

## Chapter VE 2

### VETERINARY TECHNICIANS

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**Note:** Chapter VE 2 as it existed on September 30, 1989 was repealed and a new Chapter VE 2 was created effective October 1, 1989. **Chapter VE 2 as it existed on July 31, 2022, was repealed and a new Chapter VE 2 was created effective August 1, 2022.**

#### Subchapter I – Authority and Definitions

**VE 2.01 Authority.** The rules in this chapter are adopted by the veterinary examining board pursuant to the authority delegated by ss. 15.08 (5), 89.03 (1) and (2), and 227.11 (2), Stats.

**History:** CR 21–062; cr. Register July 2022 No. 799, eff. 8–1–22.

**VE 2.02 Definitions.** In this chapter:

(1) “Accredited college or university” means an educational institution that is accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.

(2) “AVMA” means the American veterinary medical association.

(3) “Board” means the veterinary examining board.

**Note:** The board office is located at 2811 Agriculture Drive, P.O. Box 8911, Madison, Wisconsin 53708–8911.

(4) “Certificate” means a document issued to a person by the board, after the person has met the requirements of s. 89.06 (3), Stats., signifying that the person has met the statutory requirements to practice veterinary technology in Wisconsin.

(5) “Client” has the meaning set forth at s. 89.02 (3), Stats.

(6) “Department” has the meaning set forth at s. 89.02 (3d), Stats.

(7) “Patient” has the meaning set forth at s. 89.02 (4s), Stats.

(8) “VTNE” means the veterinary technician national exam.

**History:** CR 21–062; cr. Register July 2022 No. 799, eff. 8–1–22.

#### Subchapter II – Certification

**VE 2.04 Certification.** (1) The board may issue a certificate to practice as a veterinary technician to an applicant who does all of the following:

(a) Submits an application form provided by the board which includes the applicant’s notarized signature.

**Note:** Applications are available upon request to the board office located at 2811 Agriculture Drive, P.O. Box 8911, Madison, WI 53708–8911 or at the website at [www.datcp.wi.gov](http://www.datcp.wi.gov).

(b) Meets the age and training requirements of s. 89.06 (3), Stats.

(c) Pays one of the following nonrefundable fees as applicable:

1. \$115 for an applicant who has never been credentialed in Wisconsin or another jurisdiction.

2. \$185 for an applicant who has previously been credentialed in Wisconsin or another jurisdiction.

(d) Has successfully completed both the VTNE and an examination on state laws and rules related to the practice of veterinary technology, the results of which shall be submitted directly to the

board by the department’s office of examinations or the interstate reporting services.

(e) Provides verification of licensure records and status which has been provided directly to the board by the jurisdictions or the American Association of Veterinary State Boards for every state or country in which the applicant has ever held a license or certificate to practice veterinary technology.

**Note:** The board accepts the classification of “veterinary nurse” in other jurisdictions as equivalent to “veterinary technician.”

(f) Does not have a conviction record or pending criminal charge relating to an offense the circumstances of which substantially relate to the practice of veterinary technology. An applicant who has a conviction record or pending criminal charge shall request appropriate authorities to provide information about the record or charge directly to the board in sufficient specificity to enable the board to make a determination.

(g) Provides all supporting documents in English.

(2) The board shall review its records to determine eligibility of the applicant. Within 30 business days of determining an applicant is eligible for certification, the board shall issue a certificate to the applicant.

(3) The board shall inquire as to whether the applicant is competent to practice as a veterinary technician in this state and shall impose any reasonable conditions on instatement of the certificate, including reexamination, as the board deems appropriate, if any of the following apply:

(a) The applicant has not previously been certified in any jurisdiction and passed the VTNE more than 5 years ago.

(b) The applicant was previously certified in Wisconsin or another jurisdiction and has not been certified in any jurisdiction for more than 5 years.

(c) The applicant has prior related discipline or litigation in another jurisdiction.

(d) The applicant has pending related discipline or litigation in any jurisdiction.

**History:** CR 21–062; cr. Register July 2022 No. 799, eff. 8–1–22.

**VE 2.06 Reciprocal credentials for service members, former services members, their spouses.** (1) The board shall grant a certification to an individual who the board determines meets all of the requirements under s. 89.073, Stats.

(2) A person applying for a reciprocal credential under s. 89.073, Stats., shall pay one of the following nonrefundable fees as applicable:

(a) \$40 for a service member or former service member.

(b) \$141 for a spouse as defined by s. 89.073 (1) (c), Stats.

**History:** CR 21–062; cr. Register July 2022 No. 799, eff. 8–1–22; correction in (1), (2) (intro.), (b) made under s. 35.17, Stats., Register July 2022 No. 799.

**VE 2.08 Passing scores.** (1) The passing score for veterinary technician applicants on the written national examination

shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point that represents minimum acceptable competence in the profession. The board may accept the recommendation of the national examination provider.

(2) The passing score for an examination on state laws and rules related to the practice of veterinary technology shall be based on the board's determination of the level of examination performance required for minimum acceptable competence in the profession. The board shall make the determination after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing score for the examination at that point that represents minimum acceptable competence in the profession.

History: CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.10 Administrative fees.** (1) A person requesting a printed certificate shall pay a nonrefundable fee of \$10.

(2) A person requesting verification of certification to another state or organization shall pay a nonrefundable fee of \$10.

History: CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.12 Renewal of certification.** A certificate expires if not renewed by January 1 of even-numbered years. A certificate holder who allows the certificate to expire may apply to the board for renewal of the certificate as follows:

(1) If the certificate holder applies for renewal of the certificate less than 5 years after its expiration, the certificate shall be renewed upon payment of the renewal fee and late fee and fulfillment of 15 hours of continuing education required under s. VE 2.14 completed before the certificate renewal.

(2) If the certificate holder applies for renewal of the certificate 5 or more years after its expiration, in addition to requiring the certificate holder to pay the renewal fee and late fee, and to fulfill the continuing education hours required under s. VE 2.14 completed before the certificate renewal, the board shall inquire as to whether the applicant is competent to practice as a veterinary technician in this state and shall impose any reasonable conditions on renewal of the certificate including reexamination, as the board deems appropriate. An applicant under this subsection is presumed to be competent to practice as a veterinary technician in this state if at the time of application for renewal the applicant holds a full unexpired certificate issued by a similar licensing board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for certification in this state. Notwithstanding any presumptions of competency under this subsection, the board shall require each applicant under this subsection to pass the examination specified under s. VE 2.04 (2).

(3) The certificate holder shall pay a nonrefundable renewal fee of \$160.

(4) A certificate holder who submits a certificate renewal after January 1 of even numbered years shall pay, in addition to the renewal fee under sub. (3), a nonrefundable late fee of \$25.

Note: CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.14 Continuing education; requirements.**

(1) (a) Except as provided in subs. (2) and (3), a veterinary technician shall complete at least 15 hours of continuing education pertinent to veterinary medicine or veterinary technology in each biennial renewal period. The 15 hours of continuing education shall include at least 10 hours of continuing education that relates to scientific topics pertinent to veterinary medicine.

(b) All 15 continuing education hours required in this subsection shall be documented. A minimum of 12 hours of continuing education shall be documented by an approved continuing education provider.

(c) A continuing education hour shall consist of 50 minutes of contact time.

(2) Subsection (1) does not apply to an applicant who applies to renew a certificate that expires on the first expiration date after the initial issuance of the certificate.

(3) The board may waive the requirements under sub. (1) if it finds that exceptional circumstances, such as prolonged illness, disability, or other similar circumstances, have prevented an applicant from meeting the requirements.

(4) Continuing education hours shall be completed during the preceding 2-year certification period.

(5) To obtain credit for completion of continuing education hours, a certificate holder shall, at the time of each renewal, sign a statement saying that the certificate holder has completed, during the preceding 2-year certification period, the continuing education programs required under sub. (1).

(6) A veterinary technician who fails to complete the continuing education requirements by the renewal date shall not practice as a veterinary technician until the certificate is renewed.

(7) For auditing purposes, every veterinary technician shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (5) is signed. The board may audit for compliance by requiring a veterinary technician to submit evidence of compliance to the board for the biennium immediately preceding the biennium in which the audit is performed. Documentation of completion of continuing education hours shall include one of the following:

(a) A certificate of attendance from an approved course provider.

(b) A grade report or transcript from an accredited college or university.

(c) A copy of a published work authored or co-authored by the licensee.

(d) A copy of a meeting syllabus, announcement, abstract or proceeding for a presentation.

(f) A signed document from an internship or residency institution certifying enrollment in a program.

History: CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.16 Continuing education; programs and courses.** (1) **CRITERIA FOR PROGRAMS AND COURSE APPROVAL.** To be approved, a continuing education program or course shall meet the following criteria:

(a) The subject matter of the program or course shall be pertinent to veterinary technology.

(b) The program or course sponsor agrees to record registration and furnish a certificate of attendance to each participant.

(2) **UNRELATED SUBJECT MATTER.** If a continuing education course includes subject matter that is not pertinent to veterinary technology, only those portions of the course that relate to veterinary technology will qualify as continuing education under this chapter.

(3) **MODALITIES AND METHODS OF DELIVERY.** Modalities and methods of delivery of continuing education programs acceptable to the board include one or more of the following:

(a) Attendance at a scientific workshop, seminar, or laboratory demonstration pertinent to veterinary technology.

(b) Enrollment in graduate or other college level courses pertinent to veterinary technology. Credit for qualified courses will be approved on the basis of multiplying each college credit hour by 10.

(c) Enrollment in an internship, residency or certification program approved by a veterinary specialty organization recognized by the AVMA or in an AVMA-accredited veterinary school.

(d) Authorship or co-authorship of a published work, such as review articles, abstracts, presentations, proceedings, book chapters, and web-based continuing education materials shall be approved for 5 hours each.

(e) A peer reviewed publication shall be approved for 5 hours.

(f) Development and presentation of research findings, scientific workshops, seminars or laboratory demonstrations pertinent to veterinary technology shall be approved for 5 contact hours each.

(g) Up to 8 hours per biennium shall be granted for a combination of continuing education hours completed under pars. (d) to (f), provided the continuing education is published or presented under the auspices of a provider approved under sub. (4).

(h) On-line, video, audio, correspondence courses, or other interactive distance learning courses pertinent to veterinary technology, or to employment as a veterinary technician.

**(4) APPROVED PROGRAM PROVIDERS.** Subject to compliance with the requirements set forth in subs. (1) to (3), the board shall approve attendance at and completion of one or more continuing education programs approved by any one of the following approved program providers as fulfilling the continuing education hours required under this chapter:

(a) A national, regional, state, or local veterinary medical or veterinary technician association.

(b) A federal or state agency.

(c) An accredited college or university.

(d) An association listed in the AVMA or the National Association of Veterinary Technicians in America directory.

(e) An AVMA accredited veterinary school or veterinary technician program.

(f) A program approved by the American Association of Veterinary State Boards through its Registry of Approved Continuing Education approval program.

(g) A foreign veterinary medical or veterinary technician association, an accredited college or university, or a governmental agency that is, as determined by the board comparable to a program provider listed under pars. (a) to (f).

**History:** CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22; correction in (3) (c) made under s. 35.17, Stats., Register July 2022 No. 799.

### Subchapter III – Standards of Practice and Unprofessional Conduct

**VE 2.18 Prohibited acts.** The following acts are limited to veterinarians and therefore prohibited for veterinary technicians:

(1) Diagnosis and prognosis of animal diseases and conditions.

(2) Prescribing of drugs, medicines, treatments and appliances.

(3) Performing surgery as defined by VE 1.44 (2) (c).

**History:** CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.20 Change of name and address.** Every veterinary technician shall notify the board of a change of name or address within 30 days.

**History:** CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.22 Display of certificate.** Each veterinary technician shall display a current certificate in a manner conspicuous to the public view.

**History:** CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.24 Standards of practice. (1)** Veterinary technicians may perform delegated veterinary acts as set forth under s. VE 1.44 (4), (5), (6), and (9).

**(2)** In the performance of delegated veterinary acts a veterinary technician shall:

(a) Accept only those delegated veterinary acts for which there are mutually approved protocols, written standing orders or verbal directions.

(b) Accept only those delegated veterinary acts for which the veterinary technician is competent to perform based on education, training or experience.

(c) Consult with a veterinarian in cases where the veterinary technician knows or should know a delegated veterinary act may harm a patient.

**History:** CR 21-062; cr. Register July 2022 No. 799, eff. 8-1-22.

**VE 2.26 Unprofessional conduct.** The following acts constitute unprofessional conduct by a veterinary technician and are prohibited:

(1) Unprofessional conduct under s. 89.07 (1), Stats.

(2) Performing as a veterinary technician unless supervised as specified under s. VE 1.44 (4), (5), (6), and (9).

(3) Misrepresentation in obtaining a veterinary technician certificate or in performing as a veterinary technician.

(4) Conduct in the practice of veterinary technology which evidences a lack of knowledge or ability to apply professional principles or skills.

(5) Gross, serious, or grave negligence, as compared to less serious or more ordinary acts of negligence, while performing as a veterinary technician.

(6) The personal use, misuse or sale other than for medical treatment of patients, of drugs listed in the U.S. controlled substances act of 1970, as amended, or ch. 961, Stats., other than drugs prescribed by a physician for use by the veterinary technician.

(7) Practicing or attempting to practice while the veterinary technician has a physical or mental impairment, including impairment related to drugs or alcohol, which is reasonably related to the applicant's ability to adequately undertake the practice of veterinary technology in a manner consistent with the safety of a patient or the public.

(8) Being convicted of a crime the circumstances of which substantially relate to the practice of veterinary technology.

(9) Violating or aiding and abetting the violation of any law or administrative rule substantially related to the practice of veterinary technology.

(10) Having a veterinary technician certificate limited, suspended or revoked or subject to any other disciplinary action in another state or U.S. jurisdiction.

(11) Accepting fees for animal health care services from a client.

(12) Practicing under an expired certificate.

(13) Falsely certifying to the board under s. VE 2.14 (5) that the veterinary technician:

(a) Has completed the 15 hours of continuing education required under s. VE 2.14 (1).

(b) Is exempt under s. VE 2.14 (2) from having to complete the 15 hours of continuing education required under s. VE 2.14 (1).

(14) Advertising, as defined under s. VE 1.02 (3), a specialty or claiming to be a specialist when not recognized as such by a veterinary technician specialty academy recognized by the National Association of Veterinary Technicians in America or by a foreign veterinary technician specialty academy which, in the opinion of the board, is equivalent to a National Association of Veterinary

Technicians in America recognized veterinary technician specialty academy.

**History:** CR 21-062: cr. Register July 2022 No. 799, eff. 8-1-22; correction in (1) made under s. 35.17, Stats., Register July 2022 No. 799.

**VE 2.28 Board action.** The board may reprimand the certificate holder or deny, suspend, limit or revoke a certification under this chapter for cause, including any of the following:

(1) Filing an incomplete or fraudulent application, or misrepresenting any information on an application.

(2) Violating this chapter or ch. 89, Stats.

**History:** CR 21-062: cr. Register July 2022 No. 799, eff. 8-1-22.