

Michigan Department of Community Health
Board of Veterinary Medicine
P.O. Box 30670
Lansing, Michigan 48909
(517) 335-0918
www.michigan.gov/healthlicense

VETERINARY TECHNICIAN LICENSURE INSTRUCTIONS

Authority: P.A. 368 of 1978, as amended
This form is for information only.

NOTE: You will be notified about the completeness of your file. It is your responsibility to have everything sent to the Board of Veterinary Medicine (questions regarding your application can be directed to the Michigan Board of Veterinary Medicine at (517) 335-0918 three weeks after the date you sent the application). Please allow 6-8 weeks processing time. Applications submitted without the required licensing fee will be returned.

INSTRUCTIONS FOR LICENSURE BY EXAM FOR GRADUATES OF AVMA APPROVED PROGRAMS

1. Submit a completed application and proper fee. An application accompanied by the appropriate fee is valid for two years. If an applicant fails to complete the requirements for licensure within two years from the date of filing the application, the application and fee are no longer valid.
2. **Effective October 1, 2008**, all applicants for a health profession license or registration in Michigan are required to submit fingerprints and undergo a criminal background check. Please see the attached instructions. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete.
3. Michigan requires that applicants for licensure by examination pass both the PES VTNE national examination and the Michigan Veterinary Technician examination in order to become licensed.
4. The licensure application and fee must be received in this office along with all supporting documents 45 days prior to the scheduled examination date to assure eligibility for the exam. Examination dates and additional examination information may be obtained by accessing our website at www.michigan.gov/healthlicense.
5. Please mark the appropriate type of licensure for which you are applying. Read all instructions carefully and answer all questions on the application. Provide details on a separate sheet if necessary. Sign and date your application. Failure to correctly complete the application in its entirety may delay the processing of your application.
6. To sit for the licensing examination, official transcripts must be sent directly to this office from your school and must show the degree earned and the date conferred, **OR** the Board office must receive a letter from the Program Director of an AVMA approved veterinary technology program stating that the student is in good standing in the final year of a program for training veterinary technicians.

It is the applicant's responsibility to have a final, official transcript sent to this office directly from your school. A license will not be issued until the final transcript is received.

7. If the applicant has taken the National Examination, he/she should contact the Interstate Reporting Service at PES (212) 367-4342 to have their national examination scores submitted to Michigan. If the scores meet Michigan's standard, the applicant will not be required to retake the National Examination. If the applicant has not been licensed in another state for at least 3 years, the applicant will be required to take and successfully complete the Michigan Veterinary Technician examination.

CANDIDATES WHO ARE SCHEDULED TO APPEAR FOR AN EXAMINATION MUST NOTIFY THE BOARD OFFICE IN WRITING IF THEY WISH TO WITHDRAW FROM THE EXAM. WRITTEN NOTIFICATION MUST BE RECEIVED AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE EXAM. IF A WRITTEN REQUEST TO WITHDRAW FROM THE EXAMINATION IS NOT RECEIVED AT LEAST SEVEN (7) DAYS PRIOR TO THE SCHEDULED EXAMINATION DATE, THE EXAMINATION FEE IS FORFEITED. A NEW EXAMINATION FEE (\$65.00 National Exam; \$65.00 Michigan Exam) MUST BE PAID BEFORE THE CANDIDATE CAN BE RESCHEDULED TO TAKE THE LICENSING EXAM(S).

INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT FOR GRADUATES OF AVMA APPROVED PROGRAMS

NOTE: Applicants for licensure by endorsement must hold a current license to practice as a veterinary technician in another state and must have been licensed for at least three (3) years.

1. Submit a completed application and proper fee. An application accompanied by the appropriate fee is valid for two years. If an applicant fails to complete the requirements for licensure within two years from the date of filing the application, the application and fee are no longer valid.
2. Please mark the appropriate type of licensure for which you are applying. Read all instructions carefully and answer all questions on the application including providing details on a separate sheet if necessary. Sign and date your application. Failure to correctly complete the application in its entirety may result in a delay in the processing of your application.
3. **Effective October 1, 2008**, all applicants for a health profession license or registration in Michigan are required to submit fingerprints and undergo a criminal background check. Please see the attached instructions. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete.
4. Please arrange for a final, official transcript of your AVMA approved veterinary technician education to be sent to the Michigan Board directly from your school. The transcript must show the degree earned and the date it was conferred.
5. Please contact the Interstate Reporting Service at PES (212) 367-4342 to have your VTNE National Examination scores sent directly to the Michigan Board. Your examination score will be evaluated to determine if it is a passing score in Michigan.
6. Please submit verification of licensure from any state where you hold or have ever held a license to practice as a veterinary technician. A form is enclosed for this purpose and may be copied as needed. As most states charge a fee for this service, you should contact each state board to determine if a fee is required prior to sending them the form for completion. The Verification of Licensure Form must be sent to the Michigan Board directly from the state(s) where you are or have been licensed.
7. Michigan requires that applicants for licensure by endorsement pass the Michigan Veterinary Technician examination in order to become licensed.
8. The licensure application and fee must be received in this office along with all supporting documents 45 days prior to the scheduled examination date to assure eligibility for the exam. Examination dates and additional examination information may be obtained by accessing our website at www.michigan.gov/healthlicense.

GENERAL INFORMATION

1. **NAME AND/OR ADDRESS CHANGES:** If your name and/or address changes please notify the Board of Veterinary Medicine in writing. To change a name or address, you can download the [Data Change/Duplicate License Request Form](#) from our website www.michigan.gov/healthlicense and fax it to (517) 373-2179 or mail the form to Bureau of Health Professions, PO Box 30670, Lansing, MI 48909. Telephone calls are NOT accepted for these changes.
2. **REFUND POLICY:** If you wish to withdraw your application, you may be eligible for a partial refund. You must notify the Board of Veterinary Medicine in writing to request a refund.
3. **NOTE:** If you have ever been licensed in another state and you have a current disciplinary sanction on that license, (even if the license is inactive), you are **not** eligible for licensure in Michigan according to the Public Health Code, PA 368, as amended, Section 222.16174 (3). Sanctions include probation, limitation, suspension, revocation or fine. Upon resolution of the sanction and verification that the license is active with no disciplinary action in effect, you can proceed with the filing of an application for a Michigan license or registration.
4. **ORIGINAL LICENSES ARE VALID FOR ONE YEAR OR LESS; SUBSEQUENT RENEWALS ARE FOR A TWO-YEAR PERIOD.**



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JANET OLSZEWSKI
DIRECTOR

CRIMINAL BACKGROUND CHECK FINGERPRINT REQUEST FORM INSTRUCTIONS- (Michigan locations only)

Procedure to search criminal history records when fingerprints are required by law:

1. Complete the attached Livescan Fingerprint Request Form and schedule a fingerprinting appointment with Integrated Biometric Technology (IBT). A fee of \$65.25 is required for the fingerprinting process. The fee may be paid while registering on-line or at the fingerprinting appointment with either a business check or money order. Please note: The Agency ID Number needed for scheduling is 71734k.
2. To schedule a fingerprinting appointment on-line (Michigan locations only):

Register with the approved fingerprinting vendor, IBT, at www.ibtfingerprint.com.

Use the "click here to schedule by location" link to locate Michigan Livescan locations near you.

Select Michigan as the State for which you are being fingerprinted, then complete the registration process and finalize your appointment.

3. To schedule a fingerprinting appointment by telephone (Michigan locations only):
Call IBT toll-free at 1-866-226-2952 (8 am - 5 pm EST) and a representative will schedule the fingerprinting appointment and assist you in identifying a convenient location.
4. Please have the following with you upon arriving at your fingerprinting appointment:
The attached completed Livescan Fingerprint Request Form.

A driver's license or other state or federal issued picture identification (government ID, passport, military ID).

A business check or money order for \$65.25 made payable in U.S. Funds to: Integrated Biometric Technology, unless you have made payment on-line.
5. A technician will scan your fingerprints and submit the data electronically to the Michigan State Police.
6. You will receive a signed receipt at the end of your fingerprinting session, which will include a TCN identification number that can be kept as proof of completing the fingerprinting process.
7. If no criminal history information is found, the Bureau of Health Professions will be notified.
8. If criminal history information is found, the Michigan State Police will send the record directly to the Bureau of Health Professions for review.
9. IBT is under contract with the Michigan State Police (MSP) to provide fingerprint services. For questions, call MSP at (517) 322-1956.

**APPLICATION FOR LICENSURE AS A
VETERINARY TECHNICIAN**

Authority: Public Act 368 of 1978, as amended
If this form is not completed, a license will not be issued.

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Type or Print Only

Board Use Only

I AM APPLYING FOR THE FOLLOWING:

- License by Examination Fee: \$170.00 71-6902-01
(Both Exams)
- License by Examination Fee: \$105.00 71-6902-01
(Michigan Exam Only)
- License by Endorsement Fee: \$40.00 71-6902-09
(Must currently be licensed in another state and must have been licensed for at least three (3) years)

Your check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN** must accompany this application. **DO NOT SEND CASH.** Fees are deposited upon receipt and can only be refunded under refund rules promulgated by the Department.

License Number:

Date of Licensure:

First Name	Middle Name	Last Name
U.S. Social Security Number	Date of Birth	Michigan Permanent I.D. Number and Expiration Date
Street Address		
City	State	ZIP Code
Daytime Telephone Number	All Previous Names and/or Birth Name Used (if applicable)	
Have you ever held a health professional license in Michigan? <input type="checkbox"/> No <input type="checkbox"/> Yes		

Check the appropriate answer to each of the following questions. NOTE: Attach a detailed explanation for any Yes answer you check.

1. Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been treated for substance abuse in the past 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you had 3 or more malpractice settlements, awards, or judgments in any consecutive 5 year period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you had one or more malpractice settlements, awards, or judgments totaling \$200,000 or more in any consecutive 5 year period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever had a federal or state health professional license revoked, suspended, or otherwise disciplined; been denied a license; or currently have disciplinary action pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Name

8. Have you ever been censured, or requested to withdraw from a health care facility's staff or had your health care facility staff privileges involuntarily modified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you hold or have you ever held a veterinary technician license in any state? List each state, the license number, the date issued, and how the license was obtained (either endorsement or examination). You must have each state board verify licensure directly to this board office. (Attach additional sheets if necessary.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

State	License Number	Date of Issue	How Obtained (Endorsement or Examination)

Provide a complete chronological record of your educational preparation. Attach additional sheets if necessary.			
Name and address of Institution	Dates of Attendance		Degree
	From	To	

CERTIFICATION	
I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police or other law enforcement or judicial record-keeping organization.	
I further consent to the release of information to this agency regarding any disciplinary investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.	
The statements in this application are true and correct. I have not withheld information that might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation is punishable by law.	
Signature of Applicant	Date

Michigan Department of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, MI 48909

VERIFICATION OF LICENSURE OR REGISTRATION IN ANOTHER STATE

Authority: Public Act 368 of 1978, as amended.

PART I: To be completed by the applicant and forwarded to the appropriate State Licensing Board for completion.

Check the profession for which you are requesting verification.		
<input type="checkbox"/> Chiropractic <input type="checkbox"/> Counseling <input type="checkbox"/> Dentistry <input type="checkbox"/> Marriage & Family Therapy <input type="checkbox"/> Medicine	<input type="checkbox"/> Nursing <input type="checkbox"/> Nursing Home Adm. <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Optometry <input type="checkbox"/> Osteopathy	<input type="checkbox"/> Pharmacy <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Physician's Assistants <input type="checkbox"/> Podiatry <input type="checkbox"/> Psychology
<input type="checkbox"/> Sanitarians <input type="checkbox"/> Social Work <input type="checkbox"/> Veterinary		
First Name	Middle Name	Last Name
Previous Names Used	Date of Birth	U. S. Social Security Number
State Board	License Number	Date of Issue

The applicant listed above has applied for licensure in Michigan and has indicated licensure in your State. Please complete Part II of this form and return it to the appropriate Michigan Board at the address shown above.

PART II: To be completed by the State Licensing Board.

Basis for Issuance of License:		Type of License:
<input type="checkbox"/> Examination - Please indicate type of exam (National, Regional, State, etc.)	<input type="checkbox"/> Endorsement - Please indicate name of state	
License Status	Original Issue Date	Expiration Date
<input type="checkbox"/> Current <input type="checkbox"/> Lapsed <input type="checkbox"/> Inactive		
Has the applicant incurred any formal or informal actions in your State?		
<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, Please attach certified copies of any actions.		
Are formal or informal actions pending?	Has the applicant's license ever been limited, denied, surrendered, reprimanded, suspended or revoked?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	

CERTIFICATION

I hereby verify, to the best of my knowledge, the information above is true to the records of this Board.

Signature

Date

Type or Print Name

(S E A L)

Title

Full Name of Licensing Board