

## AFFIDAVITS TO ACCOMPANY APPLICATIONS FOR VETERINARY TECHNICIAN LICENSURE

Minnesota Statutes section 156.077 requires applications for veterinary technician licensure to include “affidavits from at least two licensed veterinarians and three adults who are not related to the applicant.” The Affidavits must:

1. be based on Affiant’s personal knowledge of the Applicant and Affiant’s ability to testify to the matters stated; and
2. establish how long, when, and under what circumstances Affiant has known the Applicant and any other facts that may enable the Minnesota Board of Veterinary Medicine to determine the Applicant’s qualifications; and
3. contain only facts that would be admissible in evidence; and
4. be signed before a notary public.

With the encouragement of the Minnesota Board of Veterinary Medicine, the MVMA provides Affidavit templates that satisfy the licensure requirements. The MVMA is not responsible for licensure decisions and provides the templates as a service. The ultimate decision of every applicant for licensure is the responsibility of the Board of Veterinary Medicine.

### Which affidavits should be used with the LVT application?

<b>Current status:</b>	<b>Two from Licensed Veterinarians:</b>	<b>Three from adults who are not related to you, but can attest to moral character:</b>
1. Current CVT in good standing	Template 1	Template 1
2. Recent graduate	Template 1	Template 1
3. Credentialed vet tech moving to Minnesota	Template 1	Template 1
4. Lapsed CVT Option 1	Template 1	Template 1
5. Lapsed CVT Option 2	Template 2 – signing to attest to <b>competency</b>	Template 1
6. On-the-job trained with 4,160 hours in the past 5 years	Template 2 – signing to attest to <b>competency</b>	Template 1

Note: out of state/internationally licensed veterinarians can complete these affidavits

**TEMPLATE 1 MAY BE USED BY TWO VETERINARIANS FOR THOSE THAT HAVE GRADUATED FROM AN ACCREDITED VETERINARY TECHNOLOGY PROGRAM AND PASSED THE VTNE.**

## **TEMPLATE 2 – FOR USE BY TWO LICENSED SUPERVISORY VETERINARIANS**

Use Template 2 if Affiant is a licensed veterinarian, and the Applicant:

1. is applying under the Temporary Alternative Qualifications; **AND**
2. has at least 4160 hours working in the veterinary field within the last five years, and the licensed veterinarian can attest to the hours completed under their supervision.
3. **OR** has graduated from a vet tech program and passed the VTNE but has let their certification lapse and wishes to provide the Board with optimal information.

**When determining the Applicant's competency, Affiant should consider the following:**

1. the Applicant's ability to supervise unlicensed staff
2. the Applicant's ability to work remotely (with specific guidelines as established by the Board of Veterinary Medicine);
3. Template 2's list of competencies is based on the minimum expectations for new graduates as determined by the AVMA's Committee of Veterinary Technician Education and Activities Essential Skills, and is intended to be interpreted broadly with inclusivity in regard to all potential animal species the Applicant may work;

**DO NOT** attest to any skills which you do not have personal, firsthand knowledge

### **Helpful Information and Links**

- To verify that you are a current CVT: <https://www.mvma.org/verify-a-cvt#/>
- If you are a vet tech student: when applying to the AAVSB to take the VTNE, select MN Board of Veterinary Medicine as your jurisdiction.
- If you are moving to Minnesota: You'll request a VTNE transfer to the MN Board of Veterinary Medicine through AAVSB: <https://www.aavsb.org/licensure/vault-services/>
- If you WERE a certified vet tech through the MVMA, but you are lapsed, you will be required to provide a copy of your diploma and a VTNE score with your application. VTNE scores and transcripts may be requested through the AAVSB (<https://www.aavsb.org/licensure/vault-services>).
- If you are trained on the job or graduated but have never passed the VTNE: you will need TWO veterinarians who supervise you to attest to your competency using Template 2.