VETERINARY TECHNICIAN NATIONAL EXAMINATION

CANDIDATE INFORMATION HANDBOOK

Please check www.aavsb.org for the most updated VTNE information.

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Introduction

This candidate handbook is designed to be the main source of information for those applying to take the Veterinary Technician National Examination (VTNE). The handbook contains the essential information regarding eligibility requirements, application procedures and fees, appointment scheduling, examination content, and other important information and guidelines related to the examination.

The AAVSB recommends that candidates carefully read and understand all of the topics covered in this handbook. Candidates may also consult the AAVSB website (www.aavsb.org) for additional information about the VTNE.

About the AAVSB

The American Association of Veterinary State Boards (AAVSB) is a 501(c) (3), nonprofit corporation dedicated to its overall objective and mission which is to provide quality resources for veterinary regulatory agencies, professionals, and allied groups in the interest of public protection.

The VTNE is one of the AAVSB's major programs. The AAVSB owns the examination and oversees its administration and development.

About the VTNE

Purpose
The VTNE is designed and used to evaluate entry-level veterinary technicians' competency to practice and be credentialed and is constantly updated, reviewed and reevaluated by highly-qualified item writers. With the AAVSB's commitment to examination development, the VTNE remains a valid tool, useful in the evaluation of candidates for credentialing. Many jurisdictions require a passing score on the VTNE as one criterion for credentialing.

The VTNE program has three main objectives:
- Provide examination services to assist the state and provincial regulatory boards in their mission of protecting the public by ensuring applicants demonstrate a specific level of knowledge and skills before entering the profession as practitioners.
- Contribute to the development of an improved relationship between knowledge and professional practice.
- Provide a common standard for the evaluation of candidates that is comparable across jurisdictions.

Development
The VTNE is a multiple-choice examination prepared under a contractual agreement

between the AAVSB and the Professional Examination Service (ProExam).
The AAVSB is responsible for the annual development and validation of the VTNE. The VTNE Committee, under guidance provided by the AAVSB and ProExam, ensures that the VTNE reflects current practice in the field of veterinary technology.

> The VTNE Committee is comprised of representatives from:
> - Association of Veterinary Technician Educators (AVTE)
> - Canadian Association of Animal Health Technologists and Technicians (CAAHTT)
> - Committee on Veterinary Technician Education and Activities (CVTEA)
> - National Association of Veterinary Technicians in America (NAVTA)
> - Veterinarians and veterinary technicians in private practice and education

Questions for the VTNE are written by veterinarians and veterinary technicians who represent all aspects of the profession, including educators, practitioners, members of specialty boards, and the national practice associations. Each newly written question is reviewed and validated by at least three experts in the field of veterinary medicine/technology for content relevance, importance, difficulty, and correctness. These questions are then reviewed and validated by psychometricians and editors to ensure conformity to psychometric principles and to rules of grammar and style.

Once a question is accepted following this validation process, it is placed into a computerized item-banking system. The questions for potential use on the VTNE are selected by the computer in accordance with the practice-based examination blueprint (test specifications, see Appendices 1A and 1B). The VTNE Committee then reviews the computer-generated test, item by item, making changes and substitutions as necessary. Following this review, the finished examination is prepared by ProExam.

Content

The VTNE consists of 150 multiple-choice operational questions and 20 multiple-choice pilot questions derived from the test specifications. The candidate's score on the VTNE is based on the candidate's responses to 150 operational questions; the remaining 20 pilot questions embedded in the test will not count towards the candidate's score. The pilot questions will be used in constructing future examinations. In the examination, the pilot questions are not marked any differently from the operational questions; thus candidates will not be able to distinguish a pilot question from an operational question.

The VTNE examination covers:
- Nine (9) primary areas of responsibility (Domains)
- Thirty-eight (38) Task Area Statements
- Fifty (50) Knowledge Area Statements

The veterinary technology domains of practice are the major areas of responsibility deemed essential for an entry-level veterinary technician. The task area statements are specific goal directed actions undertaken by an entry-level veterinary technician within a particular veterinary technology domain of practice. The knowledge area statements are obtained from a job analysis study completed by the AAVSB and ProExam every 5-7

years. The last job analysis study was completed in 2012. The knowledge area statements consist of knowledge used across the seven domains of veterinary technician practice. A complete list of the veterinary technology practice domains and task and knowledge area statements are presented within Appendices 1A and 1B.

Administration

The computer-based VTNE is administered by the AAVSB through Prometric at testing centers throughout the U.S and Canada.   Please see www.aavsb.org for current information about testing windows and application deadlines.

VTNE Testing Windows

March 15 – April 15
July 15 – August 15
November 15 – December 15

Exam Security

The VTNE is the property of the AAVSB and is protected by federal copyright laws. It is a violation of those laws, and thus illegal, to share any information whatsoever about any VTNE question. In particular, sharing information about a VTNE question recalled from memory or asking someone who has taken the VTNE to share such information is illegal.

Below is the **Candidate Agreement** which candidates must agree to in order to complete the examination application. During the online VTNE application, candidates will view an exam security advisory video prior to the Candidate Agreement. Candidates will also see this agreement on the examination application and on the computer screen at the Prometric Testing Center.

I acknowledge and understand that the Veterinary Technician National Examination (VTNE) is owned by the American Association of Veterinary State Boards (AAVSB) and is protected under applicable intellectual property rights, including copyright protections. I further acknowledge and understand that the VTNE is a high stakes examination used by licensure and certification entities as one component of determining eligibility for a credential. I affirm that I am sitting for the VTNE solely for the purpose of seeking a credential.

Based upon the significance of the VTNE and acknowledging the legal rights, ownership and protections of the examination in AAVSB, I hereby agree that, with the exception of previous VTNE administrations, I have not had access to any part of VTNE examination questions and/or responses prior to this administration of the VTNE and that my responses to the questions on the VTNE will be based upon my knowledge, skills, and abilities, and not prior exposure to exam questions.

I further acknowledge and understand that I will not remove VTNE examination questions from the test center in any manner, including memorization, electronic downloads, recording devices, copying, or through any other means and I will not distribute or discuss any questions to any persons and in any manner whatsoever either before, during, and/or after taking the VTNE. This includes through my own personal social media channels, the official AAVSB social media channels, or other social media channels.

I understand that during the examination, including breaks, I may not communicate with other candidates, refer to any materials other than those provided to me by the testing center, or assist or obtain assistance from any person.

I understand and agree to the security and confidentiality of the VTNE and acknowledge that AAVSB has the right to investigate any alleged wrongdoing related to my administration of the VTNE and to take action to protect the integrity of the examination and the credential process, including but not limited to withholding or invalidating my examination score and refusing to allow access to future VTNE administrations.

Preparing for the VTNE

In order to prepare for the VTNE, candidates may wish to review the major areas to be tested. In addition, the AAVSB provides two online practice tests, which assess candidates' strengths and weaknesses in each of the nine content areas of the VTNE. The questions on the practice tests are similar to the test questions on the actual examination and the passing score represents a similar standard to that of the actual examination.

Performance on the practice tests provides an indication of test readiness, but does not guarantee a similar result on the VTNE.

The VTNE Practice Tests are presented online, and the fee is $45 per use.   For information on the VTNE Practice Test, visit www.aavsb.org.   To access the practice tests, visit www.testrac.com/aavsb/.

Exam Application, Eligibility and Scheduling

The AAVSB does not license, certify, or register veterinary technicians.

The information provided is for the examination process only. To apply for a credential, contact the state or provincial agency in the jurisdiction where you are planning to work.

To take the VTNE, candidates must *apply and pay for the exam* **and** candidates must *apply for eligibility* to take the exam.
1. Eligibility: All candidates seeking to take the VTNE must be eligible to take the exam. The requirements for eligibility vary by the state or province through which a candidate wishes to take the exam. Candidates can refer to the Board and Agency Directory on the AAVSB website, www.aavsb.org, for eligibility requirements for your specific state or province.
2. Applying: Apply online to take the exam with the AAVSB. Candidates pay for the VTNE exam when the online VTNE application is submitted.
3. Making the Appointment: After the application and eligibility have been processed, candidates will be sent an Authorization-to-Test (ATT) letter via email explaining how to make an examination appointment at a Prometric Testing Center. The choice of the Prometric Testing Center will determine the date, time, and location of the individual's exam.

It is best to keep all exam information received from the AAVSB, ProExam and Prometric in one place and accessible. All of these organizations will be involved at different times in the exam application process.

Keep in mind for each testing window, there are deadlines for submitting an online VTNE application and documentation. These deadlines are approximately 30 days prior to the start of the testing window. Some states and provinces have earlier state credential application deadlines than the online VTNE application and documentation deadline and candidates must meet those deadlines, as well.

Testing Windows	Application and Document Deadline
March 15 – April 15 ⟶	February 15
July 15 – August 15 ⟶	June 15
November 15 – December 15 ⟶	October 15

Eligibility

Eligibility to take the VTNE will be confirmed **after** submission of the online VTNE application to the AAVSB and **before** an Authorization-to-Test (ATT) letter is sent via email. The eligibility review will be conducted by either the AAVSB or by the regulatory board indicated on the application.   Please visit the AAVSB website at www.aavsb.org for the most up-to-date information on where to send documentation.

The AAVSB requires that candidates be a graduate of an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited veterinary technology program or a program approved by the regulatory board of the jurisdiction that the candidates indicate on their applications.

Applying to take the VTNE

Visit www.aavsb.org and click the link provided to apply for the VTNE. When completing the online VTNE application, the candidate's name should be entered exactly as it appears on the ID to be used at the testing center (see ID information in the box below). After completing the application, print a copy of the receipt page.   Candidates must create a login for a MyAAVSB account at the time of your application. This account allows candidates to login and update personal information, ask questions, check status of the application, and review the official score report when available. Candidates will not be able to access the MyAAVSB account until the application has been processed. Check the AAVSB's website for updates on processing times.

The VTNE examination fee includes the Prometric seat fee. Please see www.aavsb.org for the current exam fee. The AAVSB accepts Visa, MasterCard, and American Express.

The ONLY acceptable ID:
A government issued (passport, driver's license, or national or military ID) in official language where testing center is located.
- Must be current—**expired not accepted!**
- Must include photo
- Name must match all exam application paperwork

Special Accommodation Requests

The AAVSB is committed to the principle of testing individuals in a manner that will yield valid and reliable examination results. In some instances, the examination administration procedures may need to be modified to provide reasonable accommodations for candidates with disabilities. If you have a documented disability covered under the U.S. Americans with Disabilities Act Amendments Act of 2008 (ADAAA) or the Canadian Human Rights Act, first apply for the VTNE through the AAVSB website (www.aavsb.org). Candidates needing special accommodations who cannot use the on-line application should email vettech@aavsb.org or call 1-877-698-8482, ext. 228 to make other arrangements for submitting an application.

Candidates must complete the documentation required by either the AAVSB or the state or province through which candidates are registering by the respective application deadlines.

For those states/provinces that the AAVSB reviews eligibility and special accommodation requests, candidates need to submit the Special Accommodation Application accessed on the AAVSB website along with supporting documentation. For those states/provinces that review eligibility for the VTNE, candidates can refer to the Board and Agency Directory for special accommodations requirements.

Name, Mailing Address or Email Address Changes

If your name changes any time after applying to take the exam, please contact AAVSB as soon as possible in writing via vettech@aavsb.org with the information change. Please include the name as submitted on the online VTNE application, the new name as it appears on the proper ID, the telephone number and date of birth. **Please note: the name on the ID that you present at the testing center must match your application/registration documentation on your emailed Authorization-to-Test (ATT) letter.**

Changes to mailing or email addresses must be made by logging into MyAAVSB. Please note: AAVSB must have a current and unique email address on file as **all communication regarding the exam process is sent via email, including the Authorization-to-Test (ATT) letter and notifications regarding scores**.

Choosing a Time and Place to Take the Exam

Upon completion of the application and approval of eligibility an Authorization-to-Test (ATT) letter will be sent by email from ProExam.

Please print and save the ATT letter as it explains scheduling VTNE appointments, provides contact information for confirming or changing appointments, and lists items to bring on the day of the exam.

The VTNE is offered on a networked computer at a Prometric Testing Center. There are

over 250 testing centers throughout the U.S. and Canada. Visit the Prometric website at www.prometric.com/aavsb to locate a convenient testing site prior to scheduling an appointment. Most testing centers are open Monday through Saturday.

As the ATT letter explains, examination appointments must be scheduled in one of the following ways:

- Visiting Prometric's website at www.prometric.com/aavsb to schedule an appointment online; the website scheduling feature is accessible 24 hours a day
<center>OR</center>
- Calling 1-800-869-1100 which is open Monday through Friday from 8:00am – 8:00pm Eastern Time.

For scheduling an examination appointment with special accommodations, please refer to the ATT letter for specific instructions.

The *Eligibility or Candidate ID number* is on the first page of the ATT letter so have the letter available when scheduling a VTNE appointment. An **Appointment Confirmation Number** will be sent to the email address on record. This number is required to confirm, reschedule, or cancel an appointment.

Candidates who wait to schedule an appointment within 48 hours of the close of the testing window **will not** be able to use the online option for scheduling appointments. The only option for scheduling within 48 hours of the close of the testing window is to call 1-800-869-1100. Note that a desirable time and location may not be available if scheduling is delayed.

For those candidates scheduling an examination appointment with special accommodations please be advised to schedule the examination appointment as soon as possible.

Want the best time and date?
AAVSB recommends that all appointments be scheduled upon receipt of the ATT letter to help assure availability of a desirable appointment time and location.

Confirming Examination Appointments

It is recommended that examination appointments be confirmed within 48 hours of being made. Appointments can be confirmed online at www.prometric.com/aavsb or by phone at 1-800-869-1100.

Rescheduling Examination Appointments and Additional Fees

To change an exam date or time *within the same exam window*, Prometric must be contacted at least 3 days prior to your appointment by using the Reschedule/Cancel option on the website (www.prometric.com/aavsb) or by calling Prometric at 1-800-869-1100. The website is available 24 hours a day, 7 days a week. The call center is open Monday through Friday from 8:00am – 8:00pm Eastern Time. Locations can also be

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changed within the guidelines outlined below, based on seat availability.

All appointments rescheduled or cancelled 3 to 30 days prior to the scheduled appointment will be charged a $62.50 fee paid directly to Prometric. A credit card will be required. You will not be allowed to reschedule less than 3 days prior to your appointment. All appointments cancelled less than 3 days prior will forfeit the full exam fee and be required to obtain a new eligibility.

Withdrawing an Application within the Allowed Timeframe

Candidates who have scheduled, then cancelled an examination appointment with Prometric by the deadline stated above AND those who have not scheduled an appointment with Prometric may request a refund minus an administration fee of $50.00.

Candidates who have scheduled an examination appointment
Candidates who have scheduled an examination appointment and wish to withdraw their application and request a refund, must first cancel the appointment with Prometric no less than 3 days prior to the scheduled appointment date. To cancel an examination appointment, contact Prometric at www.prometric.com/aavsb or call 1-800-869-1100. (i.e., A candidate scheduled on the 15th would need to contact Prometric to cancel no later than the 12th (3 days prior)). After the examination appointment is cancelled through Prometric, candidates must immediately notify the AAVSB in writing of their intent to withdraw by contacting vettech@aavsb.org. Please include name, address, telephone number, date of birth and the Prometric cancellation confirmation on the emailed withdrawal request. The AAVSB must receive the withdrawal request no later than the last day of the exam window, i.e. April 15, August 15 or December 15.

All appointments rescheduled or cancelled 3 to 30 days prior to the scheduled appointment will be charged a $62.50 fee paid directly to Prometric. A credit card will be required. You will not be allowed to reschedule less than 3 days prior to your appointment. All appointments cancelled less than 3 days prior will forfeit the full exam fee and be required to obtain a new eligibility.

Candidates who have not scheduled an examination appointment
Candidates who have not scheduled an examination appointment and wish to withdraw from the examination and request a refund, must notify the AAVSB in writing of their intent to withdraw by contacting vettech@aavsb.org. Please include name, address, telephone number and date of birth on the emailed withdrawal request.   The AAVSB must receive the withdrawal request no later than the last day of the examination window, i.e. April 15, August 15 or December 15.

No-Shows

Candidates who do not appear for their scheduled, confirmed examination appointment **or** who do not cancel their appointment within the specified time frame (no less than 3 days prior to the scheduled appointment date) will be considered **no-shows**. Approved candidates who never schedule an appointment during the exam window for which they applied will also be considered **no-shows**.

Unexcused no-shows
Candidates who do not have an excused cause for missing their examination appointment will forfeit all fees.

Candidates who arrive late to the testing center or have ID issues and are denied entry are considered unexcused. Candidates who do not have a scheduled appointment with Prometric during the testing window selected on the application and who do not request to withdraw their application on or before the last date of the examination window will be considered no-shows and will forfeit all fees.

Excused no-shows
Candidates who have an emergency (per the definition that follows) which made it impossible to keep their examination appointment, may be eligible for a refund less the $75.00 administrative fee. The AAVSB may excuse absences due to a serious illness (either the candidate or an immediate family member), death of an immediate family member, or a disabling traffic accident. Please call the AAVSB office ***immediately*** at 1-877-698-8482 if a candidate thinks they have an excused absence. The AAVSB will let the candidate know what documentation will be required.

If the AAVSB approves a request for an excused no-show, the candidate will be granted a refund less the $75.00 administrative fee.   If the "no-show" request is not approved, the candidate will be required to reapply and pay the full application fee to take the VTNE in a future testing window. Candidates will also need to reconfirm eligibility with the AAVSB and the state or province who determines eligibility for the VTNE.

Forfeiture of Fees
Forfeiture of fees includes the following circumstances:
- Applying for an exam and not taking the exam as scheduled due to lateness or "unexcused" absence.
- Applying for an exam and not cancelling your confirmed appointment with Prometric more than 3 days prior to your scheduled appointment date.
- Applying for an exam, being found eligible, never scheduling an appointment for the exam and not notifying the AAVSB prior to the last day of the examination window, i.e April 15, August 15, and December 15.

Inclement Weather/Local or National Emergencies
In the event of inclement weather or a local or national emergency, please contact Prometric at the number provided in your ATT letter or go to www.prometric.com/sitestatus to determine the appointment status. If the center is open, candidates are expected to arrive for their appointments or forfeit all fees. If the center is closed and appointments are canceled, candidates should wait two (2) business days before calling to reschedule their appointments.

The Prometric Testing Center

ARRIVE AT THE PROMETRIC TESTING CENTER 30 MINUTES BEFORE YOUR SCHEDULED TESTING TIME.

On the day of the exam, please arrive 30 minutes early to the testing center. Be sure to have an acceptable **ID** (see page 6 for the criteria for an acceptable ID) and the **Authorization-to-Test (ATT) letter**. *Those arriving late may not be admitted to the testing center.*

Candidates will be required to place all personal items in a locker prior to testing. Candidates must not bring any personal/unauthorized items in the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, tissues, medications, purses, briefcases, notebooks, pagers, watches, cell phones, recording devices, and photographic equipment Weapons are not allowed at any Prometric Testing Center. Candidates will be scanned with a metal detector wand prior to entry into the testing room. Candidates will be asked to empty and turn their pockets completely inside out prior to every entry into the testing room to confirm you have no prohibited items. Candidates may take breaks during the examination, but the test timing continues during any breaks taken. During the examination time period, including breaks, you may not communicate with other candidates, refer to any study materials and/or notes, or assist or obtain assistance from any person. Candidates may not leave the testing center while the examination is in progress.

Please remember there will be other people at the testing center taking examinations (other than the VTNE) so typing on keyboards for an essay examination, coughing, and/or people entering and leaving the testing room may be heard. It is impossible to provide a completely noise-free testing environment. The Prometric test centers allow candidates to bring small earplugs that can be inserted inside the ear. Candidates are not allowed to bring in headsets or headphones. Earplugs are subject to inspection by the test center administrator before entry into the testing room is permitted. All testing sessions will be videotaped and audio-monitored.

Please review the rules for the Prometric Testing Centers at www.prometric.com/aavsb and in the ATT letter.

Taking the VTNE by Computer

A brief tutorial will be provided prior to the start of the examination to instruct candidates on how to mark and unmark answers and how to navigate through the examination. The timed portion of the examination will begin *after* the computer tutorial.

Candidates have three (3) hours in which to complete the VTNE. A clock that counts down the time remaining on the examination will appear on the screen throughout the entire testing session. When taking the examination, candidates can skip questions, change answers to questions, use the strike-through feature, and mark questions for

review. Short breaks are allowed during the examination; however, the clock will continue to run during all break times.

Each question on the VTNE is a multiple-choice question that lists four choices, only one of which is the correct or best answer. Read the entire question and all four choices before marking an answer. There is no penalty for guessing, so candidates should answer all the questions, if possible.

An online calculator is available for use on any question on the examination. This calculator works the same way as the standard MS Windows calculator, so it is suggested that candidates practice with that.

> **Additional features on the computer testing screen:**
> - Count-down clock
> - Online calculator
> - Comment section for each question

Candidates will be given an erasable board to use for notes as "scratch paper." No scratch paper can be brought into the testing center. The testing center staff will collect the erasable note board at the completion of the examination.

It is possible to make a comment on any question(s) on the exam and this is the only time candidates can make a specific comment. Please consider overall exam timing when using the comment function key in writing comments during the exam. Comments are reviewed post examination by ProExam and the AAVSB.

VTNE Scores

At the Testing Center
Prior to leaving the Prometric Testing Center, candidates will view their preliminary Pass/Fail on the computer screen. These results are preliminary and unofficial, and candidates will **not** be able to print it out.

Score Report
Approximately 3-4 weeks after taking the exam, the candidates will be sent an email notification to retrieve their official score report from MyAAVSB. The report is posted on MyAAVSB in a printable format. An official score report will also be sent to the provincial or state board the candidate indicated on the application. After receiving the official report, candidates may contact the provincial or state board to begin or complete the credentialing process. Score reports through MyAAVSB will be available to the candidate up to one year from the exam administration (i.e. March/April scores will be available through the end of February of the following year).

Performance on the VTNE is reported in terms of scaled scores, not raw scores. After equating procedures are completed, raw scores are mathematically converted to scaled scores that can range from 200 to 800 with a passing scaled score of 425. All jurisdictions currently report on a 425 scale. Scaled scores are equivalent for all administrations so that the same standard is maintained from administration to administration. *Scaled scores are not "number correct" or "percent correct" scores.*

Additional Score Review

To ensure the accuracy of results, ProExam performs numerous quality assurance procedures before scoring the electronic examination file containing each candidate's answers. It is extremely unlikely that a review of the electronic file will result in a change in an examination score.

Candidates may request a manual rescoring of the electronic examination file within 6 months of the examination date. Requests received after that time will not be honored. There is a $50 fee for a manual rescoring. Contact the AAVSB at vettech@aavsb.org for information on how to submit a request.

Score Transfer

The AAVSB automatically reports VTNE results to the state or provincial board that was indicated on an application. This score report is included in the examination fee.

The AAVSB Veterinary Information Verifying Agency (VIVA) serves as a means of facilitating the transfer of veterinary and veterinary technicians' VTNE scores and license information between jurisdictions. The AAVSB Score Transfer Request Application can be found online at www.aavsb.org under VTNE: Score Reporting.

The fee for a score transfer can be found on the AAVSB website and is paid by credit card at the end of the online application. The score reports are sent to the new state or provincial board in the format that the board or agency requires.

Contact Information

Below is the contact information for the interested parties of the VTNE.

American Association of Veterinary State Boards (AAVSB) – contact for questions regarding applying/registering, eligibility, and scores.

AAVSB
VTNE Program
380 West 22nd Street, Suite 101
Kansas City, MO 64108
Toll Free: 1-877-698-8482
Fax: 1-816-931-1604
Email: vettech@aavsb.org
Website: www.aavsb.org

Professional Examination Service (PES) – contact regarding Authorization-to-Test letter and problems at a Prometric Testing Center.

PES
Customer Service Department
Veterinary Technician National Examination, VTNE (code 021)
475 Riverside Drive, 6th Floor
New York, NY 10115
Toll Free: 1-866-744-4724
Email: aavsb@proexam.org

Prometric – contact to schedule your examination appointment and to reschedule or cancel a confirmed appointment.

Prometric
VTNE Exam
1501 South Client Street
Baltimore, MD 21224
Toll Free: 1-800-869-1100
Website: www.prometric.com/aavsb

Appendices

Appendix 1A

LIST OF PRACTICE DOMAINS AND TASKS FOR THE
VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

VTNE PRACTICE DOMAINS	
Domains	**% of Items**
Domain 1. Pharmacy & Pharmacology	**12**
Domain 2. Surgical Nursing	**11**
Domain 3. Dentistry	**7**
Domain 4. Laboratory Procedures	**12**
Domain 5. Animal Care and Nursing	**22**
Domain 6. Diagnostic Imaging	**7**
Domain 7. Anesthesia	**16**
Domain 8. Emergency Medicine/Critical Care	**6**
Domain 9. Pain Management/Analgesia	**7**

(Task area statements appear on the pages that follow)

Appendix 1A (continued)

PRACTICE DOMAINS AND TASK STATEMENTS FOR THE VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

DOMAIN 10.00   Pharmacy and Pharmacology (12%)

TASK 10.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to the use of pharmacological and biological agents.

TASK 10.02 Prepare, administer, and/or dispense pharmacological and biological agents (excluding anesthetics and analgesics) to comply with veterinary orders.

TASK 10.03 Educate the client regarding pharmacological and biological agents (excluding anesthetics and analgesics) administered or dispensed to ensure the safety of the patient/client and efficacy of the products.

DOMAIN 20.00   Surgical Nursing (11%)

TASK 20.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to surgical nursing.

TASK 20.02 Prepare and maintain the surgical environment, equipment, instruments, and supplies to meet the needs of the surgical team and patient.

TASK 20.03 Prepare patient for procedure (including but not limited to surgical site preparation and patient positioning).

TASK 20.04 Function as a sterile surgical technician (including but not limited to tissue handling, suturing, instrument handling) to ensure patient safety and procedural efficiency.

TASK 20.05 Function as a circulating (non-sterile) surgical technician to ensure patient safety and procedural efficiency.

DOMAIN 30.00   Dentistry (7%)

TASK 30.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to dentistry.

TASK 30.02 Prepare and maintain the environment, equipment, instruments, and supplies for dental procedures to meet the needs of the dental team and patient.

TASK 30.03 Perform or assist with dental procedures (including but not limited to prophylactic, radiographic, therapeutic, and charting) to maintain the dental health of the patient and aid in the treatment of dental disease.

TASK 30.04 Educate the client regarding dental health, including prophylactic and post-treatment care.

DOMAIN 40.00   Laboratory Procedures (12%)

TASK 40.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to laboratory procedures.
TASK 40.02 Collect, prepare, and maintain specimens for in-house or outside laboratory evaluation.
TASK 40.03 Perform laboratory tests and procedures (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology).
TASK 40.04 Maintain laboratory equipment and related supplies to ensure quality of test results and safety of operation.

DOMAIN 50.00   Animal Care and Nursing (22%)

TASK 50.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to animal care and nursing.
TASK 50.02 Perform and document initial and ongoing evaluations of physical, behavioral, nutritional, and environmental status of animals to provide for optimal animal/client safety and health.
TASK 50.03 Perform animal nursing procedures (including but not limited to restraint, post-operative care, catheterization, wound management, bandaging, and rehabilitation therapy) in the implementation of prescribed treatments.
TASK 50.04 Perform clinical diagnostic procedures (including but not limited to blood pressure measurement, electrocardiography, and oximetry) to aid in diagnosis and prognosis.
TASK 50.05 Educate clients and the public about animal care (including but not limited to behavior, nutrition, pre- and post-operative care, preventative care, zoonosis) to promote and maintain the health of animals and the safety of clients/public.
TASK 50.06 Provide a safe, sanitary, and comfortable environment for animals to ensure optimal healthcare and client/personnel safety.
TASK 50.07 Maintain diagnostic and related supplies to ensure quality of test results and safety of operation.

DOMAIN 60.00   Diagnostic Imaging (7%)

TASK 60.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to diagnostic images.
TASK 60.02 Produce diagnostic images (excluding dental) following protocols for quality and operator/patient safety.
TASK 60.03 Maintain imaging equipment and related materials to ensure quality to ensure quality of results and safety of operation.

DOMAIN 70.00   Anesthesia (16%)

TASK 70.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to anesthesia.
TASK 70.02 Assist in development of the anesthetic plan to ensure patient safety and procedural efficacy.
TASK 70.03 Implement the anesthetic plan (including but not limited to administration of medication, monitoring, and maintenance) to facilitate diagnostic, therapeutic, or surgical procedures.
TASK 70.04 Prepare and maintain anesthetic equipment and related materials to ensure safe and reliable operation.
TASK 70.05 Educate the client about anesthetics and anesthesia to ensure the safety of the patient/client and efficacy of the product(s) or procedure(s).

DOMAIN 80.00   Emergency Medicine/Critical Care (6%)

TASK 80.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to emergency medicine and critical care.
TASK 80.02 Perform triage and document initial and ongoing evaluations of physical, behavioral, nutritional, and environmental status of animals presented for critical conditions (including but not limited to shock, acute illness, acute trauma, and toxicity).
TASK 80.03 Perform emergency nursing procedures (including but not limited to cardiopulmonary cerebral resuscitation (CPCR), stemming acute blood loss, and fracture stabilization) in the implementation of prescribed treatments.
TASK 80.04 Perform critical care nursing procedures (including but not limited to blood transfusions, fluid resuscitation, and ongoing oxygen therapy) in the implementation of prescribed treatments.

DOMAIN 90.00   Pain Management/Analgesia (7%)

TASK 90.01 Utilize knowledge of anatomy, physiology and pathophysiology as it applies to pain management and analgesia.
TASK 90.02 Assess need for analgesia and assist in the development and implementation of the pain management plan to optimize patient comfort and/or healing.
TASK 90.03 Educate the client with regard to analgesics and administration of pain management protocols and the side effects to ensure the safety of the patient/client and efficacy of the product(s) or procedure(s).

Appendix 1B

LIST OF KNOWLEDGE STATEMENTS FOR THE
VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE)

KNOWLEDGE

01   Anatomy

02   Normal physiology

03   Pathophysiology

04   Common animal diseases

05   Medical terminology

06   Toxicology

07   Applied mathematics (including but not limited to metric system/weights, measures/ percentage solutions, dosage calculations)

08   Drug classification

09   Routes of administration of pharmacological and biological agents

10   Legal requirements and procedures for acquiring, preparing, storing, dispensing, documenting and disposing of pharmacological and biological agents

11   Safe handling practices for pharmacological and biological agents

12   Pharmacokinetics (drug absorption, metabolism, excretion), normal and abnormal drug reactions, indications, contraindications, side effects, and interactions

13   Fluid balance and therapy, including calculation

14   Aseptic techniques

15   Patient preparation and positioning techniques(including but not limited to diagnostic imaging, surgery, medical procedures)

16   Surgical procedures

17   Surgical equipment, instruments, and supplies

18   Sterilization techniques and quality assurance for equipment, instruments, and supplies

19   Safety considerations related to surgical equipment, instruments, and supplies

20   Wound closure (including suture materials and patterns, staples, and tissue adhesives)

21   Dental procedures (including but not limited to cleaning, floating, charting, preventive procedures, dental imaging)

22   Dental equipment, instruments, and supplies

23   Safety considerations related to dental procedures

24   Sample collection, preparation, analysis, storing, and shipping techniques

25   Laboratory diagnostic principles, procedures, and methodologies (including but not limited to microbiology, serology, cytology, hematology, urinalysis, and parasitology)

26   Quality assurance in the laboratory (including but not limited to maintenance of equipment, verification of test results, calibration, and controls)

27   Normal and abnormal laboratory and diagnostic test results

28   Animal assessment and monitoring techniques, excluding anesthetic monitoring

29   Principles of animal behavior

30   Clinical diagnostic procedures

31   Nutrition

32   Safe animal handling and restraint techniques

33   Animal husbandry

34   Animal nursing procedures and rehabilitation therapies

35   Animal first aid, triage, and emergency/critical care techniques

36   Public health (including but not limited to infection control, zoonosis and epidemiology)

37   Environmental health and safety procedures(including but not limited to handling and disposing of hazardous material, personal safety, evacuation procedures, safety plans, equipment, and instrumentation)

38   Disease control and prevention techniques(including but not limited to quarantine, isolation, vaccination, wellness care, and herd health)

39   Facility cleaning and disinfection techniques

40   Diagnostic imaging equipment and procedures(including but not limited to radiography, ultrasonography, and contrast studies)

41   Quality assurance and safety for diagnostic imaging

42   Pre- and post-anesthetic assessment and care

43   Anesthetic induction, maintenance, monitoring, and recovery including stages of anesthesia and troubleshooting

44   Pre-anesthetic and anesthetic medications reactions, indications, contraindications, side effects, and interactions

45   Pain assessment and analgesic administration techniques

46   Procedures for care, maintenance, and use of diagnostic, therapeutic,

        surgical, dental, monitoring, and anesthetic equipment and supplies

47   Professional ethics (including but not limited to the Veterinary Technician

        Code of Ethics)

48   Techniques for communicating with the veterinary medical team and client

49   Inventory control and management

50   Record keeping