



## American Association of Veterinary State Boards (AAVSB)

### EXAMINATION:

Veterinary Technician National Exam  
Veterinary Technician National Examination (VTNE) - French-Canadian

### ELIGIBILITY:

All candidates seeking to take the VTNE must be eligible to take the exam. The requirements for eligibility vary by the state or province through which a candidate wishes to take the exam. Candidates can refer to the Board and Agency Directory on the AAVSB website, [www.aavsb.org/dlr](http://www.aavsb.org/dlr), for eligibility requirements for the specific state or province. Candidates may be required to submit an additional state application/fee by the state deadline.

For more information, contact the AAVSB directly at:

American Association of Veterinary State Boards (AAVSB)  
VTNE Program  
380 West 22nd Street, Suite 101  
Kansas City, MO 64108  
Email: [vettech@aavsb.org](mailto:vettech@aavsb.org)  
Website: [www.aavsb.org](http://www.aavsb.org)

Once you have been approved to sit for the VTNE and receive an ATT email confirmation, you are responsible for scheduling an appointment to take the examination.

### INTERNET SCHEDULING

Once you have been approved by the American Association of Veterinary State Boards (AAVSB), you will receive an ATT email confirmation from PSI. You are responsible for contacting PSI to schedule the examination. Your eligibility is valid for one examination attempt.

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule their exams using the Internet. Candidates schedule online by accessing PSI's scheduling website at [www.psiexams.com](http://www.psiexams.com) or by clicking the link provided in the initial email received from PSI. Internet scheduling is available 24 hours-a-day. In order to register by Internet, complete the steps below:

1. Log on to PSI's website and create an account (it is easiest to click on the link embedded in the registration confirmation email you received from PSI). Please enter your email address and name. This information must match exactly with the information you previously submitted to the AAVSB. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system."

2. Create your password, select your security question, and create your security answer.
3. Once you are logged in, your record will be found and you will now be ready to schedule the exam.
4. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired testing site, available dates will appear.

### TELEPHONE REGISTRATION

To schedule an examination by phone, please call 800-733-9267. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

## CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment within the current exam window without forfeiting your fee if your *cancellation notice is received 48 hours before the scheduled examination date.*

**Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative.**

## MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel and reschedule your appointment 48 hours before the scheduled examination date within the current exam window;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

## EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must get pre-approved by the American Association of Veterinary State Boards (AAVSB). **Candidates will be contacted directly by PSI to schedule their exam date with accommodations.**

## REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

Candidates need to provide one (1) valid form of non-expired, government issued identification, bearing photo and signature. The ID must be in the official language where the testing center is located.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.

ACCEPTABLE IDENTIFICATION - Choose One (Must be current)

- State or Canadian provincial or territorial issued driver's license
- State or Canadian provincial or territorial issued identification card
- US or Canadian Government Issued Passport
- US Government Issued Alien Registration Card
- Canadian Health ID
- US or Canadian Government Issued Military Identification Card

Failure to provide one of the required identifications at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

## SECURITY PROCEDURES

*The following security procedures will apply during the examination:*

**Candidates will be provided with Scratch Paper and Pencil during check-in at the test center. Candidates may NOT bring their own scratch paper into the testing center. The scratch paper MUST be returned to the proctor at check-out.**

**An on-screen calculator will be enabled for your exam.**

- While at an examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** Candidates are encouraged to leave all personal belongings except their keys in their car.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## TESTING SITES

There are examination centers across the United States and Canada. You will be provided with the locations upon scheduling for your examination.

## EXAMINATION RESULTS

Candidates will receive a preliminary pass/fail score report at the test center upon completion of the examination.