

VETERINARY TECHNICIAN LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a veterinary technician license.)

APPLICATION AND FEES

- Online Application for a Veterinary Technician License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting www.michigan.gov/miplus.
- Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
 Veterinary Technician By Exam or Endorsement –\$137.70
 Veterinary Technician Relicensure – \$157.70

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a veterinary technician. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- You will need to apply with the American Association of Veterinary State Boards (AAVSB) for the Veterinary Technician National Examination (VTNE) at <https://www.aavsb.org/vtne-overview>. The AAVSB will review your eligibility on behalf of the State of Michigan and you will receive a scheduling email from the exam vendor for scheduling your exam after your exam application is reviewed by AAVSB.
- Applicants must have successfully completed a program for training veterinary technicians from an American Veterinary Medical Association (AVMA) approved veterinary technician educational program. Official Transcripts must be submitted directly to the American Association of Veterinary State Boards (AAVSB) when you apply for the VTNE. Transcripts must show degree earned and the date it was conferred. The AAVSB will send the electronic, VAULT verified transcript directly to the State of Michigan.
- Certification of your passing examination scores on the VTNE submitted directly to this office from AAVSB. The jurisdiction selected on a candidate’s VTNE application will automatically receive an official score report. To transfer your examination scores and credential records to this office, you will need to complete an AAVSB VAULT Transfer Service <https://aavsb.org/licensure-assistance/>.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

- **Applicants for licensure by endorsement must hold an active license as a veterinary technician in another state of the United States.** Applicants who do not meet the active license requirement must apply by examination.
- Certification of your passing examination scores on the VTNE submitted directly to this office from AAVSB. The jurisdiction selected on a candidate’s VTNE application will automatically receive an official score report. To transfer your examination scores and credential records to this office, you will need to complete an AAVSB VAULT Transfer Service <https://aavsb.org/licensure-assistance/>.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPlus Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**

Applicants for relicensure whose license has been lapsed for 3 years or less at the time of application must submit the following:

- Submit copies of certificates showing proof of having completed 15 hours of board-approved continuing education within the 3-year period immediately preceding the application for relicensure that includes a minimum of 10 hours that are scientific in nature. A minimum of 5 hours must be completed in-person or through live, synchronous contact. See R 338.4993 of the Veterinary Technician Administrative Rules for a complete list of requirements and for a list of approved continuing education sponsors.

Applicants for relicensure whose license has been lapsed for more than 3 years at the time of application and are currently licensed in another state or registered in Canada must satisfy all of the following:

- Submit copies of certificates showing proof of having completed 15 hours of board-approved continuing education within the 3-year period immediately preceding the application for relicensure that includes a minimum of 10 hours that are scientific in nature. A minimum of 5 hours must be completed in-person or through live, synchronous contact. See R 338.4993 of the Veterinary Technician Administrative Rules for a complete list of requirements and for a list of approved continuing education sponsors.

Applicants for relicensure whose license has been lapsed for more than 3 years at the time of application and are not currently licensed in another state or registered in Canada must satisfy all of the following:

- Have successfully passed the Veterinary Technician National Examination (VTNE) developed by the American Association of Veterinary State Boards (AAVSB) within the 3 years preceding the application for relicensure. Provide certification of your passing examination scores submitted directly to this office from the examination agency. The jurisdiction selected on a candidate's veterinary application will automatically receive an official score report. To transfer your examination scores and credential records to this office, you will need to complete the American Association of Veterinary State Boards (AAVSB) VAULT Transfer Service <https://aavsb.org/licensure-assistance/>.
- Submit copies of certificates showing proof of having completed 15 hours of board-approved continuing education within the 3-year period immediately preceding the application for relicensure that includes a minimum of 10 hours that are scientific in nature. A minimum of 5 hours must be completed in-person or through live, synchronous contact. See R 338.4993 of the Veterinary Technician Administrative Rules for a complete list of requirements and for a list of approved continuing education sponsors.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Veterinary Technician Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
Veterinary Technician Renewal Application Fee: \$122.40
- Renewal Cycle: 3 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the Veterinary Technician renewal requirements. Beginning with renewal cycles expiring on or after 12/31/22, and all renewal cycles thereafter, a licensee seeking renewal of a Veterinary Technician license must complete 15 hours of board-approved continuing education that includes:
 - A minimum of 10 hours that are scientific in nature. Scientific in nature includes: the science of diagnosis, treatment, and prevention of disease as it relates directly to a patient or topics of public veterinary practice, epidemiology, food safety, public animal health, animal welfare, or antimicrobial stewardship.
 - A minimum of 5 hours must be completed in-person or through live, synchronous contact. See R 338.4993 of the Veterinary Technician Administrative Rules for a complete list of requirements and for a list of approved continuing education sponsors.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the veterinary technician link you can access the following helpful resources and forms:
- Resources:
 - [Public Health Code](#)
 - [Administrative Rules for a Veterinary Technician](#)