

Completing the Program, Graduation and Applications for the VTNE and PA Licensure

1. **Dates:** There are three possible VT Program completion dates. These are at the end of the following months:

- a. August
- b. December
- c. May

Although students complete the VT Program during any one of these three completion times, there is only one commencement (graduation) each year in May. During this time, graduates of the Program of Veterinary Technology are awarded Associate in Science degrees. You can receive your diploma from the College President on stage during Commencement or, if you do not attend commencement, your diploma will be mailed to you from the Office of the Dean of Academic Affairs.

2. **Graduation Procedures:** As mentioned, there is only one graduation ceremony each year and this occurs in May. Regardless of when a student completes the Program (i.e. August, December or May), students are invited to “walk” in the May commencement exercises. The **Student Life Office** (NOT the Vet Tech Office) is in charge of organizing graduation, graduation rehearsals and graduation photos for the year book. **If you have any questions about graduation exercises in May, please contact Student Life at: 215-885-2360 Ext. 276.** You do not need to participate in commencement exercises in May in order to be officially graduated from Manor College.

3. **Diplomas:** Like graduation, diplomas are only distributed in May of each year. If you decide to participate in Commencement exercises in May, you will be given your diploma on stage by the College President. If you decide not to participate in commencement exercises, you will be mailed your diploma. If you have any questions about your eligibility to graduate or when you would be mailed your diploma in May, please contact Associate Dean, Jane Zegestowsky in the Associate Dean’s Office at 215-885-2360 Ext. 223. The Assistant to the Assoc. Dean, Darlene Curran, is also helpful and can be reached at Ext. 297.

4. **Graduation Fee:** There is a graduation fee. If you do not pay the graduation fee when you complete the Program (Aug., Dec or May), you will not be able to sit for the VTNE because the College will not consider you officially finished the Program. Therefore, **be sure to pay the graduation fee when you register for externships.**

5. **Official Transcripts and Verification Forms:** A “Verification of Graduation” and a “Request for Transcript” form must be completed by VT students as part of the application for the Veterinary Technician National Exam (VTNE) and for a Pennsylvania license. The applications can be accessed online at: <http://www.aavsb.org/VTNE/HowtoApply/>. **You** must complete the top half of the Verification form before giving it to the **Registrar (DO NOT** give it to the Academic Dean). The Registrar will subsequently complete the bottom half of the form and stamp it with the Registrar’s official seal. A completed form, with the Registrar’s seal and an official transcript, are requirements for licensure in Pennsylvania. Forms to request transcripts are available in the Registrar’s office.

Veterinary Technician National Examination and PA Licensure Application Deadlines and Step by Step Procedures

I. Overview:

The computer-based VTNE is offered at registered Prometric testing centers throughout the United States and Canada. The exam will be available during three one-month-long windows. Applicants may take the exam during each of the three windows. Once the application to take the exam is completed, the student will be given a date, time and a center location to sit for the exam. See below for testing times and application deadlines. After passing the VTNE, the student will apply for licensure from the Pennsylvania State Board of Veterinary Medicine (see below for details).

<u>Veterinary Technician National Exam (VTNE)</u>	Summer Exam (for May completion and Graduation)	Fall Exam (for Aug. completion)	Spring Exam (for Dec. completion)
VTNE Testing Window	July 15 to August 15	November 15 to December 15	March 1 to March 31
VTNE Application Deadline: The student completes on-line application to take the exam: www.aavsb.org , Phone: 877-698-8482 and completes “Request for Transcript” form in the Registrar’s Office. Fees for transcripts: \$5 (1 week delivery) \$15 (next day).	June 15	October 15	February 1
VTNE Application: The Registrar sends official transcripts to the AAVSB by deadline: (<u>Transcripts MUST include program completion date and the degree awarded.</u>)	May 30	September 30	January 14
<p>REGISTRAR: Transcripts must be postmarked by the deadline (above) and sent to: VTNE Program, American Association of Veterinary State Boards, 380 West 22nd Street, Suite 101, Kansas City, MO 64108 Phone: 877-698-8482, Fax: 816-931-1604, E-mail: vettech@aavsb.org Facebook: https://www.facebook.com/aavsb, Twitter: https://twitter.com/aavsb</p> <p>Address questions to: Carol Sparrow, VTNE & PAVE Program Assistant 1-816-931-1504 ext. 228, 1-877-698-8482 ext. 228 Email: csparrow@aavsb.org</p>			
<u>Pennsylvania Licensure</u>			
<p><u>Application for a PA License:</u></p> <p>1. Student downloads application for PA License from www.dos.state.pa.us/vet and completes it. Student gives <u>completed</u> “Verification of Graduation” form to Manor’s Registrar (<u>NOT</u> the Dean of Academic Affairs) and mails the other portion of the application directly to the Pennsylvania Board of Veterinary Medicine (See below for address).</p>			

<p>2. Registrar sends Verification Form to the PA State Board of Veterinary Medicine within two (2) weeks of receipt. Registrar enters date of Program-completion and degree earned on Endorsement form.</p>	<p>Within two weeks of receipt.</p>	<p>Within two weeks of receipt.</p>	<p>Within two weeks of receipt.</p>
<p>REGISTRAR: Verification of Graduation Forms should be mailed to: Pennsylvania State Board of Veterinary Medicine 2601 North 3rd Street, PO box 2649, Harrisburg, PA 17105-2649, Phone: 717-783-7134, Fax: 717-787-7769, E-mail: st-veterinary@state.pa.us</p>			

II. Step By Step

(Steps Toward Licensure in Pennsylvania)

Step 1: **Students** complete the following applications:

- a. Application to graduate from Manor College. (This application will be distributed and completed during one of the on-campus externship meetings).
- b. On-line application to take the VTNE at www.aavsb.org. (You must log on and down load this yourself)
- c. On-line application for PA License from: www.dos.state.pa.us/vet (often together with application for VTNE) (you must log on and down load this yourself)
- d. “Request for Transcript” form in Manor’s Registrar’s Office. Fees for transcripts: \$5 (1week delivery), \$15 (rush). Registrar can be reached at: 215-885-2360 Ext. 244, 245 and 312 or via E-mail at: dsaridakis@manor.edu. (As part of your application to take the VTNE, you must request that your official, final transcript be sent from Manor’s Registrar Office. The VT Office does not do this).

Step 2: **Dr. Bassert and Vet Tech advisors** complete graduation audits for each of the students who have applied to graduate. Dr. Bassert can be reached at: (215) 885-2360 ext. 221 or via E-mail at: jbassert@manor.edu.

Step 3: The **Associate Dean of Academic Affairs** reviews the graduation audits and notifies the Registrar of eligibility to graduate. The Associate Dean, Dr. Stephen Grieco, can be reached at: 215-885-2360 Ext. 223 or Ext. 297 or via e-mail at: sgrieco@manore.edu.

Step 4: The **Registrar** sends official transcripts to the AAVSB. **Each transcript MUST include the Program completion of Program date* and the degree awarded.** (*If degree has not yet been conferred, the transcript should not include the future date when the diploma will be conferred. This confuses the AAVSB and the VTNE folks).

Transcripts must be postmarked by the deadlines and sent to:

VTNE Program, American Association of Veterinary State Boards,
 380 West 22nd Street, Suite 101, Kansas City, MO 64108,
 FAX: 1-816-931-1604, EMAIL: vettech@aavsb.org

Step 5: The **student** downloads the application for a PA License from www.dos.state.pa.us/vet and completes it with the application for the VTNE. The student fills in the top half of the Verification of Graduation Form and gives it to Manor’s Registrar (**NOT** the Dean and **NOT** the VT Office), and then mails the other portion of the application (with fee) directly to the Pennsylvania State Board of Veterinary Medicine (instructions are on the application form, address is below).

Step 6: Registrar completes bottom half of Verification of Graduation form and sends it to the Pennsylvania State Board of Veterinary Medicine. The Registrar can be reached at: 215-885-2360 Ext. 244, 245 and 312 or via e-mail: dsaridakis@manor.edu.

Registrar mails Verification of Graduation Forms to:

Pennsylvania State Board of Veterinary Medicine
2601 North 3rd Street, PO box 2649, Harrisburg, PA 17105-2649
Phone: 717-783-7134, Fax: 717-787-7769, E-mail: st-veterinary@state.pa.us

III. Certification, Registration and Licensure in Other States:

Each state has its own laws governing the credentialing of veterinary technicians. These requirements can vary tremendously from state to state. For example, Pennsylvania and New York have rigorous requirements for licensure whereas some states have no requirements at all and do not credential veterinary technicians. While Pennsylvania requires successful completion of the Veterinary Technician National Exam, California does not and instead, has its own state examination. Many Manor graduates move out of Pennsylvania at some point during their career and must acquire credentialing in a new state. The following organizations may be helpful in becoming credentialed in a new state:

1. The State Board of Veterinary Medicine
2. The State Veterinary Technician Association
3. The State Veterinary Medical Association.
4. The American Veterinary Medical Association
5. The American Association of Veterinary State Boards

Google is helpful in tracking down these entities and finding specific contact information in each state. However, if all else fails, call: Julie Horvath at CVTEA in AVMA headquarters, Schaumburg, Illinois.

Status of Your Application:

1. If you are not sure if the Associate Dean has approved your petition to graduate, contact: Dr. Stephen Grieco at (215) 885-2360 Ext. 223 or Darlene Curran at Ext. 297 or e-mail sgrieco@manor.edu.
2. If you are not sure if the Registrar has sent your final, official transcript or the Verification of Graduation Form, please contact the College Registrar: Dianne Saridakis at (215) 885-2360 Ext. 245 or E-mail: dsaridakis@manor.edu. You must send the Registrar a fee and a completed Request for Transcript Form in order to have your transcript sent to the AAVSB or the State Board. If you do not recall having paid a fee or completing a form, this will likely be the cause any delay.
3. If you have questions, about May commencement exercises (Graduation), please contact Allison Mootz in the Student Life Office at: (215) 885-2360 Ext. 276