

WEST VIRGINIA BOARD OF VETERINARY MEDICINE
5509 Big Tyler Road, Suite 3
Cross Lanes, West Virginia 25313
Telephone: (304) 776-8032 Fax: (304) 776-8256
www.wvbvm.org

REGISTERED VETERINARY TECHNICIAN APPLICANT CHECKLIST

Registered Veterinary Technician Application for License – Fee \$10 (Additional \$35 for purchase of Practice Act)

- Online applications are available under “Practitioners/ Registered Veterinary Technician/Application for Registration”
- Printable applications are available under “Forms & Resources”

Required Backup Documentation

- **Birth Certificate** – certified copy along with
 - Completed “Certification of Copy” form or
 - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Name Change – Marriage/Divorce Decree** (birth name differs from current name) – certified copy along with
 - Completed “Certification of Copy” form or
 - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Photograph**
 - Recent photo of yourself, approximately 2 by 2 inches in size such as a passport photo signed by you on the back
- **Citizenship**
 - If you are not a United States citizen, please provide proof of naturalization or authority to reside and work in the United States.
- **Education – AVMA Accredited (can be emailed directly from the college to brandi.n.legg@wv.gov)**
 - Certified copy of your transcripts of records from the schools or colleges of veterinary medicine or veterinary nursing attended which shows total number of hours attended, subjects studied, grades given and date of graduation.
 - A diploma is only required if transcript does not show graduation date and degree received.
 - If submitting a diploma, the diploma must be a notarized copy with the notary seal along with a statement from the notary public verifying that the copy submitted is an exact copy of the original document.
- **Passing Exam Scores** – must be submitted to the Board directly from AAVSB/VIVA.
 - Veterinary Technician National Exam (VTNE)
 - If approved for VTNE through WV, we have your VTNE scores on file, so you do not need them submitted from the reporting service.
- **Registration Information/if applicable (can be emailed directly from the jurisdiction to brandi.n.legg@wv.gov)**
 - Verification of registration from all jurisdictions where you now or have ever held a veterinary technician registration. Must be submitted to the board directly from the licensing board.
- **Federal Criminal Background check – effective July 1, 2020 (NEW REQUIREMENT)**
 - Instructions can be located on our website, www.wvbvm.org.
 - Please be advised, the federal background checks done on fingerprint cards could take several weeks to process.
 - If possible, for faster results, you can register at a WV, PA, NY, or, TX IndentoGO location for electronic background checks.

WV State Jurisprudence Exam

- Applicants must take and pass the online WV state jurisprudence exam for registration.
 - If applicant cannot test on a computer, they may make an appointment to take the exam online in the Board office or at a location approved by the Board.
- Applicants are eligible to test once all required documents including a passing national score and fees are received.
- An email and letter will be sent to the applicant advising they are eligible to take the exam.
 - Applicants have 30 days from being notified by the Board of their eligibility to take the jurisprudence exam or their file will be closed.
- Jurisprudence exams taken October 1 – December 31 will have an expiration date for the next year.
- Special accommodations must be requested to the Board for approval.