

## Veterinary Technician National Examination and PA Licensure

### Application Deadlines

#### **Overview:**

The computer-based VTNE is offered at registered Prometric testing centers throughout the United States and Canada. The exam will be available during three one-month-long windows. Applicants may take the exam during each of the three windows. Once the application to take the exam is completed, the student will be given a date, time and a center location to sit for the exam. See below for testing times and application deadlines. After passing the VTNE, the student must apply for licensure from the Pennsylvania State Board of Veterinary Medicine (see below for details).

<b><u>Veterinary Technician National Exam (VTNE)</u></b>	<b>Summer Exam (for May Grads)</b>	<b>Fall Exam (for Aug. Grads)</b>	<b>Spring Exam (for Dec. Grads)</b>
VTNE Testing Window	July 15 to August 15	November 15 to December 15	March 1 to March 31
VTNE Application Deadline <b>Student</b> completes on-line application to take the exam: <a href="http://www.aavsb.org">www.aavsb.org</a> , Phone: 877-698-8482 and completes "Request for Transcript" form in Registrar's Office. Fees for transcripts: \$5 (1week delivery) \$15 (next day).	June 15	October 15	February 1
VTNE Application: <b>-Registrar</b> sends official transcripts by deadline: <b>(Transcripts must include completion date)</b>	May 30	September 30	January 14
<b>REGISTRAR: Transcripts must be postmarked by the deadline (above) and sent to:</b> VTNE Program, American Association of Veterinary State Boards, 380 West 22nd Street, Suite 101, Kansas City, MO 64108, FAX: 1-816-931-1604, EMAIL: <a href="mailto:vettech@aavsb.org">vettech@aavsb.org</a>			
<b><u>Veterinary Technician Licensure</u></b>			
Application for PA License: <b>1. Student</b> downloads application for PA License from <a href="http://www.dos.state.pa.us/vet">www.dos.state.pa.us/vet</a> and completes it. Student gives <u>completed</u> Endorsement Form to Manor's Registrar and mails other portion of application directly to the Licensing Board of Veterinary Medicine).  <b>2. Registrar</b> sends Endorsement Form to the PA State Board <b>within two (2) weeks</b> of receipt. Registrar enters date of completion on Endorsement form <u>not</u> date diploma is conferred.	Within two weeks of receipt.	Within two weeks of receipt.	Within two weeks of receipt.
<b>REGISTRAR: Endorsement Forms for PA licensure should be mailed to:</b> Pennsylvania State Board of Veterinary Medicine 2601 North 3 <sup>rd</sup> Street, PO box 2649, Harrisburg, PA 17105-2649, Phone: 717-783-7134, Fax: 717-787-7769, E-mail: <a href="mailto:st-veterinary@state.pa.us">st-veterinary@state.pa.us</a>			

## **Steps Toward Licensure in Pennsylvania:**

**Step 1:** **Students** complete the following applications:

- a. Application to graduate from Manor College. These will be distributed and completed during one of the on-campus externship meetings.
- b. On-line application to take the VTNE at [www.aavsb.org](http://www.aavsb.org), Phone: 877-698-8482.
- c. "Request for Transcript" form in Registrar's Office. Fees for transcripts: \$5 (1 week delivery), \$15 (rush).

**Step 2:** **Dr. Bassert and FT Vet Tech faculty** complete graduation audits for each of the students who have applied to graduate. Dr. Bassert can be reached at (215) 885-2360 ext. 221, [jbassert@manor.edu](mailto:jbassert@manor.edu).

**Step 3:** The **Office of Academic Affairs** reviews the graduation audits and notifies the Registrar of eligibility to graduate. The Office of Academic Affairs can be reached at: 215-885-2360 Ext.243

**Step 4:** The **Registrar** sends official transcripts to the AAVSB. **Each transcript must include the completion date.**

**Transcripts must be postmarked by the deadlines and sent to:**

VTNE Program, American Association of Veterinary State Boards, 380 West 22nd Street, Suite 101, Kansas City, MO 64108, FAX: 1-816-931-1604,  
EMAIL: [vettech@aavsb.org](mailto:vettech@aavsb.org)

**Step 5:** Upon successful completion of the VTNE, the **student** downloads application for PA License from [www.dos.state.pa.us/vet](http://www.dos.state.pa.us/vet) and completes it. Student fills in the top half of the **Endorsement Form** and gives it to Manor's Registrar, and then mails the other portion of application (with fee) directly to the Licensing Board of Veterinary Medicine (address and instructions are on the application form).

**Step 6:** **Registrar** completes endorsement form and sends it to the PA State Board of Veterinary Medicine. He can be reached at: 215-885-2360 Ext. 244, 245 and 312, [rkukowski@manor.edu](mailto:rkukowski@manor.edu).

**Endorsement Forms for PA licensure should be mailed to:**

Pennsylvania State Board of Veterinary Medicine  
2601 North 3<sup>rd</sup> Street, PO box 2649, Harrisburg, PA 17105-2649,  
Phone: 717-783-7134, Fax: 717-787-7769, E-mail: [st-veterinary@state.pa.us](mailto:st-veterinary@state.pa.us)