



NEW MEXICO BOARD OF VETERINARY MEDICINE

7301 Jefferson St. NE, Ste. H
Albuquerque, NM 87109-4363
(505) 553-7021 voice, (505) 553-7024 fax
www.NMBVM.org

The Licensing Process – Veterinary Technician

For licensure by the New Mexico Board of Veterinary Medicine (NMBVM), applicant must complete the following:

1. Submit all of the following documents (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 diploma from an AVMA-accredited veterinary technology school two-year program or a letter from the Dean stating that applicant is in good academic standing and expected graduation date. (A notarized copy of diploma is required prior to issuance of license);
 - d) official transcripts sent directly from the 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 jurisdictions in which applicant is or has been licensed (if applicable); and
 - g) examination fee:
 - \$100.00 – date arranged with Executive Director.
 - \$85.00 – Reduced-fee, date in May. Dates change annually, check Board web site for current date.

2. 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 and includes questions pertaining to veterinary medicine. (*See Study Materials*); and
 - b) To sit the VTSE, applicant 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 qualifying under Board rules and regulations.

Examination Day – Applicant must present one form of identification bearing a photograph to register.
Examination Scoring & Reporting – Within two weeks after sitting the examination, applicant will be notified in writing, whether applicant has passed or failed the examination. Examination results will not be given over the telephone. If applicant does not pass the examination, it may be re-taken (for an additional examination fee of \$85 for a reduced-fee in May, or \$100 for examination on a date of the applicant's choosing 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 applicant has passed the examination and has submitted all required documentation and prorated license fee, the Board can issue a license. It is applicant's responsibility to ensure that the Board receives all required items within 12 months after passing 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	
Application for Licensure-Veterinary Technician <i>Attach letter from dean; notarized copy of diploma will be required for licensure).</i>	<input type="checkbox"/>
New Mexico Application for VTNE Sponsorship <i>(Attach letter from dean or notarized copy of diploma).</i> <i>(Visit AAVSB.org for VTNE information)</i>	<input type="checkbox"/>
Veterinary Technician National Examination (VTNE) Score Report <i>(Visit AAVSB.org for VTNE information)</i>	<input type="checkbox"/>
Veterinary Technician State Examination (VTSE)	<input type="checkbox"/>
Final, Official Transcript <i>(Contact veterinary technology program to send directly to Board office. Transcript must indicate degree conferred and date of conferral.)</i>	<input type="checkbox"/>
Verification of Licensure <i>(If applicant has been or is currently licensed in other jurisdiction(s)).</i>	<input type="checkbox"/> (if applicable)
State Examination Fee – Check or money order payable to Board of Veterinary Medicine. <i>(Do not submit any other fees with application).</i>	<input type="checkbox"/> \$85 ¹ <input type="checkbox"/> \$100 ² ¹ Board set date (May) ² date arranged with Board office. <i>(Examination fee is not applied toward first year licensure.)</i>
VTNE Sponsorship Fee – Check or money order payable to Board of Veterinary Medicine. <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 delay in completing file and issuance of 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 delay in licensing.

Pocket Cards, Wall License and License Certificates – The pocket card and wall license are issued and mailed the same day of licensure. 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 license is issued, the prorated license fee for the first partial year must be paid. The Executive Director will notify applicant when 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 passing the VTSE. A license cannot be issued prior to receipt of all required documents to complete file and payment of first partial year. A letter from the dean will be accepted to allow applicant to sit examination; however, a notarized copy of diploma is required for issuance of license. Applicants must have national examination scores transferred directly to the NMBVM.



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.

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

1. Have you passed the Veterinary Technician National Exam (VTNE)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when did you take it? If no, when do you plan to take the VTNE? In which state?	_____ _____ _____
2. When do you intend to take the New Mexico state veterinary technician examination?	_____
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. Educational Background

1. Are you using, or have you ever used, any name other than the name which appears on your diploma or transcript? If yes, what other name, and when?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																
2. Please list the names and locations of all American Veterinary Medical Association (AVMA)-accredited veterinary technician schools you have attended:																	
<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>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
<u>School</u>	<u>Location</u>	<u>Years Attended</u>	<u>Graduation Date</u>														
_____	_____	_____	_____														
_____	_____	_____	_____														
_____	_____	_____	_____														
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)? a) _____ b) _____ c) _____ d) _____																	
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
6. Have you ever been convicted of a felony? <i>If yes, please explain on a separate sheet of paper.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No																

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
Application for license	<input type="checkbox"/>
National exam scores (VTNE) <i>(Sent to Board office by AAVSB)</i>	<input type="checkbox"/>
Veterinary Technician examination (VTSE)	<input type="checkbox"/>
Notarized copy of diploma or letter from Dean	<input type="checkbox"/>
Final, official transcripts <i>(Transcript must indicate degree conferred and date of conferral. Transcript must be sent directly from school to Board office.)</i>	<input type="checkbox"/>
Certification(s) of licensure <i>(Only if applicant has been or is currently licensed in another state or states.)</i>	<input type="checkbox"/> (if applicable)
<div style="border: 1px solid black; padding: 5px;"> State Examination Fee (DO NOT SUBMIT ANY OTHER FEE WITH APPLICATION) </div>	<input type="checkbox"/> \$85 ¹ <input type="checkbox"/> \$100 ² ¹ scheduled time (May) ² date arranged with Board office. <i>(Examination fee is not applied toward licensure.)</i>
Methods of Payment	Check, money order or cashier's check payable to Board of Veterinary Medicine.

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 or from the North American Veterinary Technician Association (NAVTA) at 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...



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Board of Veterinary Medicine



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Executive Director & CFO



New Mexico Application for VTNE Sponsorship - 2021

PLEASE TYPE OR PRINT LEGIBLY.

Please read the form carefully and fill in as appropriate; incomplete applications will be returned. The \$50 fee in the form of a check or money order payable to the Board of Veterinary Medicine must accompany this form. Fee cannot be refunded, for any reason, once the application process has begun. **DO NOT SEND CASH.**

PERSONAL INFORMATION:

FULL NAME (LAST, FIRST, MIDDLE)		
DOB		
EMAIL ADDRESS		
MAILING ADDRESS INFORMATION:		
STREET OR POST OFFICE BOX		
CITY	STATE	ZIP CODE
PHONE	FAX	
COUNTRY		

Attach Photo Here

OFFICE USE ONLY.

Fee	<input type="checkbox"/>
Doc. No.	
Doc. Date	
Amount	
Diploma	<input type="checkbox"/>
Initials	

QUALIFICATIONS:

1.	Are you a graduate of an AVMA-accredited veterinary technician school of veterinary medicine? What is the name and location of the school? Attach a copy of your certificate of completion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have not yet graduated, attach a copy of letter from dean setting out good standing and expected graduation date.	
2.	Do you require special test accommodations? If yes, please list them on a separate sheet of paper and attach supporting documentation that substantiates your request to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Place a checkmark on the test date you are requesting.	<input type="checkbox"/> March 15 – May 31, 2021 <i>(NMBVM application deadline - February 15, 2021)</i> <input type="checkbox"/> April 15 – June 15, 2021 <i>(NMBVM application deadline - March 15, 2021)</i> <input type="checkbox"/> July 15 – August 15, 2021 <i>(NMBVM application deadline – June 04, 2021)</i>

I am affirming that all facts, statements, and answers contained in this application are true and correct. Any intentional omission, falsification, or withholding of information concerning my qualifications as an applicant, shall be sufficient grounds to bar me from obtaining sponsorship from the New Mexico Board of Veterinary Medicine.

SIGNATURE

DATE

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Verification of Licensure

Applicant: Enter information below, mail to the Board of each jurisdiction in which you are currently or have previously been licensed to practice veterinary medicine.

_____	_____	_____
TYPE OR PRINT FULL NAME	SIGNATURE	DATE
_____	_____	_____
ADDRESS	LICENSE NUMBER	ISSUE DATE

CITY/STATE/ZIP CODE		

Send form to New Mexico Board of Veterinary Medicine address below.

The records of the _____ State Board of Veterinary Medicine indicate that the named individual was issued license number _____ on _____.

License was issued on the following qualification:

- ___ Reciprocity/Endorsement
- ___ State Board Examination
- ___ Oral Examination
- ___ National Board Examination
- ___ Clinical Competency Test
- ___ NAVLE

- | | | |
|--|----------|---------------------|
| 1. Is this license current? | ___ YES | ___ NO, expiry date |
| 2. Is this license in good standing at this time? | ___ YES | ___ NO* |
| 3. Has licensee ever been warned or reprimanded? | ___ YES* | ___ NO |
| 4. Has licensee's license ever been revoked? | ___ YES* | ___ NO |
| 5. Has licensee's license ever been suspended? | ___ YES* | ___ NO |
| 6. Has licensee's license ever been placed on probation? | ___ YES* | ___ NO |
| 7. Has licensee's license ever been restricted in any way? | ___ YES* | ___ NO |

*Provide explanation and attach material to support answer(s).

_____	_____
SIGNATURE	DATE

PRINTED NAME AND TITLE	

7301 Jefferson Street, N.E., Suite H
Albuquerque, NM 87109-4363

Telephone 505.553.7021
Facsimile 505.553.7024





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Executive Director and CFO

CHANGE OF ADDRESS - VETERINARY PROFESSIONALS

Information in the Board's records is public information and subject to IPRA requests.

License No. _____

Effective Date: _____

Name: _____

Current Address: _____

Email Address: _____

Telephone no.: _____ Fax no.: _____

New Address: _____

Email Address: _____

Telephone no.: _____ Fax no.: _____

Requested by: _____

(Name)

(Title)

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Vice Chairman



Frances R. Sowers
Executive Director & CFO

CHANGE OF LICENSEE NAME – VETERINARY PROFESSIONAL*

Information in the Board's records is public information and subject to IPRA requests.

License No. _____

Effective Date: _____

Previous Name: _____

Current Address: _____

Email Address: _____

Telephone no.: _____ Fax no.: _____

Name changed to: _____

Attach copy of the document effecting the name change.

Requested by: _____

(Typed or Printed Name)

(Date)

(Signature)

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