

DOCUMENT CHECKLIST – NEW VETERINARY TECHNICIAN REGISTRATION APPLICATION (BY EXAMINATION)

Each item indicates whether it can be submitted **ONLINE** via the application portal, or by **EMAIL** or **MAIL** directly to DC Health.

Also, please keep a photocopy of any submitted documents for your records, as they will not be returned.

- Authorization to Release Information Form (ONLINE)**
The Board cannot discuss the status or details of your application with a third party, without a signed release from you authorizing the Board and its staff to communicate said matters.
- One (1) Recent Passport Type Photos of the Applicant's Face (approx. 2" x 2") (ONLINE)**
The photo should be uploaded into the license portal and must be a front-facing headshot with your face and shoulders visible. The background must be plain white with patterns or shadows.
- One (1) photocopy of a current government-issued photo ID. This can be a driver's license or a passport. (ONLINE)**
- Social Security Number (ONLINE)**
- Demographic Information (ONLINE)**
- Name Change Document:** Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are a Marriage Certificate, Divorce Decree, or Court Order. **(ONLINE)**
- Criminal Background Check (CBC) (ONLINE)**
To access the CBC form and instructions, go to <https://dchealth.dc.gov/node/120532> or contact the CBC unit at (877) 783-4187.
- Screening Question Responses:** Applicants must provide a detailed explanation for any Screening Questions and/or any Clean Hands question to which "YES" was the answer provided. The explanation must sufficiently describe the facts that led to the reason for the "YES" answer. Applicants must also submit any relevant documents related to the reason for the "YES" answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, Malpractice, etc.)
- Character Reference Form:** List (on the [character reference form](#)) of the names and addresses of three responsible people (other than relatives) who have known you for not less than five years and can attest to your moral and professional character.
- DC Veterinary Jurisprudence Affidavit:** All applicants need to complete, sign, and date an [affidavit](#) and upload it on the application portal.

Applicants must meet one of the TWO PATHWAYS and send the required documents:

Education- Two-year associate program in the practice of veterinary technology or animal health at an institution accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) AND VTNE Exam Score (shouldn't be more than 7 years old).

OR

Work Experience- Applicants who have not graduated from an approved program, but have a minimum passing grade of C or equivalent, at least two hundred and thirty (230) clock hours of post-secondary instruction relevant to the practice of veterinary technician, which includes

- (1) Biology I;
- (2) Biology II;
- (3) Microbiology;
- (4) Chemistry;
- (5) Anatomy and physiology I; and
- (6) Anatomy and physiology II; and

AND

(b) Has accrued at least four thousand (4,000) hours of Directed Clinical Practice under the supervision of a licensed veterinarian in any US state. Current and continuous employment is not required, **AND** VTNE Exam score (shouldn't be more than 7 years old)

Euthanasia Privileges

Applicants who are applying for euthanasia privileges are required to fulfill the following additional educational requirements.

Board-approved sixteen (16) hour certification course which includes:

- (1) Eight (8) hours of pharmacology and proper administration and storage of euthanasia solutions;
- (2) Two (2) hours of federal and District laws regulating the storage and accountability of euthanasia solutions;
- (3) Four (4) hours of euthanasia compassion fatigue management; and
- (4) Two (2) hours of disposal of euthanized animals

Official Examination Scores) (ONLINE) FOR EDUCATION AND WORK EXPERIENCE APPLICANTS

Must submit proof of passing the VTNE Exam Score (shouldn't be more than 7 years old. <https://www.aavsb.org/students-exams/veterinary-technician-national-exam/>)

Official School Transcript/Coursework (EMAIL OR MAIL) Transcript must be submitted DIRECTLY to the Board from an institution accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). Board's email: dcbov@dc.gov or via Mail at 2201 Shannon Place SE, 2nd FL, Washington, DC 20020.

Attestation Form of Veterinary Technician Experience: FOR WORK EXPERIENCE APPLICANTS ONLY: (ONLINE): This letter must be completed by a licensed Veterinary Doctor and printed on clinic/hospital letterhead and provided to the applicant, who will upload it to their DC Health application portal.

Payment (ONLINE)
\$50.00 (USD) Application Fee
\$50 Background Check Fee
\$50 Euthanasia Technician