## Complete your Application

### 1: Submit a brief AAVSB online application to create an account

- The AAVSB will email you with your next steps, after your account is created. Use the link on the webpage to start.

  - ☐ This will include instructions for submitting initial payment of $300 USD for the AAVSB application.

  - ☐ After payment is processed you will be sent a link to the ACEI online application with fees outlined:

    - ▪ $185 USD for Course-by-Course Evaluation

    - ▪ $95 USD for each additional credential/degree/diploma

    - ▪ $165 for High School/Secondary School evaluation (may be applicable for English Proficiency requirements)

- Submit required documents directly to the AAVSB. The AAVSB will upload documents to the ACEI application.

  - ☐ Official documents can be emailed to pavevt@aavsb.org, or

  - ☐ Mailed to:
      The American Association of Veterinary State Boards
      PAVE for Veterinary Technicians
      12101 W. 110th St., Suite 300
      Overland Park, KS  66210

- Any required document (including all seals and/or stamps) not in English must include an English translation prepared and certified by an approved professional translation service. Candidates are required to request and submit original documents in addition to the certified translations. All costs associated with the translation of submitted documents are the responsibility of the candidate.

- **Required Documents:**

  - ☐ **Notarized PAVE for Veterinary Technicians Affidavit**

  - ☐ **Official final transcript** and final degree certificate if awarded, reflecting graduation date and degree earned sent directly to the AAVSB by the teaching institution. If you have sat for examinations such as: International Baccalaureate, International General Certificate of Education (IGCE) at the Advanced Level, or General Certificate of Education (GCE) at the Advanced Level, or Abitur examinations (for students who

studied in Germany, subject to when 13th year was discontinued), and the Maturita/State Examination (for students who studied in Italy), you will be required to submit these documents in addition to any post-secondary/university studies.

☐ **Official content and course syllabi/outlines of courses** sent directly to the AAVSB by the teaching institution.

☐ **Notarized copy of passport or certified copy of birth certificate** (can be sent by candidate)

☐ **Proof of English Language Proficiency**

- PAVE for Veterinary Technicians candidates must substantiate English language proficiency when submitting a PAVE for Veterinary Technicians application. English language proficiency may be established through one of the two options listed below.

- **Option #1: Accepted English proficiency examinations:**

-  Completion of the **Test of English as a Foreign Language Internet (TOEFL iBT)** with minimum section scores as follows: listening 26; speaking 26; writing 20; and reading 18

  - The AAVSB Institution Code is 8216. You must put this number on the TOEFL exam forms for scores to be sent directly to the AAVSB office. For further information and to register for TOEFL, go to www.ets.org/toefl.

- **OR** Completion of the **International English Language Testing System (IELTS)** with a minimum score of 6.5 overall and minimum section scores of Speaking: 7; Listening: 6.5; Reading and Writing: 6. PAVE for Veterinary Technicians Candidates must take the Academic Module.

- **NOTE:** *TOEFL and IELTS scores are considered valid for two years after the test date. English proficiency scores must be valid at the time a PAVE for Veterinary Technicians submits the application. Candidates must meet all section requirements on a single English proficiency examination.*

- **Option #2**. Substantiation that the PAVE for Veterinary Technicians candidate has attended at least three (3) years at a secondary high school or graduated from a post-secondary, professional veterinary technology/nursing school or equivalent program within that country under which the complete language of instruction was English.

  - **Accepted documentation includes both:**

1. A letter received by PAVE for Veterinary Technicians directly from school officials stating the dates of attendance and verifying that the complete language of instruction was English

2. And a certified or notarized copy of the final high school or post-secondary diploma or transcript received directly from the institution

- PAVE for Veterinary Technicians candidates who were homeschooled for all or part of their high school education (grades 9—12) may submit a letter from a school district official who had oversight of their home school curriculum to substantiate that the primary language of instruction was English.

☐ Official transcript sent directly to the AAVSB from veterinary technology/nursing program

## 2: Submit your ACEI application form and fee to ACEI

- The AAVSB will email a link to this application after your initial MyAAVSB account application and payment of $300 USD have been processed. You will be invoiced by the AAVSB for the $300 payment.

- ACEI will review the official transcripts and content of the course syllabi/outlines of courses, and any certificate/degree diploma earned from the teaching institution. (Fees outlined in Step 2)

- ACEI will notify you if there are any missing requirements.

- ACEI will use official documents to substantiate education equivalence and identify gaps in the international non-accredited curriculum completed. This will be issued directly to the AAVSB.

- Identified gaps in course completion will be reviewed by the PAVE for Veterinary Technicians Committee. The AAVSB will communicate directly with you on next steps in the program.

## 3: Complete the courses identified by the ACEI in your official report.

- The courses must be completed at a program accredited by the American or Canadian Veterinary Medical Association (AVMA-CVTEA or CVMA).

  ☐ Participating AVMA-CVTEA and CVMA accredited veterinary technology programs in the U.S. *embedded link - https://www.avma.org/education/center-for-veterinary-accreditation/veterinary-technology-programs-accredited-avma-cvtea*

  ☐ Tuition and fees are determined by the school you attend.

**4: Submit Acceptance**

1. Submit copy of the acceptance letter from the AVMA-CVTEA or CVMA accredited veterinary technology/nursing college or university program.

2. Have the school submit the Acknowledgement form provided by the AAVSB, signed by the academic dean (or designated representative) of the AVMA-CVTEA or CVMA accredited veterinary technology/nursing college or university program.

**5: Request final documentation**

- Official, final transcript sent directly from the school

- Gap Course Verification of Completion sent directly from the school

    - ☐ Documents can be emailed by the school to [pavevt@aavsb.org,](mailto:pavevt@aavsb.org) Or

    - ☐ Mailed to:

      The American Association of Veterinary State Boards
      PAVE for Veterinary Technicians
      12101 W 110th St, Ste 101
      Overland Park, KS 66210

**6. Review Process and PAVE for Veterinary Technicians Certificate of Completion**

- Once a file is complete, the PAVE for Veterinary Technicians Committee will complete an email review. Reviews typically take 5-7 business days.

- If approved, a PAVE for Veterinary Technicians Certificate of Completion will be issued. You will receive the original certificate by mail in a few weeks.

**General Information**

- PAVE for Veterinary Technician certificates do not expire. Certification remains valid indefinitely.

- A PAVE for Veterinary Technician certificate is not a license to practice veterinary technology/nursing in the United States, Canada.

- All PAVE for Veterinary Technician candidates must meet jurisdictional credentialing requirements.

- Email [pavevt@aavsb.org](mailto:pavevt@aavsb.org) to have an official copy of your PAVE for Veterinary Technicians Certificate of Completion sent directly to a credentialing agency.

**6. Take the VTNE and Obtain your Credentials**

Review the credential requirements for your jurisdiction prior to taking the VTNE.

- ☐ Use the AAVSB Board and Agency Directory here for contact information and requirements for credentialing https://www.aavsb.org/public-resources/find-regulatory-board-information

- Take the Veterinary Technician National Exam (VTNE)

  - ☐ Review all steps in the overview here https://www.aavsb.org/vtne-overview/