

**Iowa Board of Veterinary Medicine**

Hoover State Office Building
1305 E Walnut Street
Des Moines, IA 50319
515-281-8617

Iowa Veterinary Technician Application by Work Experience in Jurisdictions Without Licensure Requirements

An applicant for initial registration who has relocated to Iowa from another jurisdiction that did not require a professional license/registration to practice in the profession may be considered to have met any educational and training requirements if the person has at least three years of work experience with a substantially similar scope of practice to the profession for which registration in Iowa is sought. The three years of work experience must be within the four years preceding the date of application for initial registration. The applicant must satisfy all other requirements, including passing any required examinations, to receive a license.

Instructions: Complete the application and include the following:

- **Application fee of \$45.00 - No Refunds**
 - **We currently do not accept online payments. Please submit check or money order payable to the Iowa Board of Veterinary Medicine**
 - **Fees must accompany submitted application**
- Copy of diploma (to be no larger than 8 ½ inches by 11 inches) or an official transcript from school sent to the Iowa Board of Veterinary Medicine (address below)
- Proof of passing both the veterinary technician national examination and Iowa's veterinary technician state examination
- Proof of Iowa residency, which may include:
 1. Residential mortgage, lease, or rental agreement;
 2. Utility bill;
 3. Bank statement;
 4. Pay check or pay stub;
 5. Property tax statement;
 6. A document issued by the federal or state government; or
 7. Any other board-approved document that reliably confirms Iowa residency.
- Proof of three or more years of work experience within the four years preceding the application for registration, which may include:
 1. A letter from the applicant's prior employer documenting the dates of employment;
 2. Pay checks or pay stubs;
 3. If self-employed, business documents filed with the secretary of state; or
 4. Any other board-approved evidence of sufficient work experience.
- Proof that the work experience was in a practice with a substantially similar scope of practice to the type of registration sought in Iowa, which must include:
 1. A written statement by the applicant detailing the scope of practice; and
 2. Business or marketing materials detailing the services provided.



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- Proof that a professional license/registration was not required in the other state, which may include:
 1. Copies of applicable laws;
 2. Materials from a website operated by a governmental entity; or
 3. Materials from a national professional association.

Incomplete or mutilated applications will not be accepted.

The application, documents and fees must be sent to the following address: Iowa Board of Veterinary Medicine, Hoover Building, 1305 E. Walnut St., Des Moines, IA 50319.

I, _____ herewith apply to be registered as a veterinary technician in Iowa by Work Experience in Jurisdictions Without Licensure Requirements and submit the following statements regarding my qualifications in conformance with the requirements of the Iowa Board of Veterinary Medicine.

Full Name: _____
First, Middle, Last

ADDRESS: _____
Street Address, PO Box, City, State, Zip

I attended two years of AVMA accredited school of veterinary technology at:

Name of school

Address of school

and graduated in VETERINARY TECHNOLOGY on _____.
Date

Have you ever been convicted of a felony? If so, give details:

I am licensed to practice as a veterinary technician in the following states:



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I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT.

Phone

Signature

Date

Social Security Number

Email Address



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Beginning January 1, 2021, you may be eligible to apply for a fee waiver if you meet the following requirements. This fee waiver will only affect the license/registration fee and does not apply to renewals. :

- 1) An applicant for initial licensure is eligible for a waiver of initial licensing fees if the applicant's household income does not exceed 200% of the federal poverty income guidelines and the applicant is applying for a license/registration for the first time.
- 2) To determine eligibility, you must first identify the number of individuals in your [household](#). Once this is determined, reference the [Federal Poverty Level](#) and identify the income that matches the number of individuals in your household. If your household income, as reported on your most recent federal tax return, is less than the identified value, you are eligible for the one-time fee waiver.

If you are eligible, please answer the following questions:

- 1) Do you wish to apply for a fee waiver? Yes No
- 2) Is your adjusted gross household income less than 200% of the Federal Poverty Level? Yes No
- 3) Are you applying for this license/registration type for the first time? Yes No

If all three of your answers above are “yes”, see below:

- 1) I attest that my household income does not exceed 200% of the federal poverty income guidelines and agree to submit documentation of one of the following to verify my household income:
 - a. If you are married and filed separately, you will need to submit the Federal Tax Return for both your spouse and yourself.
 - b. If you were claimed as a dependent on another person’s tax return, you will need to submit the Federal Tax Return for the tax filer who claimed you as a dependent.
 - c. *Or other that you wish to include*

Signature

Please upload/attach requisite documents.