NEW MEXICO BOARD OF VETERINARY MEDICINE
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The Process – RVT

If you are a veterinary technician who has recently graduated or a veterinary technician who is licensed in another state, you must apply for and receive a license before you can perform the duties of a registered veterinary technician in the state of New Mexico. To become licensed, you must complete the following:

1. Pass the Veterinary Technician State Examination (VTSE) with a minimum score of 75%. The examination is given at the Board office or at a Board-designated testing site;

a) The VTSE covers jurisprudence pertaining to the laws and regulations of veterinary medicine in this state. *(See Study Materials); and*

b) To take the VTSE, you must be a graduate veterinary technician or final year student of a veterinary technician school two-year program accredited by the American Veterinary Medical Association (AVMA) as well as qualify under Board rules and regulations. *Go to www.avma.org for more information.*

2. Submit all of the following (as described in Board Rules and Regulations Part 6):

a) completed, signed, dated, notarized application;

b) passport-type photo (head and shoulders);

c) notarized photocopy of your diploma from an AVMA-accredited veterinary technician school two-year program, or a letter from the Dean stating that you are in good academic standing and will graduate within 8 months. (A notarized copy of diploma is required before license will be issued);

d) final, official transcripts sent directly from your veterinary technician school to the Board office;

e) national examination (VTNE) scores from AAVSB;

f) letters of good standing from all states or jurisdictions in which you are or have been licensed (if applicable); and

g) examination fee:

$20.00 – regularly scheduled dates annually in January and June.

$50.00 – date arranged with Board office

Examination Day – You must present a valid driver's license or other picture identification to register.

Examination Scoring & Reporting – Within two weeks after you have taken the examination, you will be notified in writing, whether you have passed or failed. Examination results will not be given over the telephone. You have 20 days from receipt of notification to review the examination and your answer sheet, if so desired. If you do not pass the examination, you may retake it (for an additional examination fee of $20 for a regularly scheduled examination, or $50 for special examination) no sooner than 30 days after you review it.

Completion of the Licensing Process – After you have passed the examination and have submitted all required file documentation and prorated fee, the Board will issue a license. It is your responsibility to ensure that the Board receives all required items within 12 months after taking the VTSE. It is unlawful to practice veterinary medicine in the state of New Mexico if you have not been issued a veterinary technician license.

Study Materials

Study materials are available for download at Board web site.

Table of Examination and Licensure Requirements
(in time sequence order)

Documentation		
Application for Licensure-RVT *(Attach letter from dean; notarized copy of diploma will also be required for licensure).*		☐
New Mexico Application for VTNE Sponsorship *(Attach letter from dean.)* (Visit AAVSB.org for VTNE information)		☐
Veterinary Technician National Examination (VTNE) Scores *(Contact AAVSB to make arrangements to send scores to Board office.)*		☐
RVT State Examination (VTSE)		☐
Final, Official Transcript *(Contact veterinary technician school to send directly to Board office. Transcript must indicate degree conferred and date conferred.)*		☐
Letter(s) of Good Standing *(If applicant has been or is licensed in other state(s).)*		☐ (if applicable)
Fees **Check, money order or cashier's check only.**	**Examinations** *(Application/examination fees are not applied toward first year licensure.)*	☐ $20[1] ☐ $50[2]
	VTNE Sponsorship *(If applicable.)*	☐ $50

[1]scheduled times (January or June)
[2]date arranged with Board office.

Once the initial application process has begun and after you have taken and successfully passed the VTSE, there are a number of considerations to keep in mind:

Stay in Touch – Inform the Board office of any changes of address or contact information. Failure to do so may result in delays in completing your file and issuance of your license.
Application/Examination Process Duration – The length of time needed to complete the licensure process varies, but is more or less based on the timeliness in which supporting documentation is received by the Board office. Contacting agencies and institutions early in the process may avoid undue delays in licensing.
Pocket Cards & Wall Certificates – Pockets cards are issued and mailed the same day you become licensed. Wall certificates signed by the Board of Directors will be mailed within two weeks after a regularly scheduled Board meeting. Duplicates or reprints may be requested from the Board office at no charge.
First Partial Year Fees – Before your license is issued, the prorated licensure fee for the first partial year must be paid. When your file nears completion, contact the Board office for the exact amount of the first partial year fee.

Fee, notarized application, and diploma/letter from dean are required to take the examination. Remaining documentation must be submitted within one year after taking the VTSE. A license cannot be issued prior to receiving all documentation to complete your file and payment for your first partial year. A letter from dean will be accepted for examination; however, a notarized copy of diploma is required for issuance of license. Regular Licensure Process applicants must have their national examination scores transferred to the NMBVM. Contact AAVSB.org to request a copy of the Score Reporting Service application or download one from AAVSB's web site at www.aavsb.org.