Candidate Information Handbook

Please check www.aavsb.org for the most updated VTNE information.

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Introduction

This candidate handbook is designed to be the main source of information for those applying to take the Veterinary Technician National Examination (VTNE®). The handbook contains essential information regarding eligibility requirements, application procedures and fees, appointment scheduling, examination content, and other important information and guidelines related to the examination.

The AAVSB® recommends that candidates carefully read and understand all the topics covered in this handbook. Candidates may also consult the AAVSB website for additional information about the VTNE.

About the AAVSB

The American Association of Veterinary State Boards (AAVSB) is a 501(c)(3), nonprofit corporation dedicated to its overall objective and mission which is the primary source for comprehensive information that strategically strengthens the veterinary regulatory community.

The VTNE is one of the AAVSB's major programs. The AAVSB owns the examination and oversees its administration and development.

About the VTNE

Purpose

The VTNE is designed and used to evaluate entry-level veterinary technicians' competency to practice and be credentialed and is constantly updated, reviewed and re-evaluated by highly-qualified item writers. With the AAVSB's commitment to examination development, the VTNE remains a valid tool, useful in the evaluation of candidates for credentialing. Many jurisdictions require a passing score on the VTNE as one criterion for credentialing.

The VTNE program has three main objectives:

- Provide examination services to assist the state and provincial regulatory boards in their mission of protecting the public by ensuring applicants demonstrate a specific level of knowledge and skills before entering the profession as practitioners.

- Contribute to the development of an improved relationship between knowledge and professional practice.

- Provide a common standard for the evaluation of candidates that is comparable across jurisdictions.

Development

The VTNE is a multiple-choice examination prepared under a contractual agreement between the AAVSB and PSI Services LLC (PSI). The AAVSB is responsible for the annual development and validation of the VTNE. The VTNE Committee, under guidance provided by the AAVSB and PSI, ensures that the VTNE reflects current practice in the field of veterinary technology.

The VTNE Committee is comprised of representatives from:

- Association of Veterinary Technician Educators (AVTE)
- Committee on Veterinary Technician Education and Activities (CVTEA)
- National Association of Veterinary Technicians in America (NAVTA)
- Registered Veterinary Technologists and Technicians of Canada (RVTTC)
- Veterinarians and veterinary technicians in private practice and education

Questions for the VTNE are written by veterinarians and veterinary technicians who represent all aspects of the profession, including educators, practitioners, members of specialty boards, and the national practice associations. Each newly written question is reviewed and validated by at least three experts in the field of veterinary medicine/ technology for content relevance, importance, difficulty, and correctness. These questions are then reviewed and validated by psychometricians and editors to ensure conformity to psychometric principles and to rules of grammar and style.

Once a question is accepted following this validation process, it is placed into a computerized item-banking system. The questions for potential use on the VTNE are selected by the computer in accordance with the practice-based examination blueprint (test specifications, see Appendices 1A and 1B). The VTNE Committee then reviews the computer-generated test, item by item, making changes and substitutions as necessary. Following this review, the finished examination is prepared by PSI.

Content

The 3-hour (180 minute) VTNE consists of 150 multiple-choice operational questions and 20 multiple-choice pilot questions derived from the test specifications. The candidate's score on the VTNE is based on the candidate's responses to 150 operational questions; the remaining 20 pilot questions embedded in the test are not counted towards the candidate's score. The pilot questions will be used in constructing future examinations. In the examination, the pilot questions are not marked any differently from the operational questions; thus candidates will not be able to distinguish a pilot question from an operational question.

The VTNE examination covers:
- Nine (9) primary areas of responsibility (Domains)
- Thirty-eight (38) Task Area Statements
- Fifty (50) Knowledge Area Statements

The veterinary technology domains of practice are the major areas of responsibility deemed essential for an entry-level veterinary technician. The task-area statements are specific goal-directed actions undertaken by an entry-level veterinary technician within a particular veterinary technology domain of practice. The knowledge area statements are obtained from a job analysis study completed by the AAVSB and its exam vendor every 5-7 years. The last job analysis study was completed in 2012 with a current job analysis study underway in 2017. The knowledge area statements consist of knowledge used across the seven domains of veterinary technician practice. A complete list of the veterinary technology practice domains and task and knowledge area statements are presented within Appendices 1A and 1B.

Administration

The computer-based VTNE is administered by the AAVSB through PSI at testing centers throughout the U.S and Canada. Please refer to Step #2, the Online Application for current information about examination windows and application deadlines.

VTNE Examination Windows

March 15 – April 15
July 15 – August 15
November 15 – December 15

Exam Security

The VTNE is the property of the AAVSB and is protected by federal copyright laws. It is a violation of those laws, and thus illegal, to share any information whatsoever about any VTNE question. In particular, sharing information about a VTNE question recalled from memory or asking someone who has taken the VTNE to share such information is illegal.

Below is the **Candidate Agreement** which candidates must agree to in order to complete the VTNE online examination application. During the VTNE online application, candidates are required to view an exam security advisory video prior to the Candidate Agreement.

I acknowledge and understand that the Veterinary Technician National Examination (VTNE) is owned by the American Association of Veterinary State Boards (AAVSB) and is protected under applicable intellectual property rights, including copyright protections. I further acknowledge and understand that the VTNE is a high-stakes examination used by licensure and certification entities as one component of determining eligibility for a credential. I affirm that I am sitting for the VTNE solely for the purpose of seeking a credential.

Based upon the significance of the VTNE and acknowledging the legal rights, ownership and protections of the examination in AAVSB, I hereby agree that, with the exception of previous VTNE administrations, I have not had access to any part of VTNE examination questions and/or responses prior to this administration of the VTNE and that my responses to the questions on the VTNE will be based upon my knowledge, skills, and abilities, and not prior exposure to exam questions.

I further acknowledge and understand that I will not remove VTNE examination questions from the test center in any manner, including memorization, electronic downloads, recording devices, copying, or through any other means and I will not distribute or discuss any questions to any persons and in any manner whatsoever either before, during, and/or after taking the VTNE. This includes through my own personal social media channels, the official AAVSB social media channels, or other social media channels.

I understand that during the examination, including breaks, I may not communicate with other candidates, refer to any materials other than those provided to me by the testing center, or assist or obtain assistance from any person.

I understand and agree to the security and confidentiality of the VTNE and acknowledge that AAVSB has the right to investigate any alleged wrongdoing related to my administration of the VTNE and to take action to protect the integrity of the examination and the credential process, including but not limited to withholding or invalidating my examination score and refusing to allow access to future VTNE administrations.

Candidates will review the **PSI Security Agreement** at the PSI Test Center.

I HAVE READ THE FOLLOWING PSI SECURITY AGREEMENT AND CONSENT TO TAKE THE EXAMINATION UNDER THE CONDITIONS STATED HEREIN:

- I will not give or receive assistance while taking the test, including the use of unauthorized study material or unauthorized notes. I acknowledge that I have not taken any unauthorized study material or unauthorized notes into the testing area.
- I will not copy and remove exam questions or answers from the test center.
- I will not have in my possession a cell phone, pager, or other unauthorized materials.
- I will inform the proctor when needing to use the rest room, but I understand that leaving the building at any time before completing the exam is prohibited.
- I understand that violating the confidential nature of the licensing test can result in severe civil or criminal penalties, invalidation of test scores, and you will be reported to the authorized agency.

Note: If a candidate refuses to consent to the conditions of this PSI Security Agreement, the proctor will notify the candidate that he/she will not be authorized to take the examination. PSI Headquarters will be so informed. This form is retained as a permanent part of the candidate file.

Preparing for the VTNE

To prepare for the VTNE, candidates should review the major areas to be tested. The AAVSB provides two online practice tests for purchase, which assess candidates' strengths and areas for improvement in each of the nine content areas of the VTNE. The questions on the practice tests are similar to the test questions on the actual examination and the passing score represents a similar standard to that of the actual examination.

Performance on the practice tests provides an indication of test readiness, but does not guarantee a similar result on the VTNE.

The VTNE Practice Tests are presented online, and the fee is $45 per use. To learn more and access the practice tests, visit the How to Study website page.

Exam Application, Eligibility and Scheduling

The AAVSB does not license, certify, or register veterinary technicians.

The information provided is for the examination process only. To apply for a credential, contact the state or provincial agency in the jurisdiction where you are planning to work.

[Board and Agency Directory](#)

To take the VTNE, candidates must *apply and pay for the exam* **and** candidates must *apply for eligibility* to take the exam.

1. Eligibility: All candidates seeking to take the VTNE must be eligible to take the exam. The requirements for eligibility vary by the state or province through which a candidate wishes to take the exam. Candidates can refer to the [Board and Agency Directory](#) on the AAVSB website, for eligibility requirements for their specific state or province. Candidates may be required to submit an additional state or provincial application/fee by the state deadline.

2. Applying: Apply online and pay to take the exam with the AAVSB

3. Scheduling the Exam: After the application and eligibility have been processed, candidates will be sent an eligibility email explaining how to schedule their examination at PSI (http://online.goamp.com/CandidateHome/CandidateInformation.aspx). Candidates will be able to choose the date, time, and location of their exam.

Keep all exam information received from the AAVSB and PSI in one place and accessible. Both organizations will be involved at different times in the exam application process. Keep in mind for each testing window, there are deadlines for submitting an online VTNE application and documentation. These deadlines are approximately 30 days prior to the start of the testing window.

Some states and provinces have earlier state credential application deadlines than the online VTNE application and documentation deadline and candidates must meet those deadlines, as well.

No refunds will be provided after the application/refund deadline.

VTNE Application, Document, and Refund Deadlines

(Supporting documents due by deadline)

Online Application Window & Document Deadlines (deadline is the last day of the application window)	VTNE Administration Windows	Retake Requests (for all attempts over 5)	Deadlines for State/Provincial Credential Application
Dec 15 - Feb 15, for the	Mar 15 - Apr 15	January 1	**May be earlier than AAVSB if state or province reviews eligibility.** See the Board and Agency Directory for contact information.
Apr 15 - Jun 15, for the	Jul 15 - Aug 15	May 1	
Aug 15 - Oct 15, for the	Nov 15 - Dec 15	September 1	

*These states all have more stringent retake requirements and require prior approval to retake the exam for attempts beyond 3 attempts: All Canadian provinces, Georgia, Indiana, Missouri, Tennessee, and Oklahoma.

Eligibility

Eligibility to take the VTNE will be confirmed **after** submission of the online VTNE application to the AAVSB and **before** an eligibility email is sent. The eligibility review will be conducted by either the AAVSB or by the regulatory board indicated on the application. Please visit the AAVSB website for the most up-to-date information on where to send documentation, the current fee, and processing times.

The AAVSB requires candidates to be a graduate of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited veterinary technology program, or a program approved by the regulatory board of the jurisdiction the candidate indicates on the VTNE online application.

Applying to take the VTNE

1. Add info@aavsb.org to your address book to ensure receipt of future e-mails from the AAVSB. (All communication from the AAVSB will be via e-mail).
   - Failure to add info@aavsb.org and schedule@goamp.com to the candidate's address book may prevent the candidate from receiving timely emailed communications.
2. Visit the VTNE Online Application Click the link provided to open the VTNE online application.
   - As part of the application process, a MyAAVSB account is created. Once the VTNE application is processed, the candidate can login and update personal information, ask questions, check status of the application, and review the official score report when available.
   - Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification.
3. Pay for the exam (includes the PSI seat fee) using Visa, MasterCard, Discover or American Express.
4. Print a copy of the receipt page.
5. Select one exam window in which to take the exam. Eligibility will be reviewed for that exam window and will not be transferred to another exam window.
6. Be sure to submit required documentation to your jurisdiction or to the AAVSB by the posted deadlines or you may forfeit your full exam fee.
7. Watch for email from schedule@goamp.com regarding eligibility.
   - Log into your MyAAVSB account for updates.
   - Your MyAAVSB account is not active until the application is initially processed by the AAVSB.

Special Accommodation Requests

The AAVSB is committed to the principle of testing individuals in a manner that will yield valid and reliable examination results. In some instances, the examination administration procedures may need to be modified to provide reasonable accommodations for candidates with disabilities. Candidates with a documented disability covered under the U.S. Americans with Disabilities Act Amendments Act of 2008 (ADAAA) or the Canadian Human Rights Act, first apply for the VTNE through the AAVSB, VTNE website. Candidates needing special accommodations who cannot use the on-line application should email vettech@aavsb.org or call 1-877-698-8482, ext. 228 to make other arrangements for submitting an application.

Candidates must complete the documentation required by either the AAVSB or the state or province through which candidates are registering by the respective application deadlines.

In those states/provinces for which the AAVSB reviews eligibility and special accommodation requests, candidates need to submit the Special Accommodations Application accessed on the AAVSB website along with supporting documentation.

For those states/provinces that review eligibility for the VTNE, candidates can refer to the Board and Agency Directory for special accommodations requirements.

Name, Mailing Address or Email Address Changes

If your name changes on the legal identification any time after applying to take the exam, please contact AAVSB no later than one week prior to the scheduled exam date in writing via vettech@aavsb.org with the information change.
Include the name as submitted on the online VTNE application, the new name as it appears on the proper

ID, the telephone number and date of birth. **Please note: the first and last name and suffix on the ID that you present at the testing center must match the first and last name and suffix in your VTNE online application and the eligibility email.**

Changes to mailing address must be made by logging into MyAAVSB. Please note: AAVSB must have a current and unique email address on file as **all communication regarding the exam process is sent via email, including the eligibility email and notifications regarding scores**. If your email address needs to be changed, please email vettech@aavsb.org with the new information.

Choosing a Time and Place to Take the Exam

Upon completion of the application and approval of eligibility, an eligibility email will be sent from schedule@goamp.com.

The VTNE is offered on a networked computer at a PSI testing center. There are more than 300 testing centers throughout the U.S. and Canada. Visit the PSI website at http://online.goamp.com/CandidateHome/CandidateInformation.aspx to locate a convenient testing site prior to scheduling an appointment. Most testing centers are open Monday through Saturday.

As the eligibility email explains, examination appointments must be scheduled in one of the following ways:

- Visit PSI's website http://online.goamp.com/CandidateHome/CandidateInformation.aspx to schedule an appointment online; the website scheduling feature is accessible 24 hours a day
- Call PSI at 1-888-519-9901; the times of operation for live operators are as follows: from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Fridays, and 8:30 a.m. to 5:00 p.m. on Saturdays.

Be sure to record your appointment confirmation information if you call. Candidates will receive an email confirmation.

The *Candidate ID number* is on the eligibility email so have the email available when scheduling a VTNE appointment. A registration confirmation that includes your Candidate ID number will be sent from PSI to the email address on record. This number is required to confirm, reschedule, or cancel an appointment.

Candidates may schedule up to 3:00 p.m. Central time two days before an available session. Note that a desirable time and location may not be available if scheduling is delayed.

Want the best time and date?

AAVSB recommends that all appointments be scheduled upon receipt of the eligibility email to help ensure availability of a desirable appointment time and location.

Special Accommodations Exam Scheduling

Candidates will be contacted directly by PSI to schedule their exam date with special accommodations reviewed by the AAVSB and the state or provincial agency.
Candidates requiring special accommodations should not attempt to schedule an exam online before being contacted by PSI. PSI cannot guarantee that special accommodations will be provided if scheduling occurs prior to a PSI representative contacting the candidate directly.

Rescheduling Examination Appointments and Additional Fees

- **VTNE eligibility is for one exam window only and cannot be transferred to another window.** If you do not take the exam during the testing window for which you applied, you must submit a new VTNE online application and pay the full fee to take the VTNE during a future window.

To change an exam date, time or location (based on seat availability) once *within the same exam window*, candidates must reschedule online http://online.goamp.com/CandidateHome/CandidateInformation.aspx or by calling PSI at 1-888-519-9901 at least two business days before the scheduled exam date. Candidates who wish to change their appointment within two days of the examination will not be refunded their examination fee and will be required to pay the entire examination fee for any future examinations through the AAVSB per the application windows.

You cannot change your exam appointment within two days of the scheduled examination. Failure to take the exam as scheduled will result in forfeiture of the full exam fee.

If your Examination is scheduled on…	PSI must be contacted by 3:00 p.m. CT to reschedule the examination by the previous . . .
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

Withdrawing an Application within the Allowed Timeframe

Candidates who have scheduled but want to cancel an examination appointment with PSI **and** those who have not scheduled an appointment with PSI may request a partial refund (the AAVSB retains current administrative processing fees) per the AAVSB application/refund deadline.

Partial refund requests must be made no later than the application/refund deadline (i.e. February 15, June 15, or October 15) of the application window for which you applied. The AAVSB will NOT provide partial refunds after this deadline.

Prepaid voucher codes are non-refundable

and will not be transferred.

Candidates who have scheduled an examination appointment

- **No partial refunds will be provided after the application/refund deadline (i.e., February 15, June 15, or October 15) for your selected exam window and eligibility cannot be transferred to a future exam window.**

- o If you do not take the exam during the testing window for which you applied, you must submit a new VTNE online application and pay the full fee to take the VTNE during a future window.
- o Candidates who have an emergency which makes it impossible to keep their examination appointment need to refer to the section below: "Excused no-shows" which defines an emergency situation.

To cancel an examination appointment:

- Candidates must immediately notify the AAVSB in writing of their intent to withdraw by emailing vettech@aavsb.org **no later than the application/refund deadline.** Please include:
    - o Name, address, telephone number, date of birth

Candidates who have not scheduled an examination appointment

- **No partial refunds will be provided after the application/refund deadline (i.e., February 15, June 15, or October 15) for your selected exam window and eligibility cannot be transferred to a future exam window.** If you do not take the exam during the testing window for which you applied, you must submit a new VTNE online application and pay the full fee to take the VTNE during a future window.

- Candidates who have not scheduled an examination appointment and wish to withdraw from the examination and request a partial refund, must notify the AAVSB in writing of their intent to withdraw by emailing vettech@aavsb.org **no later than the application/refund deadline.**

    - o *Please include name, address, telephone number and date of birth on the emailed withdrawal request.*

Missed Appointments/Forfeitures

Candidates who do not appear for their scheduled, confirmed examination appointment **or** who do not cancel their appointment and withdraw their application within the specified time frame stated in the section above, will be considered **absent**. Approved candidates who do not request to withdraw prior to the application/refund deadline (i.e. February 15, June 15 or October 15) and never schedule an appointment during the exam window for which they applied will also be considered **absent**.

Unexcused absences

- Candidates who do not have an excused cause for missing their examination appointment will forfeit all fees.

- Candidates who arrive late to the testing center and are denied entry are considered unexcused and will forfeit all fees.

- Candidates who have ID issues (pg. 12) and are denied entry are considered unexcused and will forfeit all fees.

- Candidates who do not have a scheduled appointment with PSI during the testing window selected on the application and who do not request to withdraw their application prior to the application/refund deadline will be considered absent and will forfeit all fees.

Excused absences

- Candidates who have an emergency (per the definition that follows) which made it impossible to keep their examination appointment, may be eligible for a refund less the current administrative processing fee.

- The AAVSB may excuse absences due to a serious illness (either the candidate or an immediate family member), death of an immediate family member, or a disabling traffic accident.

- Please call the AAVSB office *__immediately__* at 1-877-698-8482 if a candidate thinks they have an excused absence. The AAVSB will let the candidate know what documentation will be required to submit to PSI.

- If the AAVSB approves a request for an excused absence, the candidate will be granted a refund less the current administrative processing fee. If the absence request is not approved, the candidate will be required to reapply and pay the full application fee to take the VTNE in a future testing window. Candidates will also need to reconfirm eligibility with the AAVSB and the state or province which determines eligibility for the VTNE.

Inclement Weather/Local or National Emergencies

In the event of inclement weather or a local or national emergency, please contact PSI at 888-519-9901 or go to http://online.goamp.com/CandidateHome/CandidateInformation.aspx to determine the appointment status. If the center is open, candidates are expected to arrive for their appointments or forfeit all fees. If the center is closed and appointments are canceled, candidates will be contacted by PSI to reschedule their appointments within the current exam window.

The PSI Testing Center

Required ID at Exam Site

Candidates need to provide one (1) valid form of non-expired, government issued identification, bearing photo and signature. **The ID must be in the official language where the testing center is located.**

Candidates must register for the exam with their **LEGAL first and last name** as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.

Acceptable Identification – **Choose One (Must be current)**
- State or Canadian provincial or territorial issued driver's license
- State or Canadian provincial or territorial issued identification card
- US Government Issued Alien Registration Card
- Canadian Health ID
- US or Canadian Government Issued Passport
- US or Canadian Government Issued Military Identification card

Unacceptable Identification
- Temporary IDs are NOT accepted
- No additional forms of ID or documents are accepted

ARRIVE AT PSI 30 MINUTES BEFORE YOUR SCHEDULED TESTING TIME.

On the day of the exam, please arrive 30 minutes early to the testing center. Be sure to have an acceptable **ID** (see page 7 for the criteria for an acceptable ID). It is helpful to have the schedule confirmation **email** as a reference.

Those arriving more than 15 minutes late may not be admitted to the testing center.

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- The online calculator will be enabled, but handheld calculators are not permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

It is recommended that candidates do not bring personal items with them to the testing center. However, if a candidate does bring personal belongings, he/she will be required to place all personal items in a lockable storage compartment prior to testing. **Candidates must not bring any personal/unauthorized items in the testing room.** Such items include but are not limited to: outerwear, hats, food, drinks, tissues, paper, writing instruments, medications, purses, briefcases, notebooks, pagers, watches, cell phones, calculators, recording devices, photographic equipment, or electronic devices. Weapons are not allowed at any PSI Testing Center.

Candidates will be asked to empty and turn their pockets completely inside out prior to every entry into the testing room to confirm you have no prohibited items. Candidates may take breaks during the examination, but the test timing continues during any breaks taken.

During the examination time period, including breaks, you may not communicate with other candidates, refer to any study materials and/or notes, or assist or obtain assistance from any person. Candidates may not leave the testing center while the examination is in progress.

Please remember there will be other people at the testing center taking examinations (other than the VTNE) so typing on keyboards for an essay examination, coughing, and/or people entering and leaving the testing room may be heard. It is impossible to provide a completely noise-free testing environment. The PSI test centers will provide candidates small earplugs that can be inserted inside the ear, if needed. Candidates are not allowed to bring in their own earplugs, headsets or headphones. All testing sessions will be on camera and audio-monitored.

Please review the exam security rules for PSI in the Candidate Information Bulletin available at http://online.goamp.com/CandidateHome/CandidateInformation.aspx.

Taking the VTNE by Computer

A brief tutorial will be provided prior to the start of the examination to instruct candidates on how to mark and unmark answers and how to navigate through the examination. The timed portion of the examination will begin *after* the computer tutorial, once you have started the actual exam itself.

Candidates have three (3) hours in which to complete the VTNE. A clock that counts down the time remaining on the examination will appear on the screen. The time feature may also be turned off during the examination. When taking the examination, candidates can skip questions, change answers to questions, and mark questions for review. Short breaks are allowed during the examination; however, the clock will continue to run during all break times.

Each question on the VTNE is a multiple-choice question that lists four choices, only one of which is the correct or best answer. Read the entire question and all four choices before marking an answer. There is no penalty for guessing, so candidates should answer all the questions, if possible.

An online calculator is available for use on any question on the examination. This calculator has the same functions as the standard MS Windows calculator, so it is suggested that candidates practice with that.

Candidates will be given scratch paper and pencil. Candidates may **NOT** bring their own scratch paper into the testing center. The testing center staff will collect the PSI issued scratch paper and pencil at the completion of the examination.

Additional features on the computer testing screen:
- Count-down clock
- Online calculator
- Comments enabled for each question

It is possible to make a comment on any question(s) on the exam and this is the only time candidates can make a specific comment. Please consider overall exam timing when using the comment function key (!) in writing comments during the exam. Comments are reviewed post examination by PSI and the AAVSB, but individual responses will not be provided.

VTNE Scores

Score Report for Personal Use

Immediately after taking the exam, candidates will receive an official score report for **personal use only** at the exam site. *The personal report is not accepted by the jurisdiction.*

Depending upon the date the exam was taken, candidates will be sent an email notification when the score report for personal use is posted on MyAAVSB. This will be approximately 2-3 weeks after the 1st half of the window ends (i.e. March 31, July 31 and November 30) or after the exam window ends (i.e. April 15, August 15 and December 15). The report is posted on MyAAVSB in a printable format for personal use only and will be available up to one year from the exam administration (i.e. March/April scores will be available through the end of February of the following year).

Jurisdiction Official Score Report

Official Score Reports will be available to the jurisdiction (provincial or state agency) you chose on your VTNE application within 2-3 weeks after the 1st half of the window ends (i.e. March 31, July 31 and November 30) or after the exam window ends (i.e. April 15, August 15 and December 15). After receiving the official report, candidates may contact the provincial or state agency to begin or complete the credentialing process.

If you need to have your official score reported to a **different** jurisdiction, please submit an online veterinary technician score transfer.

Scoring

Performance on the VTNE is reported in terms of scaled scores, not raw scores. After equating procedures are completed, raw scores are mathematically converted to scaled scores that can range from 200 to 800 with a passing scaled score of 425. Scaled scores are equivalent for all administrations so that the same standard is maintained from administration to administration. All jurisdictions accept a scaled passing score of 425. *Scaled scores are not "number correct" or "percent correct" scores.*

Additional Score Review

To ensure the accuracy of results, PSI performs numerous quality assurance procedures before scoring the electronic examination file containing each candidate's answers. It is extremely unlikely that a review of the electronic file will result in a change in an examination score.

Candidates may request a manual rescoring of the electronic examination file within 6 months of the examination date. Requests received after that time will not be honored. There is a fee for a manual rescoring. Contact the AAVSB at vettech@aavsb.org for information on how to submit a request.

Score Transfer

The AAVSB automatically reports VTNE results to the state or provincial agency that was indicated on an application. This score report is included in the examination fee.

The AAVSB Veterinary Information Verifying Agency (VIVA) serves as a means of facilitating the transfer of VTNE scores and license information between jurisdictions and veterinarians or veterinary technicians.

The application and fee for a score transfer can be found on the AAVSB website and is paid by credit card at the end of the online application. The score reports are sent to the new state or provincial agency in the format that the board or agency requires.

Contact Information

Below is the contact information for the interested parties of the VTNE.

American Association of Veterinary State Boards (AAVSB) – contact for questions regarding applying/registering, eligibility, and scores.

AAVSB
VTNE Program
380 West 22nd Street, Suite 101
Kansas City, MO 64108
Toll Free: 1-877-698-8482
Fax: 1-816-931-1604
Email: vettech@aavsb.org
Website: www.aavsb.org

PSI – contact regarding scheduling and testing with PSI.

PSI
18000 West 105th Street
Olathe, KS 66061
Phone: 1-888-519-9901
Website:
http://online.goamp.com/CandidateHome/CandidateInformation.aspx
Email: info@goAMP.com

Appendices

Appendix 1A

LIST OF PRACTICE DOMAINS AND TASKS FOR THE
VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

VTNE PRACTICE DOMAINS	
Domains	**% of Items**
Domain 1. Pharmacy & Pharmacology	12
Domain 2. Surgical Nursing	11
Domain 3. Dentistry	7
Domain 4. Laboratory Procedures	12
Domain 5. Animal Care and Nursing	22
Domain 6. Diagnostic Imaging	7
Domain 7. Anesthesia	16
Domain 8. Emergency Medicine/Critical Care	6
Domain 9. Pain Management/Analgesia	7

(Task area statements appear on the pages that follow)

PRACTICE DOMAINS AND TASK STATEMENTS FOR THE
VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

DOMAIN 10.00 Pharmacy and Pharmacology (12%)

TASK 10.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to the use of pharmacological and biological agents.

TASK 10.02   Prepare, administer, and/or dispense pharmacological and biological agents (excluding anesthetics and analgesics) to comply with veterinary orders.

TASK 10.03   Educate the client regarding pharmacological and biological agents (excluding anesthetics and analgesics) administered or dispensed to ensure the safety of the patient/client and efficacy of the products.

DOMAIN 20.00 Surgical Nursing (11%)

TASK 20.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to surgical nursing.

TASK 20.02   Prepare and maintain the surgical environment, equipment, instruments, and supplies to

meet the needs of the surgical team and patient.

TASK 20.03   Prepare patient for procedure (including but not limited to surgical site preparation and patient positioning).

TASK 20.04   Function as a sterile surgical technician (including but not limited to tissue handling, suturing, instrument handling) to ensure patient safety and procedural efficiency.

TASK 20.05   Function as a circulating (non-sterile) surgical technician to ensure patient safety and procedural efficiency.

DOMAIN 30.00 Dentistry (7%)

TASK 30.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to dentistry.

TASK 30.02   Prepare and maintain the environment, equipment, instruments, and supplies for dental procedures to meet the needs of the dental team and patient.

TASK 30.03   Perform or assist with dental procedures (including but not limited to prophylactic, radiographic, therapeutic, and charting) to maintain the dental health of the patient and aid in the treatment of dental disease.

TASK 30.04   Educate the client regarding dental health, including prophylactic and post-treatment care.

DOMAIN 40.00 Laboratory Procedures (12%)

TASK 40.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to laboratory procedures.

TASK 40.02   Collect, prepare, and maintain specimens for in-house or outside laboratory evaluation.

TASK 40.03   Perform laboratory tests and procedures (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology).

TASK 40.04   Maintain laboratory equipment and related supplies to ensure quality of test results and safety of operation.

DOMAIN 50.00 Animal Care and Nursing (22%)

TASK 50.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to animal care and nursing.

TASK 50.02   Perform and document initial and ongoing evaluations of physical, behavioral, nutritional, and environmental status of animals to provide for optimal animal/client safety and health.

TASK 50.03   Perform animal nursing procedures (including but not limited to restraint, post-operative care, catheterization, wound management, bandaging, and rehabilitation therapy) in the implementation of prescribed treatments.

TASK 50.04   Perform clinical diagnostic procedures (including but not limited to blood pressure measurement, electrocardiography, and oximetry) to aid in diagnosis and prognosis.

TASK 50.05   Educate clients and the public about animal care (including but not limited to behavior, nutrition, pre- and post-operative care, preventative care, zoonosis) to promote and maintain the health of animals and the safety of clients/public.

TASK 50.06   Provide a safe, sanitary, and comfortable environment for animals to ensure optimal healthcare and client/personnel safety.

TASK 50.07   Maintain diagnostic and related supplies to ensure quality of test results and safety of operation.

DOMAIN 60.00 Diagnostic Imaging (7%)

TASK 60.01   Utilize knowledge of anatomy, physiology and pathophysiology as it applies to diagnostic images.

TASK 60.02   Produce diagnostic images (excluding dental) following protocols for quality and operator/patient safety.

TASK 60.03   Maintain imaging equipment and related materials to ensure quality to ensure quality of

results and safety of operation.

DOMAIN 70.00 Anesthesia (16%)

TASK 70.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to anesthesia.

TASK 70.02 Assist in development of the anesthetic plan to ensure patient safety and procedural efficacy.

TASK 70.03 Implement the anesthetic plan (including but not limited to administration of medication, monitoring, and maintenance) to facilitate diagnostic, therapeutic, or surgical procedures.

TASK 70.04 Prepare and maintain anesthetic equipment and related materials to ensure safe and reliable operation.

TASK 70.05 Educate the client about anesthetics and anesthesia to ensure the safety of the patient/client and efficacy of the product(s) or procedure(s).

DOMAIN 80.00 Emergency Medicine/Critical Care (6%)

TASK 80.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to emergency medicine and critical care.

TASK 80.02 Perform triage and document initial and ongoing evaluations of physical, behavioral, nutritional, and environmental status of animals presented for critical conditions (including but not limited to shock, acute illness, acute trauma, and toxicity).

TASK 80.03 Perform emergency nursing procedures (including but not limited to cardiopulmonary cerebral resuscitation (CPCR), stemming acute blood loss, and fracture stabilization) in the implementation of prescribed treatments.

TASK 80.04 Perform critical care nursing procedures (including but not limited to blood transfusions, fluid resuscitation, and ongoing oxygen therapy) in the implementation of prescribed treatments.

DOMAIN 90.00 Pain Management/Analgesia (7%)

TASK 90.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to pain management and analgesia.

TASK 90.02 Assess need for analgesia and assist in the development and implementation of the pain management plan to optimize patient comfort and/or healing.

TASK 90.03 Educate the client with regard to analgesics and administration of pain management protocols and the side effects to ensure the safety of the patient/client and efficacy of the product(s) or procedure(s).

Appendix 1B

LIST OF KNOWLEDGE STATEMENTS FOR THE
VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

KNOWLEDGE

01	Anatomy
02	Normal physiology
03	Pathophysiology
04	Common animal diseases
05	Medical terminology
06	Toxicology
07	Applied mathematics (including but not limited to metric system/weights, measures/ percentage solutions, dosage calculations)
08	Drug classification
09	Routes of administration of pharmacological and biological agents
10	Legal requirements and procedures for acquiring, preparing, storing, dispensing, documenting and disposing of pharmacological and biological agents
11	Safe handling practices for pharmacological and biological agents
12	Pharmacokinetics (drug absorption, metabolism, excretion), normal and abnormal drug reactions, indications, contraindications, side effects, and interactions
13	Fluid balance and therapy, including calculation
14	Aseptic techniques
15	Patient preparation and positioning techniques (including but not limited to diagnostic imaging, surgery, medical procedures)
16	Surgical procedures
17	Surgical equipment, instruments, and supplies
18	Sterilization techniques and quality assurance for equipment, instruments, and supplies
19	Safety considerations related to surgical equipment, instruments, and supplies
20	Wound closure (including suture materials and patterns, staples, and tissue adhesives)
21	Dental procedures (including but not limited to cleaning, floating, charting, preventive procedures, dental imaging)
22	Dental equipment, instruments, and supplies
23	Safety considerations related to dental procedures
24	Sample collection, preparation, analysis, storing, and shipping techniques
25	Laboratory diagnostic principles, procedures, and methodologies (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology)
26	Quality assurance in the laboratory (including but not limited to maintenance of equipment, verification of test results, calibration, and controls)
27	Normal and abnormal laboratory and diagnostic test results
28	Animal assessment and monitoring techniques, excluding anesthetic monitoring
29	Principles of animal behavior
30	Clinical diagnostic procedures
31	Nutrition
32	Safe animal handling and restraint techniques
33	Animal husbandry
34	Animal nursing procedures and rehabilitation therapies

35	Animal first aid, triage, and emergency/critical care techniques
36	Public health (including but not limited to infection control, zoonosis and epidemiology)
37	Environmental health and safety procedures (including but not limited to handling and disposing of hazardous material, personal safety, evacuation procedures, safety plans, equipment, and instrumentation)
38	Disease control and prevention techniques (including but not limited to quarantine, isolation, vaccination, wellness care, and herd health)
39	Facility cleaning and disinfection techniques
40	Diagnostic imaging equipment and procedures (including but not limited to radiography, ultrasonography, and contrast studies)
41	Quality assurance and safety for diagnostic imaging
42	Pre- and post-anesthetic assessment and care
43	Anesthetic induction, maintenance, monitoring, and recovery including stages of anesthesia and troubleshooting
44	Pre-anesthetic and anesthetic medications reactions, indications, contraindications, side effects, and interactions
45	Pain assessment and analgesic administration techniques
46	Procedures for care, maintenance, and use of diagnostic, therapeutic, surgical, dental, monitoring, and anesthetic equipment and supplies
47	Professional ethics (including but not limited to the Veterinary Technician Code of Ethics)
48	Techniques for communicating with the veterinary medical team and client
49	Inventory control and management
50	Record keeping