



## KENTUCKY BOARD OF VETERINARY EXAMINERS

107 Corporate Drive, Second Floor, Frankfort, KY 40601

Office: 502-782-0273 • Fax: 502-695-5887

[kybve.com](http://kybve.com) • [vet@ky.gov](mailto:vet@ky.gov)

### Reinstatement Application for Veterinary Technicians

**Instructions:** This application must be completed by the individual seeking to have their license as a veterinary technician reinstated pursuant to KRS Chapter 321. Completion of all fields on this application is mandatory. Insufficient answers or omissions will be sufficient grounds for rejection of this application. **Review the check list at the end of the application to ensure your submission is complete. Be sure to print SINGLE SIDED; DO NOT staple.**

<u>OFFICIAL USE ONLY</u>
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I. Contact Information						
First Name		Middle Name		Last Name		
Gender		Date of Birth (required) Format: MM/DD/YYYY		Social Security Number (required)		
Other Names Used, if any		Date(s) of Use for Other Names		Kentucky License Number:		
				Date Expired:		
Personal Email Address						
Cell Phone				Home Phone, if different		
Personal Address Type	Street	City		ST	Zip	Country
Mailing Address						
Permanent Home Address, if different						
Business / Employer Name						
Business Address						
Office Manager Name			Business Phone			
Business Email Address						

Submit Complete Application to:  
 Kentucky Board of Veterinary Examiners  
 107 Corporate Dr, Second Floor  
 Frankfort, Kentucky 40601



## II. Background Information

1. List all other jurisdictions in which you hold a registration/certificate/license (collectively, “license”) to practice as a veterinary technician, veterinary technologist, or veterinary nurse. If none, check here:  N/A

License Type (LVT, RVT, CVT, or Veterinary Technician)	Jurisdiction / State	License Number	Licensure Status (active, lapsed, revoked, etc.)	Disciplinary action on license? (Y / N)	Dates of Licensure MM/DD/YYYY	
					Original Issuance	Expiration

NOTE: If you listed a jurisdiction(s), you must ensure a Licensure Verification Letter (a.k.a., Letter of Good Standing) is sent from each jurisdiction’s licensing board **directly** to the Kentucky Board of Veterinary Examiners (KBVE), i.e., letter does not route through non-agency address.

2. Do you hold any other professional licenses in Kentucky or any other state or jurisdiction?  
 Yes or  No If yes, complete the table below.

License Type	Jurisdiction / State	License Number	Licensure Status	Disciplinary action on license? (Y / N)	Dates of Licensure MM/DD/YYYY	
					Original Issuance	Expiration

3. Have you ever had a license denied, suspended, or revoked in any jurisdiction, or have you ever received a reprimand as a result of unethical, immoral, or illegal conduct by any licensure board or agency.  Yes or  No If yes, explain. Attach supporting documents if necessary.

\_\_\_\_\_

4. Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?  
 Yes or  No If yes, give details including dates, the court(s), reference to the court records, if any, and attach a copy of the disposition on the matter.

\_\_\_\_\_

## III. Experience

5. Detail your employment experience since the expiration of your Kentucky license by completing the table below.

Company Name	City, State	Phone	Supervisor	Dates of Employment



6. Indicate your species areas of practice. Select all that apply, and provide percentage of your time. Total percentage for all categories should equal **100%**.

- Companion / Small Animal \_\_\_\_%     Food Animal \_\_\_\_%     Equine \_\_\_\_%
- Other, specify type(s): \_\_\_\_\_, \_\_\_\_%; \_\_\_\_\_, \_\_\_\_%; \_\_\_\_\_, \_\_\_\_%

7. Indicate your business areas of practice. Select all that apply, and provide percentage of your time. Total percentage for all categories should equal **100%**.

- Private Practice \_\_\_\_%     Corporate Practice \_\_\_\_%     Relief \_\_\_\_%
- Academia \_\_\_\_%     Industry \_\_\_\_%     Military \_\_\_\_%
- Regulatory / Government (non-military) \_\_\_\_%     Nonprofit \_\_\_\_%

**IV. Continuing Education**

8. List continuing education (CE) † completed in the last 12 months immediately preceding the date of this application. Reinstatement requires six (6) hours in this time period.

CE Course Title	Course Provider	Date(s) of CE MM/DD/YYYY	Number Hours	Indicate CE Approver: AVMA, RACE, or Board Approved

† If you have more CE to list than will fit in this table, please attach a separate page to the application.

**V. Application Check List\***

All applications must submit:

- Continuing Education.** Copies of all CE certificates of completion listed in Section IV. Do not send originals.
- Disciplinary records.** If applicable, complete copies of any and all records of actions or circumstances listed in Section II. If no disciplinary records to disclose, check the box:  N/A

\*Checklist continued on the next page.



**If your license has been ‘Expired’ more than one (1) year, you must also submit the following documents:**

- Background Check.** Complete and submit the official results of a background check to the KBVE from a Board approved provider. Visit [www.kybve.com](http://www.kybve.com) on the Forms page and look under the Background Checks heading for more information. Date Requested: \_\_\_\_\_
- AAVSB VAULT Credential Report.** Submit an official AAVSB VAULT Credential Report. Contact the AAVSB to initiate a report transfer (i.e., VAULT Basic Transfer Service) from [www.aavsb.org/licensure-assistance](http://www.aavsb.org/licensure-assistance).
- Licensure Verification Letters from all jurisdictions, past and current,** if you have ever held or currently hold a license in another jurisdiction. Documentation must be sent directly from the licensing jurisdiction to the KBVE office. If no other veterinary technician / technology / nursing licenses ever held anywhere, check the box:  N/A

**If your license has been ‘Inactive’ for more than two (2) years, you must also submit the following documents:**

- AAVSB VAULT Credential Report.** If more than one year part the date of expiration, submit an official AAVSB Credential Report. Contact the AAVSB to initiate a report transfer (i.e., VAULT Basic Transfer Service) from [www.aavsb.org/licensure-assistance](http://www.aavsb.org/licensure-assistance).

**All Reinstatement Application must submit the appropriate fees:**

- Fee payment.** Check one box below for the licensee’s situation; all fees pursuant to 201 KAR 16:512. All payments should be made payable to the **Kentucky State Treasurer**. Checks may be personal, business, cashier’s check, money order, bank draft, etc., in U.S. dollars. Send check attached to the application to the KBVE. Do not send cash.

**Reinstatement fees\* -**

- \$90. For certificates in **Expired status less than five (5) years;**
- \$90. For certificates in **Inactive status less than 12 months; or**
- \$75. For certificates in **Inactive status greater than 12 months.**

\* Military personnel are eligible for a discounted rate in accordance with 201 KAR 16:512, Section 8 with the submission of a DD-214 or current military assignment details.

**I hereby state that the information contained herein is true and accurate to the best of my knowledge, and that should the Kentucky Board of Veterinary Examiners determine that any statement herein is false, I acknowledge the Board may suspend, revoke, or terminate any license issued by the Board.**

**Further, I understand I am required to abide by KRS Chapter 321 and 201 KAR Chapter 16. For direct links to the laws and regulations that govern my professional activities, I am aware I can review the materials by visiting the Board’s website at [www.kybve.com](http://www.kybve.com).**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date