

WEST VIRGINIA BOARD OF VETERINARY MEDICINE
5509 Big Tyler Road, Suite 3
Cross Lanes, West Virginia 25313
Telephone: (304) 776-8032 Fax: (304) 776-8256
www.wvbvm.org

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.

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