



NEW MEXICO BOARD OF VETERINARY MEDICINE

7301 Jefferson St. NE, Ste. H
Albuquerque, NM 87109-4363
(505) 553-7021

www.bvm.nm.gov

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 Board office.
 - \$75.00 – Reduced-fee, date in May. Dates change annually, check Board web site for current date or call the Board office.

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 – Examinations are scored immediately; examinees are notified via email of the results. 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 \$75 for a reduced-fee in May, or \$100 for examination on a date of the applicant's choosing no sooner than 30 days after review by examinee.) 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 www.bvm.nm.gov

**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"/> \$75 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"/> \$65

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.

Wall License and License Certificates – The wall license and certificates are issued and mailed the same day of licensure. 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 Board office 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 sit 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 from AAVSB to the NMBVM.