



## REGISTERED VETERINARY TECHNICIAN (RVT) LIMITED TERM ELIGIBILITY WINDOW (LTEW) APPLICANTS

Pursuant to California Code of Regulations (CCR) Section 2068.7, approved February 2009, the Board is accepting applications for the Registered Veterinary Technician (RVT) Limited Term Eligibility Window (LTEW) until December 31, 2009. To be eligible for examination and licensure a candidate must have at least five (5) years, (7360 hours) of directed clinical practice within the six years immediately preceding their application and no less than 24 hours of education in fundamentals of veterinary technology.

### Directed Clinical Practice

The practical experience shall consist of five years experience (7,360 hours) in California under the direct supervision of a California-licensed veterinarian who shall attest to the completion of that experience at the time the application is made to the board for the RVT examination.

The practical experience shall have provided the applicant with knowledge, skills and abilities in the areas of:

Communication with clients	Anesthesia
Patient examinations	Animal nursing
Emergency procedures	Nutrition
Laboratory procedures	Dentistry
Diagnostic imaging	Animal behavior
Surgical assisting	Pharmacology

Supervising veterinarian(s) must complete Task List(s), Proof of Experience checklist(s) attesting to a candidate's proficiency in the specific skill areas listed above. When there is more than one location where the five years of experience was obtained, a separate task list is required for each location of employment. Employment date(s) and hours worked must equal a minimum of 5 years full time work which is the equivalent of 7,360 hours.

### Education Requirements

The education shall consist of a minimum of 24 hours of instruction. The education shall be provided by a postsecondary academic institution or a qualified instructor as defined by Section 2068.5(f). The education shall be accumulated in the fundamentals and principles of all of the following subjects:

- (1) Dental prophylaxis and extraction.
- (2) Anesthetic instrumentation, induction and monitoring.
- (3) Surgical nursing and assisting, including instrumentation, Suturing techniques, and application of casts and splints.
- (4) Radiography and radiation safety.
- (5) Diseases and nursing of animals, including zoonotic Diseases and emergency veterinary care.

*These subjects **may** be completed anytime prior to submitting an application to take the examination.*

Education may be obtained from: RVT Schools; community colleges; universities; statutorily approved and Registry of Approved Continuing Education (RACE) approved continuing education providers (association meetings, veterinary conferences, on-line interactive courses, etc.); a DVM or RVT whose license is in good standing and has at least 2 years of subject matter experience; or from any other qualified learning instructor who meets the qualifications specified in CCR Section 2068.7(b).

Pursuant to CCR Section 2068.5(e-f), the candidate shall provide the board with a course syllabus or detailed outline for each course. The candidate shall provide documentation of attendance for each course in the form of one of the following:

- (1) Certificate of attendance;
- (2) Official transcript, or
- (3) Letter on official stationery signed by the course instructor documenting that the candidate attended a particular course.

APPLICATIONS MUST BE SUBMITTED IN AN ORGANIZED AND ITEMIZED FORMAT. CLASSES SHOULD BE EASY TO IDENTIFY AND WHEN POSSIBLE, COMPLETION CERTIFICATES SHOULD BE MATCHED UP WITH COURSE OUTLINES OR DESCRIPTIONS.  
DISORGANIZED APPLICATIONS MAY BE RETURNED AS INCOMPLETE

### Instructor Qualifications

In order for education to be approved for qualification under section 2068.5(f), the instructor must meet at least two of the following minimum requirements:

- (1) A license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;
- (2) A master's or higher degree from an educational institution in an area related to the subject matter of the course;
- (3) Training, certification, or experience in teaching the subject matter of the course; or
- (4) At least two years' experience in an area related to the subject matter of the course.

## SPECIAL ACCOMMODATIONS

The Registered Veterinary Technician Committee (RVTC) provides reasonable accommodations for candidates with a physical disability or learning disability. Candidates must notify the RVTC of their needs by completing a "Request for Special Accommodations of Disabilities Form". The Candidate's Request for Special Accommodations of Disabilities Form, all supporting disability documentation from a licensed professional, which includes the Evaluator's Professional Evaluation and Documentation of the Disability Form and their complete evaluation report on official letterhead MUST be submitted as a part of the exam application package and all retake exam application packages.

**NOTE:** If all required special accommodation information is not received at the time of application, the special accommodation request cannot be considered for that examination.

## APPLICATION INSTRUCTIONS

**ATTENTION APPLICANTS: ON THE RVT APPLICATION PLEASE WRITE "LTEW" IN SECTION 1, NEXT TO CATEGORY**

- Have you completed each item on pages 1 and 2 of your application, and indicated "LTEW" in Section 1?
- Have you provided a United States social security number? ***This must be provided prior to registration.***
- Have you included a \$250.00 application and examination fee made payable to RVTC?
- Have you included all application requirements? ***Along with the application candidates must submit Task List(s) with 5 years experience, an education checklist (Form 26A-2 (9/08), and a syllabus or an outline for each course along with: Certificates of Attendance; official transcripts; or official letter from instructor documenting attendance.***
- Have you attached a current photo to the application? ***Photo may be either black-and-white or color. The image must be clear and readily discernable. Photos must be frontal face shots (profile or full-body images are not acceptable). Photo must be clear enough for use on a driver's license or passport and must be cut to fit the application photo box.***
- Have you submitted the original signed application? ***Your signature is required in items 4 and 10 of your application.***
- Have you included your completed Request for Live Scan Service Form? ***Submit this form after you have been fingerprinted by a live scan operator. For more information regarding Live Scan refer to the documents titled: Live Scan/Fingerprint Overview; and Fingerprinting Requirements.***

Mail your completed application with the appropriate processing fee payable to the Registered Veterinary Technician Committee (RVTC) to: 2005 Evergreen Street, Suite 2250, Sacramento, CA 95815-3831. ***If you'd like to receive notification that your application was received, you must include a self-addressed stamped envelope when you submit your application or send certified mail return receipt requested.***

## MISCELLANEOUS INFORMATION

Applicants must allow 60 days for processing of their application. The Board will not check the status of an application over the phone. Applicants will be notified in writing of application deficiencies or eligibility.

Address change requests **must** be made in **writing** and reference "exam candidate address change." Candidates must include a permanent residence mailing address on their application to be used for correspondence in the event mail is returned from your current mailing address.

Application processing fees are non-refundable. Examination fees will only be refunded when a candidate is not eligible for examination. According to California Code of Regulations Section 2011(a), "An applicant shall **not be refunded** any fee for failure to appear for an examination at its designated time and place. Applicants who are scheduled to appear for an examination, and unable to appear must notify the testing vendor at least 2 days prior to the scheduled examination date in order to be rescheduled with no additional fee. Applicants who fail to apply for licensure within two years from passing the examination are subject to abandonment of their application and must reapply to be reexamined pursuant to CCR Section 2015.