

Montana Board of Veterinary Medicine
Licensed Veterinary Technician
Implementation Description
&
Instructions for Applicants

On September 10, 2022, the final rule adoption became effective for the Montana Board of Veterinary Medicine's new license type, the Veterinary Technician or (LVT). The LVT application will be accessible online at the board's website, starting January 1, 2023. Individuals that seek licensure as a veterinary technician may apply online- <https://boards.bsd.dli.mt.gov/veterinary-medicine/>. **The LVT application will NOT be available until January 1, 2023.**

The LVT license eligibility and qualification requirements are outlined in [ARM 24.225.601](#) - Veterinary Technician License Requirements- Original Applicants.

A checklist will be offered online with the application to assist in gathering the required information for a complete submission. It is recommended that applicants utilize the checklist by printing it out and reviewing the requirements prior to starting the online application. After the application has been submitted by paying the fee, a confirmation email from the department will be sent to the email address associated with our online account. Please be sure to closely read correspondence sent regarding your application; you may be requested to provide additional information, if so, this means, your application is not complete. If the requested information is not received for further evaluation, your application sits dormant until you address the request. Applicants have one year before an incomplete application times out, which requires an individual to start over, including paying the fee again. If the application is complete and all qualification requirements are met, you will receive your license issued to your email; you will then print the license for display purposes. The department does NOT print and/or send hard copy licenses.

**Please understand that the department will have a large volume of applicants all at one time. Please be patient with our staff and carefully read email correspondence received from the department. When possible and appropriate, please utilize the [board's website](#). There are many resources offered that will assist in answering questions. As well, you can easily find contact information listed for situations that require staff assistance.*

Eligibility- Outlined in [ARM 24.225.601](#)

(1)- Applicants must demonstrate they are a graduate of a program accredited by the American Veterinary Medical Association ([AVMA](#)); **OR**

(2)- An applicant must demonstrate completion of 4500 hours of on-the-job training (OJT).

For individuals applying under the 4500-hour option, the [OJT application](#) **MUST** be completed by the MT licensed supervising veterinarian and **submitted to AAVSB** at (vettech@aaavsb.org). **For hours to qualify, supervising veterinarian's must be licensed in MT and in good standing with the board.**

IMPORTANT- For individuals who have **NOT** taken the Veterinary Technician National Examination (VTNE), you **MUST** contact the American Association of Veterinary State Boards, ([AAVSB](#)) and register to take the exam. **The VTNE is only offered three times per year.** Be sure

Montana Board of Veterinary Medicine
Licensed Veterinary Technician
Implementation Description
&
Instructions for Applicants

to review the VTNE [Candidate Handbook](#). ***Do NOT begin the LVT application until you have passed the VTNE with AAVSB.**

(3)- Applicants must demonstrate successful passage of the Veterinary Technician National Examination (VTNE). Applicants must visit the American Association of Veterinary State Boards ([AAVSB](#)) website for information regarding the VTNE- <https://www.aavsb.org/vtne-overview/> . **The VTNE is ONLY offered three times per year.** Be sure to review the [exam window schedule](#) to determine when you will want to apply to take the VTNE.

(4)- Last, applicants must take and pass with a score of 90% or greater the board's jurisprudence examination. Applicants may re-take the exam if they fail. An applicant must request board approval to re-take the exam for a fourth time. On the board's website, a resource guide is offered to help navigate to the correct statutory and administrative rules that the exam covers. It is highly recommended that the resource guide is utilized while taking the open book exam.

NOTICE- BIG SKY VETERINARY TECHNICAIN ASSOICATION (BSVTA) CERTIFICATE HOLDERS

Current BSVTA Certified Technician's may request to have proof of their education and/or hours, and the VTNE scores transferred from the BSVTA to the Board. To be eligible for the transfer you must have completed the required BSVTA CE. To inquire further, you must contact [BSVTA](#) directly. Ms. Marcia Cantrell is the BSVTA coordinator for this agreement.

There is no additional fee to be paid to the licensing board for this service; however, BSVTA may have fees that apply. Your documents will be transferred securely and confidentially. The Board and the Association have an agreement to help make the application process less stringent by not requiring applicants who have already demonstrated their eligibility through BSVTA a seamless transition to licensure.

If you are not currently certified by BSVTA, this doesn't apply to you.

For further assistance you may contact the boards staff by emailing the boards inbox at dlibsdrvvet@mt.gov or calling 406-444-6880 and requesting to speak with Kelly Welsh, the Board's Executive Officer.