

MARYLAND STATE BOARD OF VETERINARY MEDICAL EXAMINERS

50 Harry S Truman Parkway, Room 102, Annapolis, Maryland 21401
Telephone: 410.841.5862 Facsimile: 410.841.5780 www.mda.maryland.gov

Instructions for Applicants Seeking a Maryland Veterinary Technician Registration

NOTE: All information requested is on-going in nature. Failure to provide the Board with any changes to the information supplied can result in denial or revocation of your license and/or registration. If the application for licensure has not been successfully completed within one year from the date of initial submission, a new application and fee will be required. Type or print clearly all information except personal signature. Please follow instructions provided.

1. The State Board Examination requires all applicants to read and comprehend the laws and regulations governing registered veterinary technicians in Maryland, and sign a statement attesting to that fact on the last page of the enclosed application.
 - A. Submit the following if your Veterinary Technician National Examination (VTNE) score is **less than** five years old:
 - i.) A completed and notarized Application for Examination and Registration.
 - ii.) A school authenticated, or notarized, copy of your diploma or transcript, which must come directly from your school.
 - iii.) One 2" x 3" photograph taken within the past six months, with your complete signature on the back of the photograph.
 - iv.) A non-refundable application fee of \$85 (make check or money order payable to SBVME).
 - v.) If you are planning to take the VTNE in Maryland, you must contact the AAVSB at (877) 698-8482 or go to www.aavsb.org to apply for the exam. If you take the VTNE in Maryland and intend to register as a veterinary technician in Maryland, your VTNE score will be transferred **automatically** from the American Association of Veterinary State Boards (AAVSB) to the Maryland Board's office.
 - vi.) If you applied through another State Board to take the VTNE, you must have your score transferred by the Veterinary Technician Information Verifying Agency (TIVA), which is affiliated with the AAVSB. The TIVA Score Transfer Request Application may be obtained online at www.aavsb.org

vii.) If you are registered by other State boards, the Maryland Board will need letters of good standing, or registration verification, from all board(s) in which you are now registered or have ever been registered. These letters must come directly from the other State boards to this office.

B. Submit the following if your VTNE score is **more than** five years old:

- i.) A completed and notarized Application for Examination and Registration.
- ii.) A school authenticated, or notarized, copy of your diploma or transcript, which must come directly from your school.
- iii.) One 2" x 3" photograph taken within the past six months, with your complete signature on the back of the photograph.
- iv.) A **non-refundable** application fee of \$85 (make check payable to SBVME).
- v.) Resume of professional activity, evidencing that you have been employed in a clinical practice as a veterinary technician continuously for the 5 years preceding application.
- vi.) Letters of good standing from all board(s) in which you are now registered or have ever been registered. These letters must come directly from the other State boards to this office.

C. It may also be necessary for you to meet with the Maryland Board to discuss your application.

2. Educational Requirements

For the State Board Examination, an applicant must have a school authenticated certificate showing that the applicant is:

- A. A graduate or candidate for graduation from a veterinary technician program approved by the American Veterinary Medical Association (AVMA), or
- B. A holder of an associate's degree or above, which includes a minimum of three credits each in certain college courses. See COMAR 15.14.13 for specifics on this requirement.

3. Work experience and Continuing Education.

For an applicant who is **not** a graduate of an AVMA-accredited veterinary technology program, the following shall be provided (*see* COMAR 15.14.13 for specifics on this requirement).

- A. Proof of completion of 10,000 hours of work experience as a technician;
- B. Completed Technician Skill Assessment;
- C. Proof of 24 hours of veterinary technician continuing education; and
- D. Proof of having completed 24 hours of work as a veterinary technician in a veterinary emergency facility.

4. A passing score for the VTNE is determined by the AAVSB.

5. Your application cannot be processed unless all of the information requested has been supplied. The information you supply notifies the Maryland Board of your interest in obtaining a registration, and how you may be contacted. Additionally, some of this information is used by the Maryland Board in its determination of whether to issue you a registration. You have the right to inspect, amend, or correct this information. Under State Government Article, §10-617, Annotated Code of Maryland, this information would be generally available for public inspection. This information is not routinely shared with state, federal, or local government agencies.

6. Applications shall be mailed to:

State Board of Veterinary Medical Examiners
Maryland Department of Agriculture
50 Harry S Truman Parkway, Room 102
Annapolis, MD 21401

7. If additional information is needed, contact:

State Board of Veterinary Medical Examiners
Telephone: 410.841.5862