

# Minnesota Veterinary Technician Certification Renewal Notice

This message is to notify you that your Minnesota Veterinary Technician Certification  
**Expires June 30, 2019.**

To renew your certification, use one of the following options:

## Online Renewal: (preferred method - Save \$15.00)

- Visit [www.mvma.org/recertification-information](http://www.mvma.org/recertification-information)
  - Click **2019 Online Renewal Form Link**
    - Follow steps on renewal form, complete the required fields
    - Upload copies of CE certificates
      - or select option to mail certificates to MVMA office (*address below*)
    - Pay \$60 recertification fee directly online
  - By renewing online, you automatically update your profile information, as well as, add your submission to your profile records.

## Renew By Mail: (processing fee applies\*)

- **Complete the 2019 Continuing Education Report form**
  - List courses attended (incomplete forms will be rejected and mailed back to you for completion)
- **Include copies of your CE certificates for credits obtained. (Do not send originals)**
- **Enclose your renewal fee of \$75.00 postmarked by June 30, 2019**

**\*\$15 processing fee applies for all mailed submissions**

## Please review the Enclosed Continuing Education Guidelines carefully

It is your responsibility to submit the appropriate credits per the requirements for your renewal.

### Renewals submitted after June 30, 2019 require a late fee of \$25.00 plus additional 5 credits.

Online late renewals will be allowed through September 30, 2019. After September 30<sup>th</sup>, late submission must be mailed to the MVMA and is subject to late fee + processing fee.

You are encouraged to renew early to avoid delays due to the larger volume of renewals submitted at the end of the renewal period. You will receive an email confirmation when your submission has been received.

The credentialing committee will meet to review individual submissions received and reserve the right to ask for additional documentation and/or deny any CE courses / credits determined do not meet the MN recertification requirements. You will not receive new certification materials until your renewal has been reviewed and accepted by the committee.

To avoid delays & rejection of your renewal – follow the CE guidelines & complete your forms as required.