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LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN VETERINARY TECHNICIAN LICENSING GUIDE

OVERVIEW:

The veterinary technician license type allows a licensee to engage in the practice of veterinary medicine.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Veterinary Technician License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 3 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  Veterinary Technician by Exam or Endorsement: $140.40

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 (SSN) – 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 an SSN or do not have an 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 of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant, and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- 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 EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- 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 an accrediting program for training veterinary technicians by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). Official transcripts must be submitted directly to this office from the educational institution showing the degree earned and the date it was conferred. Transcripts can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- 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
(These are in addition to the requirements stated above that apply to All applicants)

- Applicants for licensure by endorsement must hold an active veterinary technician license in good standing in another state.

- 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 FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES

- Those trained in foreign countries are required to meet the requirements for licensure listed above.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and then select **"Relicensure."**

- 3 year Veterinary Technician Relicensure Application and Fee: $160.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card).

All applicants for relicensure 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, which includes the following:

    - A minimum of 10 hours that are scientific in nature. A continuing education program or activity is scientific in nature if it includes the science of diagnosis, treatment, and prevention of disease as it relates directly to an animal 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.

Applicants for relicensure whose license has been lapsed for more than 3 years AND is not currently licensed in another state or registered in Canada must also satisfy the following:

- Have successfully passed the Veterinary Technician National Examination (VTNE) developed by the American Association of Veterinary State Boards (AAVSB) within 3 years before 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/.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for a Veterinary Technician Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- ☐ Veterinary Technician Renewal Application Fee: $124.80 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card).

- ☐ 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 and all information provided on your renewal application is true and correct.

- ☐ 15 hours of continuing education in board-approved courses or programs completed in the 3 years immediately preceding the application for renewal, which includes the following:

    - A minimum of 10 hours that are scientific in nature. A continuing education program or activity is scientific in nature if it includes the science of diagnosis, treatment, and prevention of disease as it relates directly to an animal 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.

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:
  - Michigan Public Health Code
  - Administrative Rules for Veterinary Technician

- ☐ Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our website.

FREQUENTLY ASKED QUESTIONS

1. How can I contact the Board of Veterinary Medicine, Licensing Division?

Email (Questions): BPLHelp@michigan.gov
Email (Submit Documents): BPLData@michigan.gov
Phone: (517) 241-0199
Mailing Address: Bureau of Professional Licensing
Board of Respiratory Care
PO Box 30670
Lansing, MI 48909

2. How do I verify my Michigan Veterinary Technician license?

Certified license verification requests must be obtained from the Michigan Board of Veterinary Medicine. You must submit your request via the MiPLUS system at www.michigan.gov/miplus. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing adddress and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

3. How long are Veterinary Technician license types valid?

Veterinary Technician licenses are valid for 3 years.

4. How will I know when I need to renew? Can I renew my license early?

You will be sent a reneal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

5. How do I change my name and address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

6. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional $20.00 late fee for each license type when you renew your license(s).

7. Do I need to submit proof of my continuing education (CE)?

The Board does not maintain a record of CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE information when you renew your license. The Board conduts a random audit after each renewal period. At that time, a percentage of all licensees who renewed will be randomly selected and notified by mail that they must submit evidence of having earned the required CE. If you are selected for the audit, then you will be required to submit copies of the CE certificates you earned. **(Retain the originals)**

8. Where can I find appproved CE courses?

The Administrative Rules for Veterinary Medicine located on the Bureau website at www.michigan.gov/bpl addresses acceptable continuing education, requirements, and limitations under R 338.4933 for veterinarians. The Department does not approve CE courses. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

9. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date – it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

10. How long will you keep my licensure application on file?

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

11. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application, and sanctions are not in force at the time of application.

12. How long does it take to process my application for licensure? Once processed, how long before I receive my license?

Applications are reviewed in the order by date received. The average time to receive a new license is 4 to 6 weeks and could be sooner if all required documents are received with the application. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon application review, you will receive an email requesting any outstanding items needed to complete your application. Once you are approved for licensure, it takes approximately 7 to 10 business days to receive the license by mail, if requested. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

13. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against a Health Care Licensee.