



## Montana Board of Veterinary Medicine

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## Licensing Requirements and Application Checklist Embryo Transfer Technician

### License Requirements for Embryo Technician

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. At least 18 years of age or an emancipated minor - [[MCA 37-18-104\(3\)](#), [ARM 24.225.704\(3\)](#)]
2. Supervision by a licensed Montana veterinarian [[MCA 37-18-104](#), [ARM 24.225.704\(2\)\(c\)](#)]
3. Completion of at least 6 semester hours of 300 level reproductive physiology and endocrinology courses from an accredited college or university - [[MCA 37-18-104](#), [ARM 24.225.704\(3\)](#)]
4. Photograph of the applicant taken within two years of the date of the application. Notarization of the photograph is **NOT** required - [[ARM 24.225.704\(2\)\(a\)](#)]
5. Pass board-approved written and practical certification examinations - [[MCA 37-18-104](#), [ARM 24.225.704\(5\)](#), [24.225.706](#)].

*\*Note: The department will facilitate administration of the required examinations as referenced in [ARM 24.225.704\(5\)](#). Once the application is complete, department staff will contact you regarding eligibility for the examinations and the process for scheduling the examinations.*

### Checklist of Required Documents to Submit for Application for Embryo Transfer Technician

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Certified education transcripts sent directly to the department from the college or university.
- Signed *Embryo Transfer Supervision Record* form
- Photograph of the applicant taken within two years of the date of the application
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

### Application Fee(s) for Embryo Transfer Technician

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or a bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$100 application fee
- \$450 examination fee (written and practical exam)



You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.