

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, Indiana 46204



Michael R. Pence
Governor of Indiana
Nicholas W. Rhoad
PLA Executive Director

INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS VETERINARY TECHNICIAN REGISTRATION INFORMATION AND INSTRUCTIONS

Before completing and submitting your application to our office, please read all materials and information included.

CONTENTS OF APPLICATION PACKET

Applicants must download the following documents from the Board's Website at: www.pla.in.gov:

1. Application for Registration as a Veterinary Technician
2. Information and Instruction Sheet
3. Criminal Background Check Information
4. AAVSB Veterinary Technician Information Verifying Agency Form
5. Statutes and Administrative Rules which pertain to the practice of veterinary medicine and veterinary technicians

IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
FAX # (317) 233-4236
Staff Email: pla8@pla.IN.gov
Website: www.pla.IN.gov

CRIMINAL BACKGROUND CHECK REQUIRED

An individual applying for registration as a veterinary technician shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check. <http://www.in.gov/pla/3241.htm>.

Criminal background checks must be obtained after you apply for your veterinary technician registration with the Board and prior to the issuance of a license.

BASIS FOR LICENSURE

EXAMINATION – Based upon passing the Veterinary Technology National Examination (VTNE) through the state of Indiana.

ENDORSEMENT BY EXAMINATION – Based upon passing the Veterinary Technology National Examination (VTNE) in another state.

ENDORSEMENT - If the applicant has not taken the Veterinary Technician National Examination (VTNE), the applicant must provide proof that for the five (5) years immediately preceding filing an application with this Board that he/she has taken a state constructed examination and has been a registered veterinary technician in a state, territory, or district of the United States having registration requirements, which are substantially equivalent.

The applicant who applies for registration under this section bears the burden of proving the requirements of the state in which the applicant is currently registered are equivalent to those requirements of the Board. The applicant shall submit any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

JURISPRUDENCE EXAMINATION

All applicants for veterinary technician registration are required to pass a jurisprudence examination. No applicant is exempt from this requirement.

After the approval of your application by the Board, you will be notified by email that you are eligible to take the jurisprudence examination. Upon notification from the applicant that they are ready to take the jurisprudence examination, the examination and instructions will be emailed to you. You will have fourteen (14) days from the date the email is sent to you with the Jurisprudence Examination and Instructions in order to complete the examination and return the required information to our office.

All applicants will be examined on the statutes and rules of Indiana related to the practice of veterinary medicine. This is a 30 question true-false and multiple-choice examination. Passing criteria is 75%. Statutes and Administrative Rules are available to download at www.pla.IN.gov.

TRANSCRIPTS, EXAMINATION SCORE REPORTS, & STATE VERIFICATIONS MUST BE SENT DIRECTLY FROM EACH ENTITY

The Board will not be able to accept any transcripts, examination score reports, or state verifications directly from the applicant. All transcripts, examination score reports, and state verifications must be sent directly from those entities.

THE FAIR INFORMATION PRACTICE ACT

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Your social security number is being requested by this state agency in accordance with Ind. Code 4-1-8-1 and Ind. Code 25-1-5-11(a). Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

ABANDON APPLICATIONS

If an applicant does submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

ISSUANCE OF REGISTRATION

Upon issuance of your registration by the Board, you will be sent an email notifying you that your registration has been issued. There will be instructions on how to purchase a blue license card to be mailed to you or how to download a free license card for immediate printing.

This service is available on our website at www.in.gov/pla/license.htm.

REGISTRATION EXPIRATION AND CONTINUING EDUCATION

All registrations for veterinary technicians expire on January 1st of even numbered years. Registrants are required to have completed sixteen (16) hours of continuing education acquired after January 1st of even numbered years.

Continuing education is not required for the year in which the initial registration was issued. Therefore, a person who was issued an original veterinary technician registration between the dates of January 1st even numbered years and January 1st of odd numbered years is only required to submit twenty (20) hours of continuing education. A person who is issued an original license after October 15th of even numbered year is not required to submit continuing education for the next renewal.

**REGISTERED VETERINARY TECHNICIAN
APPLICATION FOR REGISTRATION
INSTRUCTION SHEET**

All applicants must submit an application and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

APPLICATION

Complete, typewritten (or legibly printed) application.

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however, they may accompany your affidavit.

If the applicant has been ***arrested; entered into a prosecutorial diversion or deferment agreement; convicted; pled guilty to or pled nolo contendere to any offense, misdemeanor, or felony in any state***, except for minor violation of traffic law resulting in fines, and arrests or convictions that have been expunged by a court, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations. The notarized statement must include the following information:

- (1) The date(s), location(s), court, and cause number.
- (2) The offense, misdemeanor or felony, of which the applicant was arrested for, entered into a prosecutorial diversion or deferment agreement; convicted, pled guilty to or pled nolo contendere to.
- (3) The penalty imposed.

Also, included with your notarized statement, you will need to provide copies of any and all court documentation regarding each offense listed.

CRIMINAL BACKGROUND CHECK REQUIRED

All applicants applying for a veterinary technician registration shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check on the Board's website at <http://www.in.gov/pla/3241.htm>.

A criminal background check completed prior to the submission of your application for licensure will not be considered valid. If an application is not received by IPLA before scheduling a criminal background check, the applicant will be required to submit to another check resulting in additional fees.

FEE INFORMATION

Applicants must submit a **thirty dollar (\$30.00)** application fee, made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **All fees are non-refundable and nontransferable.**

PHOTOGRAPH

Applicants must submit one (1) acceptable photograph, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

OFFICIAL TRANSCRIPTS

Applicants must submit an official transcript **sent directly from the school**, certified by the school or college, recording the degree earned in a program of veterinary technology.

OFFICIAL SCORE REPORT

Applicants must submit an official score report **sent directly from the American Association of Veterinary State Boards (AAVSB)** - Veterinary Technician Information Verifying Agency showing a passing score on the VTNE examination. Please contact the AAVSB for a "Score Reporting Service" form at the address listed below or you may download this form from their website. This will explain how to obtain your scores and fee information.

American Association of Veterinary State Boards
Veterinary Information Verifying Agency
380 W. 22nd Street, Suite 101
Kansas City, MO 64108
Telephone: (816) 931-1504
Toll Free: (877) 698-8482
FAX: (816) 931-1604
E-mail: vettech@aavsb.org
Website: <http://www.aavsb.org/TIVA/TIVAHome.aspx>

VERIFICATION OF REGISTRATION

The "Verification of Veterinary Technician Registration" (Page 5 of the application) must be **submitted directly to the Board** from every state where you hold or have held a registration, certification or license to practice as a veterinary technician. The verification shall include the date the applicant's registration, certification or license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of veterinary technician registration form.

The top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Board of Veterinary Medical Examiners. The form may be duplicated if necessary. Other jurisdictions may charge a fee to verify licensure/registration. You may wish to contact the state boards prior to your request for verification.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate, divorce decree, social security card or court papers is acceptable if your name differs from that on any of your documents.

PROOF OF 5 YEARS OF ACTING AS A REGISTERED VETERINARY TECHNICIAN

If you have not completed the Veterinary Technology National Examination (VTNE) but have graduated from an approved program of veterinary technology and taken a state constructed examination you must submit proof of five (5) years, immediately preceding filing an application, that he/she has been acting as a registered veterinary technician in a state, territory, or district of the United States having registration requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of employment and name and address of the practice.
- A letter from colleagues including dates of where you were employed and name and address of the practice.
- Any other information to prove to the Board's satisfaction that you have been employed as a veterinary technician for the past five (5) years.