



## NEW MEXICO BOARD OF VETERINARY MEDICINE

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## The Licensing 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 two-year veterinary technology program accredited by the American Veterinary Medical Association (AVMA) as well as qualify under Board rules and regulations. *Go to [www.avma.org](http://www.avma.org) for more information.*
  
2. Submit all of the following (as described in Board Rules Part 6):
  - a) completed, signed, dated, notarized application;
  - b) passport-type color photograph, 2" x 2", (head and shoulders);
  - c) notarized photocopy of your diploma from an AVMA-accredited veterinary technology 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 prior to issuance of license);
  - d) official transcripts sent directly from your veterinary technology program to the Board office; transcript should indicate degree conferred and date of conferral;
  - e) national examination (VTNE) scores from AAVSB;
  - f) verification of licensure from all states or jurisdictions in which you are or have been licensed (if applicable); and
  - g) examination fee:  
\$85.00 – Board-set date in May. Dates change annually, check Board web site for current date.  
\$100.00 – date arranged with Executive Director.

**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 the examination. Examination results will not be given over the telephone. If you do not pass the examination, you may retake it (for an additional examination fee of \$75 for a regularly scheduled examination, or \$100 for special examination) no sooner than 30 days after you review the examination. Arrangements to review the examination must be made with the Executive Director.

**Completion of the Licensing Process** – After you have passed the examination and have submitted all required documentation and prorated license 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 provide veterinary technician services in the state of New Mexico if you have not been issued a license by the New Mexico Board of Veterinary Medicine.

## Study Materials

Study materials are available for download at Board web site.

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

Required Documentation	
<b>Application for Licensure-Veterinary Technician</b> <i>Attach letter from dean; notarized copy of diploma will be required for licensure).</i>	<input type="checkbox"/>
<b>New Mexico Application for VTNE Sponsorship</b> <i>(Attach letter from dean or notarized copy of diploma.)</i>  <i>(Visit AAVSB.org for VTNE information)</i>	<input type="checkbox"/>
<b>Veterinary Technician National Examination (VTNE) Scores</b>  <i>(Visit AAVSB.org for VTNE information)</i>	<input type="checkbox"/>
<b>Veterinary Technician State Examination (VTSE)</b>	<input type="checkbox"/>
<b>Final, Official Transcript</b> <i>(Contact veterinary technician school to send directly to Board office. Transcript must indicate degree conferred and date of conferral.)</i>	<input type="checkbox"/>
<b>Verification of Licensure</b> <i>(If applicant has been or is currently licensed in other state(s)).</i>	<input type="checkbox"/> (if applicable)
<b>State Examination Fee – Check, money order or cashier’s check payable to Board of Veterinary Medicine.</b> <i>(Do not submit any other fees with application).</i>	<input type="checkbox"/> \$85 <sup>1</sup> <input type="checkbox"/> \$100 <sup>2</sup> <sup>1</sup> Board set date ( May) <sup>2</sup> date arranged with Board office.  <i>(Examination fee is not applied toward first year licensure.)</i>
<b>VTNE Sponsorship Fee - Check, money order or cashier’s check payable to Board of Veterinary Medicine.</b> <i>(Do not submit any other fees with application).</i>	<input type="checkbox"/> \$50

**Address or Contact Information** – 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 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 License and License Certificates** – The pocket card and wall license are issued and mailed the same day you become licensed. License certificates signed by the Board 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 license fee for the first partial year must be paid. The Executive Director will notify you when your file is complete and will provide the prorated license fee amount at that time.

*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 receipt of all required documents to complete your file, and payment of your first partial year. A letter from the dean will be accepted for examination; however, a notarized copy of diploma is required for issuance of license. Applicants must have their national examination scores transferred directly to the NMBVM. Contact AAVSB.org to request a copy of the Score Reporting Service application or download from AAVSB's web site at [www.aavsb.org](http://www.aavsb.org).*