

Applicants seeking to retake the VTNE after 5 previous attempts are required to submit the following information to the AAVSB to be eligible to test again. A request is not complete until both items below have been reviewed and approved by the AAVSB Board of Directors. Candidates will not be able to select their exam window or pay the application fee until their retake request is granted.

1. A written letter from the board or agency through which the applicant is applying to take the VTNE.

This letter should:

- Reference awareness of all previous unsuccessful attempts of the VTNE by the candidate.
- Reference that such unsuccessful attempts of the VTNE will not prohibit licensure/certification.
- Include the signature and title of a person of authority at the licensing/certification entity.
- A sample letter is available [here](#).

2. A written statement signed by the applicant which includes:

- Reference to all previous attempts of the VTNE.
- Reference to remedial measures undertaken by the candidate, including:
 - Continuing education courses, including name of course, name of entity providing program, and dates of attendance.
 - Exam review courses taken, including name of course, name of entity providing program, and dates of attendance.
 - Self-studies; please be specific and provide citations to textbooks, treatises and other reference materials studied.
 - Description of additional on-the-job training or work experience since the last attempt.
 - Any other measures undertaken, with specific description. Please provide copies of any supporting documents for these measures.

The letter from the board or agency must be emailed to vettech@aavsb.org. Candidate Statements and supporting documents should be uploaded through the AAVSB portal.

The AAVSB may request additional statements and/or other information on materials in response to the applicant's request. Applicants are encouraged to carefully comply with these guidelines. The letters and statements submitted will be considered by the AAVSB Board of Directors in making an eligibility determination for the candidate to take the VTNE.

Candidates may be required to resubmit previous statements and documents and/or additional statements and documents for each additional request to sit for the VTNE under AAVSB policy and these guidelines.