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)
- AVMA 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:
- Ten (10) primary areas of responsibility (Domains)
- Fifty-Five (55) Task Area Statements
- Fifty-Two (52) 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 current job analysis was completed 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
(Windows may be adjusted due to unforeseen circumstances.
Please refer to the AAVSB website)

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 restroom, 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 four 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 Study for the VTNE 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 verify they will meet the VTNE eligibility requirements for their state; then apply and pay for 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.
    a. Candidates can refer to the [Board and Agency Directory](#) on the AAVSB website, for

eligibility requirements for their specific state or province.
   b. Candidates may be required to submit an additional stateor 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/scheduling email with instructions for scheduling the examination.
   a. Candidates will be able to choose the date, time, and location of their exam.
   b. You can choose to test in person at a test center or if you meet thetechnology requirements, you may choose to test using a Live Remote Proctor (LRP).

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/refunddeadline.

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 exam	January 2	**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 exam	May 1	
Aug 15 - Oct 15, for the	Nov 15 - Dec 15 exam	September 1	

(Windows may be adjusted due to unforeseen circumstances)

These states all have more stringent retake requirements and require prior approval to retake the exam **each** time beyond 3 attempts:

All Canadian provinces, Indiana, Missouri, and Tennessee.

Eligibility

Eligibility to take the VTNE will be confirmed **after** submission of the online VTNE application to the AAVSB and **before** a schedudling 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 graduates of an American Veterinary Medical Association Committee on Veterinary Education and Activities (AVMA CVTEA) or Canadian Veterinary Medical Association (CVMA) accredited veterinary technology or nursing 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 vettech@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 vettech@aavsb.org to the candidate's address book may prevent thecandidate 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 unexpired, government issued, photo identification.
3. Pay for the exam (includes the PSI seat fee) using Visa, MasterCard, Discover or AmericanExpress.
4. Print a copy of the receipt page. The receipt will also be emailed and is accessible to reprint on your MyAAVSB portal.
5. **The VTNE online application is for one exam window only. Eligibility will be reviewed for that exam window only and will not be transferred to another exam window.**
6. Be sure to submit required documentation to your jurisdiction or to the AAVSB, as directed, by the posted deadlines or you may forfeit your full exam fee.
7. Watch for email from vettech@aavsb.org regarding eligibility.
   - Log into your MyAAVSB account for updates.
   - Your MyAAVSB account is not active until the application is initially processed by theAAVSB.

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 accommodations who cannot use the online 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.

o In Step #1, Verify your VTNE Eligibility, https://www.aavsb.org/vtne- overview/verify-your-eligibility, you will see information for your jurisdiction about requesting accommodations.

Name, Mailing Address or Email Address Changes

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/scheduling email.

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 to change. Temporary IDs are not accepted at the test center.

- Email a pdf copy of your unexpired, government issued, photo ID *(a military ID cannotbe emailed)* and
- a notarized copy of your legal name change document. (This could be amarriage certificate, divorce decree, etc.)

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.

Changes to mailing address or email address can 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/scheduling email and notifications regarding scores**.

Choosing a Time and Place to Take the Exam

Upon completion of the application and approval of eligibility, an eligibility/scheduling email will be sent from vtne@aavsb.org.

- **Schedule at a test center:** The VTNE is offered on a networked computer at a PSI testing center. There are more than 300 testing centers throughout the U.S. andCanada. Visit the PSI website at https://home.psiexams.com/#/test-center to locate a convenient testing site prior to scheduling an appointment. Most testing centers are open Monday through Saturday. You will not see specific availability until you have received your eligibility/scheduling email.
- **Schedule a Live Remote Proctored (LRP) exam**
  - Please refer to Appendix A or the website**https://www.aavsb.org/vtne-overview/schedule-your-exam**.

Candidates will receive an email confirmation from PSI.

A registration confirmation will be sent from PSI to the email address on record. You can log into your MyAAVSB portal at any time to return to the PSI scheduling site to make any changes to your appointment.

Candidates may schedule up to 48 hours before an available session. Note that a desirable time and location may not be available if you delay scheduling.

Want the best time and date?

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

Accommodations Exam Scheduling

Candidates with additional time and no other accommodations:
- ☒ If your only accommodation is additional time for testing, you can schedule on your own, through your MyAAVSB portal when you have received your eligibility/scheduling email.

For all other approved accommodations:
- ☒ First, PSI will call you directly to schedule your exam.
- ☒ If PSI is unable to reach you, the caller will leave a voicemail for you.
  - o If a voicemail is left, PSI will also email you a link to an online scheduling request form you will need to use.
  - o You can call PSI at 1-800-367-1565, ext. 6750 for assistance.

Rescheduling Examination Appointments and Additional Fees

- ☒ **<u>VTNE eligibility is for one exam window only and cannot be transferred to another window.</u>** 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. Log into your MyAAVSB portal to access the schedule/reschedule link. You must reschedule no less than two business days before the scheduled exam date.

You cannot change your exam appointment within two days (48 hours) of the scheduled examination.

Failure to take the exam as scheduled will result in forfeiture of the full exam fee.

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.

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 can then log into their MyAAVSB portal, click on the schedule/reschedule button to return to the PSI website and cancel the scheduled appointment after first contacting the AAVSB.

Candidates who <u>have not</u> 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.

- ☒ <u>Candidates who have not scheduled an examination appointment and wish</u> 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 are unable to launch a Live Remote Proctored Exam due to trying to use a unsupported device, including a webcam, will be marked absent 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 or email vettech@aavsb.org if you think the candidate has an excused absence. The AAVSB will let you 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 833-256-1419 or go to the PSI portal 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.

If you are not able to test as scheduled please email vettech@aavsb.org with your first and last name, the date of your scheduled test and the reason you were not able to test.

Retaking the VTNE

☒ You can only take the VTNE one time during an examination window.

☒ Ensure you still meet the VTNE eligibility requirements for your state before you submit your VTNE online application.

☒ Choose your exam window and submit a new VTNE online application and full payment during the corresponding application window.

o You can retest in the very next exam window if you meet the eligibility requirements.
o Refer to the application windows for each exam window in Step #2 of the VTNE overview. https://www.aavsb.org/vtne-overview/the-online-application

Retaking the VTNE 3 or more times

These jurisdictions have more stringent retake requirements and require prior approval to retake the exam for each attempt beyond 3 attempts.

o All Canadian Provinces
o Indiana
o Missouri (retake limit of 4 attempts)
o Tennessee

The above jurisdictions are required to email a VTNE eligibility letter to vettech@aavsb.org by the application deadline.

Retaking the VTNE 6 or more times

☒ AAVSB will permit candidates to take the VTNE five times. Counting starts with exams taken after January 1, 2006.
☒ You must apply to the AAVSB Board of Directors for approval to take the exam for each attempt beyond 5 attempts. Email vettech@aavsb.org for instructions.
☒ Application and documents are due by the earlier posted retake application deadline.

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 or Passport card
- International Passport which includes English translation on the passport
- US or Canadian Government Issued Military Identification card *(Cannot be used as identification for live remote proctoring due to government restrictions.)*

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

Arrive at PSI Test Center 30 MINUTES BEFORE your scheduled testing time.

Log into your MyAAVSB portal and link to PSI for Live Remote Proctored exam 15 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 13 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 at Test Centers

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 <u>not</u> bring any personal/unauthorized items into 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.

Unauthorized possession of personal items while you are in the secure areas of the test site is prohibited. However, in certain circumstances, exceptions to this policy may be made for medical reasons, provided permission is approved by the AAVSB prior to the application deadline.

- ⊠ If you have a medical condition that requires you to use medication, an external appliance, or an electronic device in the secure areas of the test site, please submit an emailed written request and supporting documentation to the AAVSB at the time of your VTNE application.

- ⊠ Examples of appliances and devices to which this policy applies include, but are not limited to, insulin pumps, inhalers, medications, hearing aids, wheelchairs, canes, crutches, and casts. If you are unsure whether you should request an exception, please contact the AAVSB at vettech@aavsb.org

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 <u>not</u> allowed to bring in their own earplugs, headsets or headphones. All testing sessions will be on camera and audio-monitored.

Security for Live Remote Proctored Exams

- ⊠ The security guidelines for Test Centers also apply for an LRP exam.
- ⊠ Room Scan
  - o A 360-degree scan of the testing environment and work area will be required.
  - o This will require a candidate to lift a laptop or PC if the webcam is not detachable.
  - o Candidate will show front and back of unexpired, govt. issued, photo ID with signature.
  - o Watch the PSI video for test day process https://psi.wistia.com/medias/5kidxdd0ry.

- ⊠ Infractions – please review the complete list of infractions/violations for LRP exams here: https://www.aavsb.org/vtne-overview/schedule-your-exam.

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.

Candidates continue to be monitored during breaks for exam security and violations/infractions during a break are subject to termination of the exam.
- ⊠ Short breaks are allowed during the examination; however, the clock will continue to run during all break times.
- ⊠ For LRP exams, upon request of break via the chat function, the proctor will inform when you can take your break; the clock will continue to run during this time.

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.

Allowable Materials

- ☒ Candidates will be given scratch paper and pencil at the testing center. 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.

- ☒ For LRP exams, candidates can only use a mini whiteboard, dry erase marker, and eraser which will be reviewed at check-in and must remain on the desk by the computer at all times during the exam administration. The whiteboard must be erased at the end of the exam, observed by the proctor. *(Scratch paper cannot be used for LRP.)*

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

Your official, *Exam Candidate Copy,* score report will be auto generated and **emailed** to you by PSI soon after your exam.

- ☒ If you miss this email, you will have to wait to see your score report on your MyAAVSB portal. Do not call PSI or the AAVSB for your score.

  - ☒ Individual score reports will be posted on MyAAVSB portals approximately 4-6 weeks after the exam. 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.

Jurisdiction Official Score Report

Official Score Reports will be available to the jurisdiction (provincial or state agency) you chose on your VTNE application within 6 weeks after the exam. 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 VAULT Transfer here https://www.aavsb.org/licensure-assistance/vault-transfers-overview.

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 45 days 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.

VAULT Transfer Services

Use this service only if you need to have an official score report sent to a different jurisdiction.

There are no refunds for any VAULT transfer requests.

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

The VAULT First-Time License Application Transfer Service is for veterinary technician professionals or students who have taken the VTNE but have never been credentialed in any jurisdiction.

The VAULT Basic Transfer Service is for veterinary technician professionals to send an official report that includes VTNE scores and credential records.

These services can be found in Licensure Assistance on the AAVSB website. The non-refundable fee is paid by credit card at the end of the online application. The reports are sent to the new destination jurisdiction in the format the jurisdiction 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

12101 West 110th Street, Suite 300 Overland Park, KS
66210
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: 1-833-256-1419

Appendices

*Appendix 1A - Live Remote Proctored (LRP) Requirements prior to and at exam **time***:

(https://aavsb.org/vtne-overview/Schedule-Your-Exam)

Requirements
- You MUST do a **system check** prior to your scheduled exam
  - The system check will not assess your operating system. Be sure your computer meets the requirements outlined above for Hardware Compatibility, Operating System and Browser.
- You MUST meet all the System Requirements
  - PSI has a full list of **system requirements** for review.
- Room scan – 360-degree scan of your testing environment and your work area.
  - This may require you to lift your laptop or PC if your webcam is not detachable.
  - Allowable Materials: Mini Whiteboard, dry erase marker, and eraser.
- If you experience problems during your exams, any of the following may be required:
  - another room scan
  - showing your ID
  - contacting PSI technical and/or customer support at 833-518-7459.
  - PSI may need to access your computer remotely to help resolve any technical issues.

When you're ready, simply log into your MyAAVSB account, and go to the scheduling information. Then select Remote Online Proctored Exam when scheduling your exam through PSI.

For FAQ's please visit the website here[https://www.aavsb.org/vtne-overview/schedule- your-exam](https://www.aavsb.org/vtne-overview/schedule-your-exam).

Appendix 1B - AAVSB VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE®)

Practice Domains		No. of Items	% of Items
Domain 1.	Pharmacy and Pharmacology	20	13%
Domain 2.	Surgical Nursing	20	13%
Domain 3.	Dentistry	10	7%
Domain 4.	Laboratory Procedures	14	9%
Domain 5.	Animal Care and Nursing	30	20%
Domain 6.	Diagnostic Imaging	9	6%
Domain 7.	Anesthesia	20	13%
Domain 8.	Emergency Medicine/Critical Care	10	7%
Domain 9.	Pain Management/Analgesia	10	7%
Domain 10.	Communication and Veterinary Professional Support Services	7	5%
Total		**150**	**100%**

Domain Content Outline, Task Statements, Examination Specifications

Domain 1   Pharmacy and Pharmacology (20 items, 13%)

TASK 1A   Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to the use of pharmacological and biological agents.

TASK 1B   Prepare medications in compliance with veterinarian's orders.

TASK 1C   Calculate medications, fluid therapy rate, and continuous rate infusions based on the appropriate dosage in compliance with veterinarian's orders.

TASK 1D   Dispense medications in compliance with veterinary orders.

TASK 1E   Maintain controlled drug inventory, related logbooks, and medical records.

TASK 1F   Recognize classifications of drugs, their mechanisms, and clinically relevant side effects.

TASK 1G   Store, handle, and safely dispose of pharmacological and biological agents.

Domain 2   **Surgical Nursing (20 items, 13%)**

TASK 2A   Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to surgical nursing.

TASK 2B   Prepare the surgical environment, equipment, instruments, and supplies to meet the needs of the surgical team and patient.

TASK 2C   Prepare patient for surgical procedure.

TASK 2D   Function as a sterile surgical technician to ensure patient safety and procedural efficiency.

TASK 2E   Function as a circulating (non-sterile) surgical technician to ensure patient safety and procedural efficiency.

TASK 2F   Clean instruments by the appropriate method (including but not limited to manual, soak, or ultrasonic).

TASK 2G   Maintain aseptic conditions in surgical suite and during surgical procedures.

TASK 2H   Maintain the surgical environment, equipment, instruments, and supplies to meet the needs of the surgical team and patient.

TASK 2I   Sterilize equipment and supplies by the appropriate method (including but not limited to steam, gas).

Domain 3   **Dentistry (10 items, 7%)**

TASK 3A   Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to dentistry.

TASK 3B   Prepare and maintain the environment, equipment, instruments, and supplies to meet the needs of the dental team and patient.

TASK 3C   Perform Comprehensive Oral Health Assessment and Treatment (COHAT) (including but not limited to scaling and polishing; manual and machine).

TASK 3D   Produce diagnostic dental radiographs.

Domain 4   **Laboratory Procedures (14 items, 9%)**

TASK 4A   Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to laboratory procedures.

TASK 4B   Prepare and maintain specimens and documentation for in-house or outside laboratory evaluation.

TASK 4C   Perform laboratory tests and procedures (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology).

TASK 4D   Maintain laboratory equipment and related supplies to ensure quality of test results and safety of operation.

Domain 5   Animal Care and Nursing (30 items, 20%)

TASK 5A	Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to patient care and nursing.
TASK 5B	Document and manage initial and ongoing evaluations of patients to provide optimal care (including but not limited to physical, behavioral, nutritional, clinical procedures, and mentation status).
TASK 5C	Perform nursing procedures and maintenance of prescribed treatments (including but not limited to restraint, catheterization, wound management and bandaging).
TASK 5D	Perform clinical procedures to aid in diagnoses and prognosis (including but not limited to blood pressure measurement, electrocardiography, and tonometry).
TASK 5E	Provide a safe, sanitary, and comfortable environment for patients to ensure optimal healthcare and client/personnel safety.
TASK 5F	Maintain diagnostic equipment and related supplies to ensure quality of test results and quality of results.
TASK 5G	Administer medications via the appropriate routes (including but not limited to topical, intravenous, subcutaneous).
TASK 5H	Collect specimens for in-house or outside laboratory evaluation.
TASK 5I	Recognize and respond to behavioral characteristics of patients.
TASK 5J	Restrain patient with or without equipment for treatment following safety protocols.

Domain 6   Diagnostic Imaging (9 items, 6%)

TASK 6A	Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to diagnostic images.
TASK 6B	Produce and document diagnostic images and/or radiographs (excluding dental) following protocols for safety and quality of results.
TASK 6C	Maintain imaging/radiograph equipment and related materials to ensure safety quality of results.

Domain 7   Anesthesia (20 items, 13%)

TASK 7A	Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to anesthesia.
TASK 7B	Assist in the development and implementation of an anesthetic plan to ensure patient safety and procedural efficacy.
TASK 7C	Prepare anesthetic equipment and related materials to ensure operator and patient safety.
TASK 7D	Maintain anesthetic equipment and related materials to ensure reliable operation.
TASK 7E	Establish and maintain a patent airway using endotracheal intubation.
TASK 7F	Monitor and respond to patient status during all stages of anesthesia (pre-, peri-, and post-).

Domain 8 **Emergency Medicine/Critical Care (10 items, 7%)**

TASK 8A Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to emergency medicine and critical care.

TASK 8B Perform triage of a patient presenting with emergency/critical conditions (including but not limited to shock, acute illness, acute trauma, and toxicity).

TASK 8C Perform emergency nursing procedures (including but not limited to cardiopulmonary resuscitation (CPR), control acute blood loss, and fracture stabilization).

TASK 8D Perform critical care nursing procedures (including but not limited to blood component therapy, fluid resuscitation, and ongoing oxygen therapy).

TASK 8E Perform ongoing evaluations of physical, behavioral, nutritional, and mentation status of patients in emergency and critical conditions.

Domain 9 **Pain Management/Analgesia (10 items, 7%)**

TASK 9A Utilize knowledge of anatomy, physiology, and pathophysiology as it applies to pain management and analgesia.

TASK 9B Recognize need for analgesia in patient.

TASK 9C Assist in the development and implementation of the pain management plan to optimize patient comfort and/or healing.

Domain 10 **Communication and Veterinary Professional Support Services (7 items, 5%)**

TASK 10A Educate the client about animal care, risks, and side effects to promote and maintain the health of animals and the safety of client/public (including but not limited to behavior, nutrition, pharmacological/biological/chemical agents, dental health, anesthetic procedures, pain assessment/management, pre- and post-operative care, preventative care, zoonosis)

TASK 10B Maintain professional communication in all client and veterinary team interactions.

TASK 10C Collect patient information (including but not limited to signalment, medical history, primary complaint).

TASK10D Provide assistance with the euthanasia process (including but not limited to consent, aftercare, grief management).

Appendix 1C

Knowledge Statements

1. Anatomy
2. Normal physiology
3. Pathophysiology
4. Common animal diseases
5. Medical terminology
6. Toxicology
7. Applied mathematics (including but not limited to metric system/weights,measures/percentage solutions, dosage calculations)
8. Drug classification
9. 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. Diagnostic imaging equipment and procedures (including but not limited to radiography, ultrasonography, and contrast studies)
40. Quality assurance and safety for diagnostic imaging
41. Pre- and post-anesthetic assessment and care
42. Anesthetic induction, maintenance, monitoring, and recovery including stages of anesthesia and troubleshooting.
43. Pre-anesthetic and anesthetic medications reactions, indications, contraindications, side effects, and interactions
44. Pain assessment and analgesic administration techniques
45. Procedures for care, maintenance, and use of diagnostic, therapeutic, surgical, dental, monitoring, and anesthetic equipment, and supplies
46. Professional ethics (including but not limited to the Veterinary Technician Code of Ethics)
47. Techniques for communicating with the veterinary medical team and client.
48. Record keeping
49. Signs of suspected animal abuse (including but not limited to physical and emotional trauma).
50. Crisis intervention skills