



**NEW HAMPSHIRE VETERINARY TECHNICIAN ASSOCIATION**

**NEW HAMPSHIRE VETERINARY TECHNICIAN ASSOCIATION  
COMMITTEE ON VETERINARY TECHNICIAN CERTIFICATION  
P.O. Box 295, Greenland, NH 03840**

**PROCEDURES FOR CERTIFICATION OF VETERINARY TECHNICIANS**

(Adapted from the MVTA's *Procedures for Certification of Veterinary Technicians*)

**1. DEFINITIONS**

- A. Committee on Veterinary Technician Certification (CVTC): a committee comprised of representatives from the New Hampshire Veterinary Technician Association (NHVTA).
- B. Certification: the confirmation by the CVTC that an individual has documented fulfillment of requirements for certified status as established by the committee.
- C. Certified Veterinary Technician (CVT): a term used to indicate an individual who has been recognized by the CVTC as having documented fulfillment of the requirements for certification.
- D. Veterinary Technician: a person knowledgeable in the care and handling of animals, in the basic principles of normal and abnormal life processes, and in routine laboratory and animal health care procedures. The role of a veterinary technician is to assist in the practice of veterinary medicine under the direction, supervision, and responsibility of a veterinarian and as stated in the *AVMA Directory* under the *National Association of Veterinary Technicians in America's* model practice act for veterinary technicians.
- E. Full time employment: a minimum of **35 hours per week**.

**2. CERTIFICATION**

- A. Purpose of Certification
  - 1. To distinguish those within the field of veterinary technology who have attained a professional level of knowledge and skill as demonstrated by the fulfillment of the requirements for certification.
  - 2. To establish minimum ethical and educational standards for veterinary technicians within the state of New Hampshire.
- B. Requirements for Certification
  - 1. Documentation of achievement of a qualifying score on the Veterinary Technician National Examination (VTNE) within the last five years (given by the Professional Examination Service).
  - 2. Documentation of fulfillment of one of the following:
    - a. Degree from a program in veterinary technology accredited by the American Veterinary Medical Association (AVMA).
    - b. Degree from a program in veterinary technology which is not accredited by the AVMA or a bachelor's degree in animal or biological sciences and (1) one year full time (1500 hours) practical experience as a veterinary technician.

- c. Associate degree in animal or biological sciences and (3) years full time (4500 hours) practical experience as a veterinary technician.
- d. Employed (5) years full time (7500 hours) as a veterinary technician plus (18) eighteen semester hours (college credits) in animal or biological sciences.
- e. Employed (6) six years full time (9000 hours) as a veterinary technician.

#### C. Certification procedure

Veterinary technicians applying for certification must submit the following to the CVTC:

1. Completed certification application form.
2. Documentation of achievement of a qualifying score on the VTNE (see 2, B, 1).
3. Documentation of fulfillment of education and/or practical experience requirements as appropriate to the individual (see, 2, B, 2).

#### D. Term of Certification

1. Each term of certification shall be for one year from January 1 to December 31.
2. Annual membership fee is \$25.00.

#### E. Renewal of Certification

To renew certification, an applicant must submit the following to the CVTC no later than (60) sixty days after expiration of the current term of certification:

1. A certification renewal application form.
2. Documentation of completion during the current term of (12) twelve CEU's approved by the CVTC. Documentation must include a CEU certificate of attendance form signed by a representative of the organization hosting the seminar. Extra CEU's completed during prior year's term may be used towards the current CEU requirement but CEU's may not be carried over for more than one year.
3. Renewal fee of \$25.00.

The CVTC reserves the right to refuse to approve CEU credit from seminars that were not pre-approved by the CVTC if these seminars are deemed to be inappropriate or of poor quality.

#### G. Reciprocity

An individual who has achieved certification in another state and believes the requirements of certification of that state meet or exceed those of New Hampshire is encouraged to apply to the CVTC for reciprocity.

#### H. Reinstatement of Certification

1. A veterinary technician whose certification has expired by more then (60) sixty days, but less than five years may apply for reinstatement by submitting the following to the CVTC:
  - a. Certification renewal application form.
  - b. Documentation of completion of (12) twelve CEU's for each term of certification lapsed.
  - c. Annual \$25.00 renewal fee for each certification term lapsed.
  - d. Plus a \$25.00 reinstatement fee.

2. A veterinary technician whose certification has expired for a period of more than five years may apply to the CVTC for reinstatement of certification by submitting the following:
  - a. Certification renewal application form.
  - b. Documentation of achievement of a qualifying score on the Veterinary Technician National Examination within the last five years.
  - c. Documentation of educational and/or practical experience requirements as given in 2, B, 2.
  - d. Application fee of \$25.00.

#### I. Revocation or Suspension of Certification

The CVTC/NHVTA may revoke or suspend the certification of or place on probation a CVT for the following reasons:

1. Gross ignorance or inefficiency in connection with technical procedures in veterinary medicine.
2. Fraud or deceit in procuring certification as a veterinary technician.
3. Representation as a doctor of veterinary medicine.
4. Unprofessional or unethical conduct or engaging in practices which are in violation of the standards set forth by the CVTC.
5. Conviction of a felony in the courts of this state, another state, another territory, or another country, which in this state would be deemed a felony.