



American Association of Veterinary State Boards **Policies & Procedures: VTNE Exam Administration Policy**

OVERVIEW

The American Association of Veterinary State Boards (AAVSB) is responsible for the development, administration, and maintenance of the Veterinary Technician National Examination (VTNE) used by many licensing jurisdictions as one criterion in the licensure process of veterinary technicians. The VTNE is also relied upon by certain private sector certification entities as one criterion in such certification process. AAVSB is aware of its important role in assisting veterinary boards and certifying entities protect the public through the enforcement of laws applicable to the regulation of the practice of veterinary medicine and veterinary medicine technology. As the owner of the VTNE, AAVSB is responsible for the defensibility of the program and undertakes all reasonable measures to assure the integrity of all aspects of the VTNE, including its development, administration, and maintenance.

POLICY

AAVSB recognizes the essential role the VTNE plays in the licensure and certification process. AAVSB also acknowledges the importance of the validity and integrity of the VTNE and that psychometricians and the statistical community may differ on the necessity for limitations on the number of and time intervals between exam administrations. Based upon advice regarding legal issues and statistical analyses, AAVSB hereby adopts the following regarding multiple administrations of the VTNE and will ensure placement of this language in relevant contracts and conspicuously on applications to sit for the exam and other candidate materials where deemed necessary by AAVSB.

PROCEDURES

1. The AAVSB Board of Directors reserves the right to determine how often the VTNE will be administered or made available for administration, taking into consideration its use in the licensure processes and the impact of applicable laws.
2. Examinees who fail to pass or complete the VTNE must wait 91 days or the next administration window (if less than 91 days) before retaking the exam.
3. No examinees shall be allowed to sit for the VTNE more than 3 times during any one calendar year.
4. Examinees who have failed the VTNE 5 times and want to take the exam again, must seek and be granted approval of the AAVSB prior to each subsequent time they wish to take the exam after their 5th attempt.
5. The AAVSB Board of Directors shall adopt guidelines addressing the factors to be considered in addressing candidates under section 4 above which shall, at a minimum, include approval from the licensing board or certification entity, whichever is applicable, and all remedial measures undertaken by the candidate since the first administration.
6. The candidate shall have the burden of substantiating compliance with AAVSB policies adopted under section 5 above.

7. The AAVSB Board of Directors reserves the right to charge a reasonable administrative fee (in addition to customary application/examination fees) for candidates exercising rights under sections 4, 5, and 6 above.
8. The AAVSB Board of Directors reserves the right to deny candidates the right to sit for the VTNE, including the right to permanently deny such access.
9. The AAVSB Board of Directors reserves the right to modify this policy.

Adopted by the AAVSB Board of Directors on February 19, 2009; Revised and Approved May 6, 2020, effective immediately