



State of New Mexico

# Board of Veterinary Medicine



MICHELLE LUJAN GRISHAM  
Governor

Rebecca J. Washburn, DVM  
Chair

Frances R. Sowers  
Executive Director and CFO



## APPLICATION FOR LICENSURE – VETERINARY TECHNICIAN (PLEASE TYPE OR PRINT LEGIBLY)

Please read the entire form carefully and fill in as appropriate; incomplete applications will be returned. **Examination fee must accompany application.** Payment is accepted via personal check, money order or cashier's check payable to BOARD OF VETERINARY MEDICINE. **Fee cannot be refunded, for any reason, once the application process has begun.** This application, all supporting documentation and materials submitted herewith become the property of the State of New Mexico and will not be returned.

**You must notify the Board, in writing, of any changes to your name and/or address information. A Change of Address form is available at the Board's website: [www.NMBVM.org](http://www.NMBVM.org).**

### PERSONAL INFORMATION:

FULL NAME (Last, First, Middle)
DOB
EMAIL ADDRESS

**Attach 2" x 2" color head and shoulders photograph. Do not tape, glue or staple.**

### CURRENT MAILING ADDRESS INFORMATION:

BUSINESS NAME		
STREET or POST OFFICE BOX		
CITY	STATE	ZIP/POSTAL CODE
PHONE	EMAIL ADDRESS	
COUNTRY		
DATE ADDRESS EXPIRES?		

### FUTURE MAILING ADDRESS: Same as above

BUSINESS NAME		
STREET or Post Office Box		
CITY	STATE	ZIP/POSTAL CODE
PHONE	EMAIL ADDRESS	
EFFECTIVE DATE OF ADDRESS?		

### OFFICE USE ONLY

Date of Application Fee	
Doc. No.	
Amount	
License No.	
Date of Issue	
Initials	
Date of License Fee	
Doc No.	
Amount	

Please read the following sections carefully, and fill out as appropriate. Be thorough and accurate; incomplete information may delay or cancel the application process.

**SECTION 1. Examination Qualifications**

<p>1. Have you passed the Veterinary Technician National Exam (VTNE)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>          If yes, when did you take it?          If no, when do you plan to take the VTNE?          In which state?</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>2. When do you intend to take the New Mexico state veterinary technician examination?</p>	<p>_____</p>
<p>3. Have you ever failed an examination for a veterinary technician registration, certification, or license? <i>If yes, please explain on a separate sheet of paper.</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	

**SECTION 2. Educational Background**

<p>1. Are you using, or have you ever used, any name other than the name which appears on your diploma or transcript? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>          If yes, what other name, and when?</p>	<p>_____</p>																
<p>2. Please list the names and locations of all American Veterinary Medical Association (AVMA)-accredited veterinary technician schools you have attended:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>School</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Location</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Years Attended</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Graduation Date</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>	<u>School</u>	<u>Location</u>	<u>Years Attended</u>	<u>Graduation Date</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____	_____														
_____	_____	_____	_____														
_____	_____	_____	_____														
<p>3. In what states, territories, or districts are you, or have you ever been a registered, certified, or licensed veterinary technician (or equivalent state designation)?</p> <p>a) _____ b) _____ c) _____ d) _____</p>																	
<p>4. Have you ever been officially reprimanded, formally disciplined, had your technician registration, certification, or license suspended or revoked, or been refused an examination for a veterinary technician registration, certification, or license? <i>If yes, please explain on a separate sheet of paper.</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>																	
<p>5. Is an investigation or disciplinary action pending, related to a complaint made against you in any other state, territory, or district? <i>If yes, please explain on a separate sheet of paper.</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>																	
<p>6. Have you ever been convicted of a felony? <i>If yes, please explain on a separate sheet of paper.</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>																	
<p>7. Have you ever been convicted, entered a plea of guilty, or entered a plea of <i>no contest</i> in a case involving alleged animal abuse? <i>If yes, please explain on a separate sheet of paper.</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>																	

**SECTION 3. Permissions & Statements**

By affixing my signature to this document, I am affirming that I agree with the facts that follow, and I am granting the New Mexico Board of Veterinary Medicine permission to proceed in the following manner as necessary:

- ❖ I give permission to the Board to secure or request additional information which may be required with regard to this application.
- ❖ I have read and understand the New Mexico laws that pertain to veterinary medicine in New Mexico, and the rules promulgated by the NMBVM which include the standards for professional conduct. I intend to perform my duties as a registered veterinary technician consistent with the laws and rules, and all pertinent laws and rules that may be enacted in the future.
- ❖ I agree to be examined and/or submit to questioning by the NMBVM to substantiate any and all claims or representations in this application
- ❖ All facts, statements and answers contained in this application are true and correct to the best of my recollection. Any intentional omission, falsification or withholding of the aforementioned concerning my qualifications as an applicant, shall be sufficient grounds to bar me from obtaining this license and/or any other licenses issued by the NMBVM.
- ❖ Any intentional omissions, falsifications or withholdings discovered during or after the licensing process and/or after license has been issued, shall be grounds for cancellation of application and/or revocation of said license.

*I herein affirm that I understand fully all conditions, requirements, and/or statements set forth in this document. I further affirm if I did not understand any part or portion of this application, I requested and received from the NMBVM explanation(s) to my complete understanding.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTARY PUBLIC**

STATE OF

COUNTY OF

SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
DATE



## Table of Licensure Requirements Registered Veterinary Technicians



Required Documentation	Check List
<b>Application for license</b>	<input type="checkbox"/>
<b>National exam scores (VTNE)</b> <i>(Sent to Board office by AAVSB)</i>	<input type="checkbox"/>
<b>Veterinary Technician examination (VTSE)</b>	<input type="checkbox"/>
<b>Notarized copy of diploma or letter from Dean</b>	<input type="checkbox"/>
<b>Final, official transcripts</b> <i>(Transcript must indicate degree conferred and date of conferral. Transcript must be sent directly from school to Board office.)</i>	<input type="checkbox"/>
<b>Certification(s) of licensure</b> <i>(Only if applicant has been or is currently licensed in another state or states.)</i>	<input type="checkbox"/> (if applicable)
<b>State Examination Fee</b>  <b>(DO NOT SUBMIT ANY OTHER FEE WITH APPLICATION)</b>	<input type="checkbox"/> \$85 <sup>1</sup> <input type="checkbox"/> \$100 <sup>2</sup> <sup>1</sup> scheduled time (May) <sup>2</sup> date arranged with Board office.  <i>(Examination fee is not applied toward licensure.)</i>
<b>Methods of Payment</b>	<b>Check, money order or cashier's check payable to Board of Veterinary Medicine.</b>

**NOTE:** To apply to become a Registered Veterinary Technician in the state of New Mexico, you must be a graduate of an AVMA accredited technician school. Information on accredited schools can be obtained from the American Veterinary Medical Association (AVMA) at [www.avma.org](http://www.avma.org) or from the North American Veterinary Technician Association (NAVTA) at [www.avma.org/navta](http://www.avma.org/navta).

**Board Rule 16.25.6.8 B** ... the applicant's file must be complete before a license will be issued; if the required documents and information are not provided within one year of Board examination, the applicant must reapply for licensure...