



CTS ONLINE APPLICATION INSTRUCTIONS: 095 Licensed Veterinarian Technician



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

NOTICE: Read the following instructions carefully and thoroughly prior to applying for the examination. Failure to follow instructions could result in not being scheduled for the examination.

Licensure by Endorsement – Do NOT apply directly to Continental Testing Service, Inc. (CTS)

- If you hold an **Active Veterinarian Technician license in another state**, do not apply to Continental Testing Services, Inc. (CTS). Please apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov>.

Restoration of Illinois License – Do NOT apply directly to Continental Testing Service, Inc. (CTS)

- If you are trying to Restore your Illinois Licensed Veterinarian Technician license (**inactive or non-renewed status for five or more years**), please contact IDFPR at fpr.lmu@illinois.gov or 800-560-6420 and request a Restoration packet be sent to you.

Licensure by Acceptance of Examination – Do NOT apply directly to CTS

- If you have already taken and passed the **VTNE Exam** you should obtain a paper application and apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov/profs/vet.html>.

NOTE: Persons previously certified in Illinois as an Animal Health Technician **MUST** use the Acceptance of Examination.

Licensure by Examination – Yes, APPLY DIRECTLY TO CTS

- If you wish to be licensed in Illinois by taking the **VTNE** examination, apply directly to CTS.
- **Examination Prior to Graduation** – an applicant in an approved veterinary technician program will be admitted to the May or December examination prior to graduation if he/she provides certification from a certified veterinary technician program from which the applicant is expected to graduate.
 - **If you pass the examination and certification of graduation is not received within 90 days after the scheduled graduation date, the results of the examination shall be void.**
 - **If you fail the examination, you must submit certification of graduation prior to taking the next examination.**

Application for Licensure by Examination

Applying for the Illinois Veterinarian license examination is a **DUAL** process, you must both apply to **CTS** and register with the **American Association of Veterinary State Boards (AAVSB)** and pay the required examination fee.

1. Apply online with CTS at www.continentaltesting.net, pay the required fee(s), and submit required document(s):
 - **Certification of Education ED.** Have your Veterinarian Technician college/university official complete and mail the ED form to CTS. The ED form can be obtained on the CTS website under Downloadable Forms for State of Illinois. Completed ED form must indicate graduation or expected graduation from an approved school and have school seal affixed.
2. Register and create an account online with **AAVSB** at <https://www.aavsb.org/> and pay the required examination fee by their designated filing deadline.
3. After your application is reviewed and approved by CTS, an eligibility/scheduling email will be sent from aavsb.org.
4. Schedule the exam with PSI following the instructions provided.

NOTE: The application is valid for **three (3) years**, if you do not pass the examination within those three (3) years you will need to reapply as a **NEW** applicant and resubmit all new documentation.

Fee(s)

- All fee payments must be in US dollars, drawn on a US Bank, and in the form of a certified check or money order. Any payment generated by a bank outside of the US will not be accepted by our financial institutions. All Fees are Nonrefundable.
- If you completed your application online and are submitting payment by mail, you must print, sign, and date the application and return it with the payment.

Submitting Supporting Documents

- **Mail all supporting documents for examination approval to:**
Continental Testing Services, Inc., 547 South LaGrange Road, P.O. Box 100, LaGrange, IL 60525-0100
- Consider sending your documents via UPS, FedEx, or CERTIFIED US Mail so that you have a confirmation receipt of document delivery.
- **It is the applicant's responsibility to verify that all supporting documents are received by CTS.**

NOTE: All communication with applicants is accomplished via email; therefore, it is critical that applicants provide a valid email address as part of their application process.

Authorization to Test (ATT)

- Applications will be screened for eligibility once fees & **ALL documentation** have been received. Once eligibility is determined, the applicant will be approved at CTS and an eligibility to test is sent by email.
- Once the ATT is received, please follow the instructions to schedule your examination appointment.
- **The ATT is only valid for one testing session.** If you do not test on your requested date or if you withdraw from the examination for any reason, you will be required to reapply to both CTS and AASVB with payment again.

NOTE: The three-year application validity supersedes the date shown on the ATT.

Checking Your Application Status

- Application status is updated every business day and is **only available online** and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results. The direct link is www.continentaltesting.net/OnlineStatus/Login.aspx.

What Happens After Taking the Exam

- Official examination results are usually released within four weeks following the end of the exam testing window.
- An **Official Results Letter** with instructions on how to apply for licensure will be sent to you by CTS after the grades have been reviewed.
- **Make sure your address and email address are up-to-date with CTS.**

Applying for Illinois Licensure

- All applicants will have to apply to IDFPR upon passing your examination in order to obtain a license.
- **DO NOT apply for licensure with IDFPR PRIOR to receiving your Official Results Letter from CTS.** The Official Results letter provides instructions on **how to apply** for licensure with IDFPR along with the fee amount and any required documentation.

Procedures for RETAKING the Exam

- You must apply online with CTS at www.continentaltesting.net, pay the application fee, and submit certification of graduation.
NOTE: You must wait until you receive your official result letter from CTS in order to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.
- You must apply online with AAVSB at <https://www.aavsb.org/> and pay the required fee(s).
- Once CTS has determined your eligibility, you will receive an eligibility to test via email.
- Schedule the exam with PSI following the instructions provided.

ALWAYS RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS FOR YOUR PERSONAL FILE