



## ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD

1740 W. ADAMS ST., SUITE 4600, PHOENIX, ARIZONA 85007

PHONE: 602-364-1PET(1738) ♦ FAX: 602-364-1039  
VETBOARD.AZ.GOV

DOUGLAS A. DUCEY  
GOVERNOR

VICTORIA WHITMORE, EXECUTIVE DIRECTOR

## APPLICATION FOR LICENSURE BY UNIVERSAL RECOGNITION

A.R.S. 32-4302

### INSTRUCTIONS FOR CERTIFIED VETERINARY TECHNICIANS

Please read all the enclosed information and instructions carefully before submitting your application. Your application must be complete prior to the deadline of the State exam you wish to take; you will be notified if your application is incomplete. There are no refunds for applications. If you fail the State exam, you will need to re-apply!

The universal recognition policy allows Arizona residents to use an out-of-state professional or occupational license to qualify for an Arizona license to work. To qualify, an applicant must:

1. Prove residency in Arizona
2. Be currently licensed or certified for at least ONE YEAR in another U.S. state in the discipline applied for and at the same level of practice as recognized in Arizona.
3. Be in good standing in all states where currently or previously licensed or certified.
4. Must not have had a certificate/license revoked or have voluntarily surrendered a certificate/license in any other state or country while under investigation for unprofessional conduct.
5. Must not have a complaint, allegation, or investigation pending before another regulating entity in another state or country that relates to unprofessional conduct.
6. Must have met all applicable education, work, exam, and/or clinical supervision requirements in the other state where originally licensed or certified.
7. TAKE AND PASS THE ARIZONA STATE CVT EXAM (70% score minimum)
8. Pay all applicable fees to the Arizona State Veterinary Medical Examining Board

#### Application requirements:

1. Notarized Application Form (**Date of applicant's signature and notarization date must match.**)
2. A **non-refundable** fee of **\$150**. This fee must be paid by **cashier's check or money order** made payable to Arizona State Veterinary Medical Examining Board (AZVMEB).  
**WE DO NOT ACCEPT PERSONAL CHECKS, BUSINESS CHECKS, CREDIT CARDS OR CASH.**
3. A photograph taken within the last six months, preferably passport size. **THIS IS A SEPARATE REQUIREMENT FROM #6**
4. **Proof of current Arizona residency** (Documents accepted (one must be submitted: Valid Arizona Drivers License, a current Arizona motor vehicle registration, current Arizona voter registration, Military Form 2058, or proof of filing Arizona income taxes in the most recent tax year.)
5. Documentation proving legal presence in the U.S. The name on the documentation must match the name of the applicant. If different, please submit supporting documentation, such as a marriage certificate, divorce decree, etc. Refer to the "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" list in this packet. **DO NOT SUBMIT ORIGINAL DOCS--SEND COPIES!**
6. Submit a copy of a government-issued photo identification. Examples: driver's license, U.S. passport, U.S. military I.D.
7. Provide certificate/license verifications sent directly to the Board from the state(s) you are/have ever been certified/licensed in that indicate your status and any disciplinary actions. (Depending on the state, it can take several weeks for this to occur!)
8. Provide court records/documents and applicant's narrative regarding reportable charges (if applicable)

OPTIONAL FEE WAIVER FOR LOW INCOME APPLICANTS: Per A.R.S. 41-1080.01, an applicant applying for an initial license whose family income does not exceed two hundred percent of the federal poverty guidelines may be eligible for a fee waiver. If you believe that you may qualify, please contact Board staff at 602-542-8166 to request the Application of Waiver of Initial Licensing Fees.

## CERTIFIED VETERINARIAN TECHNICIAN STATE EXAM DATES & DEADLINES

Due to COVID-19 related procedures, future exams are expected to be held on alternating months starting in September 2020, indefinitely. Please call the Board office at 602-542-8166 for updated information on deadlines and testing timeframes. Due to COVID, the exam is an "open book" exam which will be EMAILED to you on the release date noted below. Applicants will have 2 weeks to complete the exam and return it to the Board office.

The exam is 50 T/F questions covering the Arizona Revised Statutes (i.e., the AZ Veterinary Practice Act) and the Administrative Rules. Note: If you fail the exam, you must re-apply!

**State Exam Application Deadline**

**State Exam Release Date (Emailed)**

**March 31, 2021**

**for**

**April 30, 2021**

**NOTE!** Once the State exam is passed, an issuance fee of \$50 in an odd-numbered year or \$25 in an even-numbered year is required prior to issuance of the certificate.

**All certificates expire 12/31 of every even-numbered year, regardless of when it was issued.**

### **What happens after you submit your application?**

1. By law, the Board has 30 days to review your application to determine if it is complete. However, usually, that process is much faster. You will be notified of any items or corrections that are needed to complete your application. If you are trying to take the exam in a certain month, or ASAP, you should submit your application at least 2 weeks prior to a deadline so that you will have time to deal with gathering any missing documents.
2. Once your application is complete, we will notify you and schedule you for the next exam date that you qualified for based on your completion date and exam deadline date. Exam study materials will be mailed to you; however, you can also view/download the documents at [vetboard.az.gov/statutes-and-rules](http://vetboard.az.gov/statutes-and-rules).
3. Exams are expected to be emailed on the release date noted above. You will have 2 weeks to take the exam and email, fax, or mail it back to us. It is an "open book" test.
4. Exams will be graded in 1-2 weeks. If you have passed, we will issue your certificate and notify you about your exam score. If you have failed, the Board will deny your certificate and you must re-apply (including paying the application fee again.)
5. You will need to submit the certificate issuance fee (\$25 even-numbered years/\$50 odd-numbered years.)

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**UNIVERSAL RECOGNITION APPLICATION FOR VETERINARY TECHNICIAN CERTIFICATION**

Applicant is required to enclose with this application, payment of \$150.00 (Application/Examination Fee) payable in U.S. dollars by **money order or cashier's check only** to Arizona State Veterinary Medical Examining Board. **This fee is non-refundable.**

**Alternative Format for Submitting Application**

An individual with a disability who, as a result of the disability requires this application to be in an alternative format, may contact the Board's Americans with Disability coordinator at (602) 364-1738, or Voice Relay Service (800) 842-4681 or TTY at (800) 367-8939 to make their needs known.

I, \_\_\_\_\_, make application to the Arizona State Veterinary Medical Examining Board for certification as a Certified Veterinary Technician in the State of Arizona by examination pursuant to Article 4, Arizona Revised Statutes §32-2242, et.seq. I understand the filing of this application grants authority to the Board to obtain information from any licensing agency or board in the United States or another country; **and that** I shall make an oath as to the contents of my application and credentials submitted to the Board **and that** I acknowledge that any falsification in my application to the Board is adequate cause by the Board to deny my application; **and that** the Board may report any falsification of information to other licensing agencies and boards.

**~ PLEASE CHECK ONE ~**

\_\_\_\_\_ INITIAL APPLICATION: Select this one if first time applying for the State exam.

\_\_\_\_\_ REAPPLICATION: Select this one if State Exam was taken *within* the past 5 years: *Date of last application:* \_\_\_\_\_

\_\_\_\_\_ Submit \$150 Application Fee (certified check, cashiers check, or money order only)

**Section 1: PERSONAL INFORMATION**

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Mailing Address (Home) \_\_\_\_\_  
Street Apt# City  
State Zip Code County

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M: \_\_\_\_\_ F: \_\_\_\_\_

**Section 2: EDUCATION AND EMPLOYMENT INFORMATION**

\_\_\_\_\_  
Name of School Graduation Date  
Location of School \_\_\_\_\_  
City State

Name of Veterinary Premises where employed: \_\_\_\_\_

Premises Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: (\_\_\_\_) \_\_\_\_\_

I am currently not employed at a veterinary facility/mobile service.

**Section 3:**

**AFFIDAVIT**

**ANSWER THE FOLLOWING QUESTIONS:**

1. Are you or have you **ever** been licensed/certified/registered as a veterinary technician in other state(s): Yes No  
If yes, list the state(s) and status \_\_\_\_\_
  
2. Are you currently under investigation or have you been investigated and found in violation of veterinary technician laws or rules in any state(s) in which you have been licensed/certified/registered? Yes No  
If yes, explain below and submit a certified copy of the Board Order with your application.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Have you ever been charged with, convicted of or pled nolo contendere to a criminal offense, other than a minor traffic violation, in any state or federal court? **If yes**, give a full explanation on a separate sheet of paper and submit a certified copy of Record of Conviction and Record of Disposition. You must answer "yes" even if you received a pardon, the conviction was set aside, the records were expunged, your civil rights restored and/or whether or not sentence was imposed or suspended.  
Date of Occurrence(s) \_\_\_\_\_ Yes No
  
4. Have you ever been charged with cruelty to animals? Yes No  
If yes, explain below **and** submit a certified copy of the Record of Conviction and Record of Resolution with your application \_\_\_\_\_  
\_\_\_\_\_
  
5. Has your technician certificate/license ever been revoked or have you ever voluntarily surrendered a certificate/license in any other state? Yes No

Please be advised of the following pursuant to Arizona Revised Statutes (A.R.S.) §41-1030:

A.R.S. §41-1030(B): An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

A.R.S. §41-1030(D): This section may be enforced in private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A.R.S. §41-1030(E): A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.

A.R.S. §41-1030(F): This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

NOTICE: Pursuant to Section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety, or welfare concern, pursuant to Sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes. You have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with Section 41-1093.01, Arizona Revised Statutes.

**Print The Applicant's Full Name:** \_\_\_\_\_ being first duly sworn upon his or her oath deposes and says all of the following: I am the person named in this application. I have read and understand the content of this application. The information contained in the application is true and correct to the best of my ability and the information submitted is without fraud, deceit or misrepresentation. I authorize the Arizona State Veterinary Medical Examining Board, or its successor, to release any information submitted by me, upon request, to the public or to any licensing agency, or to any other person, when such request is required or permitted by Arizona Revised Statutes. I acknowledge that any falsification in my application is cause to deny my application. I further agree to submit to questioning by the Board or any member thereof, and to substantiate by statements if desired by the Board. I will notify the Board within 10 working days if charged with a misdemeanor involving conduct that may affect patient safety or a felony while I am an applicant, as well as after I receive certification, pursuant to A.R.S. 32-3208.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seal:

\_\_\_\_\_  
Notary Public Signature

My Notary Commission Expires on  
\_\_\_\_\_



**Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))**

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

**Nonimmigrant Status (8 U.S.C. § 1621(a)(2))**

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101 (a)(15).

**Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))**

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

**Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))**

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.

**Otherwise Lawfully Present**

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.  
**PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

**SECTION IV - DECLARATION**

**All applicants must complete this section.**

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
**APPLICANTS' SIGNATURE**

\_\_\_\_\_  
**DATE**

## EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

**You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

**Evidence showing authorized presence in the United State includes the following:**

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. \*\*\*Passport must be signed\*\*\*
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.