

WEST VIRGINIA BOARD OF VETERINARY MEDICINE
5509 Big Tyler Road, Suite 3
Cross Lanes, West Virginia 25313
Phone: 304-776-8032
www.wvbvm.gov

CERTIFIED ANIMAL EUTHANASIA TECHNICIAN APPLICATION CHECKLIST

Only individuals employed by a WV registered animal euthanasia facility may apply.

Applications must be received at least 30 days prior to the date of the written exam.

Pursuant to W. Va. Code §30-1-27, a person shall be granted an occupational or professional license, registration, or certificate if the person has been licensed or certified in another state, the license, registration, or certificate is in the same discipline and at the same practice level as the license, registration, or certificate for which the person is applying in this state and the person meets other conditions prescribed by W. Va. Code §30-1-27.

Certified Animal Euthanasia Technician Application for Certification – Fee \$335 (Includes Application, Practice Act, CAET Manual, Jurisprudence Exam, and Certification) Federal Criminal Background Check fee must be paid by the applicant.

- Online applications are available under “Practitioners/Certified Animal Euthanasia Technician /Application for Certification”
- Printable applications are available under “Forms & Resources”

Required Backup Documentation

- **Birth Certificate** – certified copy along with
 - Completed “Certification of Copy” form or
 - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Name Change – Marriage/Divorce Decree** (birth name differs from current name) – certified copy along with
 - Completed “Certification of Copy” form or
 - A notary public may use a “Certified True Copy” stamp to certify the copy
- **Photograph**
 - A current photograph of the applicant. Applicant shall be alone in the photograph.
- **Citizenship**
 - If you are not a United States citizen, please provide proof of naturalization or authority to reside and work in the United States.
- **Education – High School Diploma or Equivalency**
 - Copy of your high school diploma or equivalency.
- **Letter of Recommendation – (photocopies will not be accepted)**
 - Letter of recommendation from the director or manager of the animal control facility, approving and authorizing your application for the certification as an animal euthanasia technician for that specified facility.
 - If you are the director, the letter shall be from the county official or supervisor.
- **Licensure Information (if applicable)**
 - Verification of certification from each jurisdiction where he or she now holds or ever held a certificate. Must be submitted to the Board directly from the licensing Board.
- **Criminal Background check**
 - Instructions can be located on our website, www.wvbvm.org.
 - Please be advised, the background checks done on fingerprint cards could take several weeks to process.
 - If possible, for faster results, you can register at IndentoGO for electronic background checks.

**WV State Training/Exams – You will be notified by the Board once a date has been determined for the training/exams
(Must pass all exams)**

- Jurisprudence – Practice Act/Rules and Regulations
- Written Practical – CAET Training Manual
- Practical

Additional: ONLY for applicants applying through §30-1-27 (Universal License)

- Proof of WV residence
 - Accepted documents can be found on our website, www.wvbvm.gov.