calling the CVMA at (916) 649-0599.*

### **Category 5 - Out of State RVTs - CCR section 2068.6**

Out of State - RVT's with at least 4,416 hours of practical experience in no less than 24 months under the direct supervision of a veterinarian licensed in the United States, Canada or U.S. territory.

#### **The following documents must be submitted:**

- Task List (Proof of Experience) - Proof at least 4,416 hours of practical experience in no less than 24 months under the direct supervision of a veterinarian licensed in the United States, Canada or U.S. territory.
- Letter of good standing issued from each State Board for all states in which you are registered or certified, whether inactive or currently practicing.
- Verification from a state board that a written practical state board exam has been passed (written law & jurisprudence exam is not acceptable) in the state from which applicant is applying, OR verification from a state board that passing the Veterinary Technician National Exam was required for registration/certification.
- DOJ and FBI fingerprint clearance

### **SPECIAL ACCOMMODATIONS FOR EXAMINATION**

The Board provides reasonable accommodations for candidates with a physical disability or learning disability. Candidates must notify the Board of their needs by completing a *Request for Accommodation of Disabilities* form. The Form, all supporting disability documentation from a licensed professional, which includes the Evaluator's Professional Evaluation and Documentation of the Disability Form and their complete evaluation report on official letterhead MUST be submitted as a part of the exam application package and all retake exam application packages.

**NOTE:** If all required special accommodation information is not received at the time of application, the special accommodation request cannot be considered for that RVT Examination.

### APPLICATION CHECKLIST

- Have you completed each item on pages 1 and 2 of your application?
- Have you provided a United States social security number? ***This must be provided prior to registration.***
- Have you included a \$250.00 application and examination fee made payable to Veterinary Medical Board?
- Have you included all Category Requirements for the category for which you are applying? ***Official transcripts or a copy of your diploma must be submitted in order for your application to be deemed complete.***
- Have you attached a current photo to the application? ***Photo may be either black-and-white or color. The image must be clear and readily discernable. Photos must be frontal face shots (profile or full-body images are not acceptable). Photo must be clear enough for use on a driver's license or passport and must be cut to fit the application photo box.***
- Have you submitted the original signed application? ***Your signature is required in items 3 and 9 of your application.***
- Have you included your completed Request for Live Scan Service Form? ***This must be provided prior to registration.***
- Have you requested a Letter of Good Standing/Licensure verification for each state you have been licensed? ***Applicants must provide license verifications for each state, territory or Canadian province in which they are or have been license/registered, even if the license/registration is not current. Original letters must be issued from each state's board office. This information can take up to eight weeks to process by the state of licensure or registration.***

Mail your completed application with the appropriate processing fee payable to the Veterinary Medical Board to: 2005 Evergreen Street, Suite 2250, Sacramento, CA 95815-3831.

### MISCELLANEOUS INFORMATION

Address change requests **must** be made in **writing** and reference "exam candidate address change." Candidates must include a permanent residence mailing address on their application to be used for correspondence in the event mail is returned from your current mailing address.

Application processing fees are non-refundable. Examination fees will only be refunded when a candidate is not eligible for examination. According to California Code of Regulations Section 2011(a), "An applicant shall **not be refunded** any fee for failure to appear for an examination at its designated time and place."

Once you have taken and passed the Examination, you will be given an Application with Instructions for Initial Registration to return to the Board along with a processing fee. The month in which you were born determines the month in which you will renew. The year in which you were born determines whether your regular renewal date will be due in an odd or even year. If you were born in April of an even year, you will always have an April, even year expiration date. The number of months in-between your initial registration payment and your first renewal date determines your fee. There are two (2) possible initial registration fees:

- If there is less than a year (1 to 11 months) between the date you pay your fee and your first renewal date, the initial registration fee is: **\$50.00**
- If there is a year or more (12 to 24 months) between the date you pay your fee and your first renewal date, the initial registration fee is: **\$100.00**

Applicants who are scheduled to appear for an examination, and unable to appear, must notify the testing vendor at least 2 days prior to their scheduled examination date in order to be rescheduled with no additional fee.

Applicants who fail to apply for licensure within two years from passing the Examination are subject to abandonment of their application and must reapply to be reexamined pursuant to California Code of Regulations Section 2015.