



# Town Hall for Program Directors Summary

March 18, 2025

Prepared by  
The American Association of Veterinary State Boards



## Video Recording of Town Hall

Watch the video recording of the Town Hall with the presentation, demonstration, and Q&A session.



## Presentation with Notes

Review the PDF file of the presentation deck along with the speaker notes.



## **Do names uploaded on the roster have to match the student's ID?**

Yes, the student's name on the roster must match their ID exactly. Avoid using nicknames or abbreviations, and don't notate abbreviations or nicknames in the roster.

## **If a student fails their VTNE, do we need to reupload them to a roster for them to retake it?**

No. All uploaded rosters will remain valid for three years. After this time, students must submit transcripts to retake the VTNE.







## **How do I add students to an already uploaded roster?**

You may upload a roster as many times as you would like. The system will look for new information and only upload what is not already in the system.

## **Can I reupload students if there is a mistake on the roster?**

To change candidate information on the roster, click on the details button in your roster screen. You will be able to make edits so long as the student has not yet completed part 1 of their VTNE application.





## QUESTIONS & ANSWERS



### **When will we be able to see the new school reports?**

The school reports with data around students testing within one year of graduation will be available in January of 2026.

### **How do we handle previous graduates that are submitting for a retake and are not on our current roster?**

If a candidate graduated before 2025, they must submit transcripts as part of the application review process.

