

Texas A&M University
AgriLife Extension Service
Veterinary Science Certificate Program (VSCP)
Veterinary Assistant
Certification Exam
Policies and Procedures



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Veterinary Assistant Exam Policies and Procedures

Texas A&M AgriLife - Veterinary Science Certificate Program

1. Purpose

To outline the official policies and procedures for applying, qualifying, and sitting for the Veterinary Assistant Exam, including clinical and proctoring requirements.

2. Eligibility Requirements

Applicants must meet the following before applying for the exam:

- **Age Requirement:** Must be at least 16 years old at the time of application.
 - Adult learners are considered to be 18 years of age, a high school graduate or equivalent
 - **Coursework:** Completion of a minimum of 200 hours of coursework in a qualifying veterinary assistant program. VSCP curriculum is not required to satisfy coursework requirements. To have the classroom coursework count towards the Veterinary Assistant Certificate, students must be at least 12 years.
 - If VSCP Independent Study Curriculum is used to satisfy coursework requirements, all quizzes and assignments must be completed for all four sections of the independent study course and a final grade of 70 or higher must be obtained. VSCP personnel will sign the application form after confirming completion of all coursework and successful passage of each section.
 - For VSCP teacher assisted curriculum, the course educator confirms completion of assignments and quizzes used to complete 200 classroom hour requirement. Educators may use auxiliary material outside of VSCP teacher assisted curriculum to meet the 200-hour classroom requirement. Instructor issues certificate of completion for course.
 - If not using VSCP curriculum, educator will confirm that 200 classroom hours were obtained, and the educator's requirements were met related to final grades.
 - **Clinical Training:** Hands-on experience under supervision of a DVM or credentialed veterinary technician in the state the clinic or site is located (minimum 225 total hours to be specified by the clinic and verified). To have the apprenticeship hours count towards the Veterinary Assistant Certificate, students must be at least 14 years old.
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3. Application Procedure

Students must complete the following steps and submit the following documents:

- Exam purchased from AgriLife Learn. The exam purchase price is \$50.
- Completed **Exam Application Form** with signatures from:
 - Student
 - Educator (certifying 200+ hours of coursework)
 - Licensed Veterinary Professional (certifying hands-on clinical training)
 - DVM or credentialed veterinary technician in the state where clinical hours were obtained with name as it appears on their license
- **Proctor Information Form** (identifying a qualified exam proctor)
- **VSCP Clinical Skills Checklist**
 - (completed and signed off by a licensed veterinary professional-DVM or credentialed veterinary technician) with name as it appears on their license
 - To have the skills competency count towards the Veterinary Assistant Certificate, students must be at least 14 years old.

Optional Documentation

- **Exam Checklist Form** (to ensure completeness)
- **VSCP Experience Documentation-** submitted when multiple locations were used to obtain classroom hours (field trips, camps, etc.)
- **Supplemental Veterinary Professional Documentation-** submitted when multiple locations were used to obtain clinical hours

All documents must be sent by:

- **Email** to: vscpexam@ag.tamu.edu
- **OR** Mail to:
VSCP Exam
2471 TAMU
College Station, TX 77843

Allow 5-7 business days for exam application processing. Exam applications are processed in the order they are received during normal business hours.

- Exam must be purchased before application review. Exams may be purchased through AgriLife learn. [Exam Purchase Link](#)
- All portions of the application must be signed prior to submission.
- All submitted documents must be submitted in the form of a PDF (typed not handwritten) so they are legible and able to be reviewed by the credentialing coordinator.

4. Proctor Guidelines

- Proctor must be a **non-parent** adult who is a:
 - Teacher
 - County Extension Agent
 - Licensed DVM, Credentialed Veterinary Technician
 - Practice Manager
 - The proctor must agree to and follow all exam guidelines including integrity and compliance.
 - Exam week should be selected and approved in advance by the VSCP Credentialing Coordinator. Exam processing time of 5-7 days should be considered when requesting an exam date.
 - If testing date and time are provided, VSCP will work to secure technical assistance during the exam if issues arise with seat redemption or access to exam course
 - Proctors will either receive exam details during the month of the exam or in the week leading up to the scheduled exam date.
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5. Clinical Skills Requirements

The **Clinical Skills Checklist** must be:

- Completed by the student under supervision.
 - Verified and signed off by a licensed veterinary professional (DVM or credentialed veterinary technician in the state where the skills were evaluated) with name as it appears on their license
 - All tasks must be performed and demonstrated competently.
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6. Exam Administration

- VSCP exam is administered electronically. Students will need access to a device and the internet to complete the exam.
 - The exam must be administered in a secure, proctored setting.
 - Students must present valid identification to the proctor.
 - Testing materials and results are managed by VSCP; proctors are responsible for secure handling during administration.
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7. Exam Integrity and Compliance

- Any form of cheating, misrepresentation, or failure to comply with exam procedures will result in disqualification.
 - Use of generative artificial intelligence (AI) is prohibited during the exam. Use of AI will result in disqualification
 - Proctors must report any irregularities during the exam.
 - Accommodation requests may be sent to certification coordinator for review. Please allow additional time for accommodation request processing.
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8. Certification and Results

- Preliminary exam results will be available online immediately after submission of exam. Final grades will be released after review by credentialing coordinator and posted in online exam course.
 - A passing score is considered 70 percent or higher.
 - Printed certificates will be mailed via USPS to the address provided on the proctor form.
 - Digital copies of certificates may be e-mailed to the proctor upon request.
 - If a group is tested (e.g., school or 4-H), all certificates will be mailed to the proctor's address.
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9. Retest Procedures

- Should a student not successfully obtain a passing score on the certification exam, a student may purchase an additional opportunity to retake the exam.
- The retake purchase will be made through AgriLife learn and the seat redemption process will be the same as the original exam. The retake exam will be in a different course than the original exam .
- The retest exam may be purchased for \$35.