

Louisiana licenses to practice veterinary medicine and certificates for veterinary technicians, animal euthanasia technicians and equine dentists expire SEPTEMBER 30 annually.

Annual renewal and re-registration of Louisiana licenses/certificates occur during the renewal period of **July 1 through the September 30 (expiration date) annually**  
Renewal packets are mailed to all licensees annually the last week of June.

**Renewals will not be accepted prior to July 1 of the renewal period.**

### **COMPLETE RENEWALS**

A complete renewal packet must be submitted and consists of (1) a completed and signed renewal form; (2) payment of the appropriate renewal fee; (3) submission of acceptable proof of approved continuing education (for DVMs, CAETs, and REDs); and (4) payment of any late fees due, if applicable.

### **LATE FEES AND INCOMPLETE RENEWALS**

You will have 90 days to return your completed renewal to the Board office. **To discourage late renewals, a late renewal fee will be assessed for renewals received postmarked after the September 30 expiration date (renewal deadline).**

If your renewal packet is received by the board office and is incomplete, it will be returned to you for completion and/or corrections. Returned renewals will contain a cover statement indicating why the renewal is being returned incomplete and will not be processed. **The completed and/or corrected copy of the renewal form must be returned to the board office with a postmark on or before the September 30 expiration date to avoid having to pay the late renewal fee.**

Renewal packets postmarked later than midnight, September 30, and received in the board office without payment of the late renewal fee will not be processed by board office personnel. These renewals are considered late submissions and incomplete. The renewal packet will be returned to you for collection of the late renewal fee.

### **CHANGE OF STATUS FOR DVMs**

You may change your license status at any time during the year. If you select an Inactive status and your situation changes during the year, please contact the board office for assistance. Most status changes are easy to make and only involve payment of the fee difference.

### **CONTINUING EDUCATION REPORTING REQUIREMENTS FOR DVMs, CAETs, and REDs**

Continuing education (CE) hours must be indicated in the box on the renewal form. Acceptable proof of attendance for the hours indicated must be attached to the renewal form. If you are not sure you have acceptable proof of attendance, please contact the board office for assistance. CE hours submitted with renewal forms for programs not pre-approved by the Board are subject to review by the Board.

### **SIGNATURES AND NOTARY**

Renewal forms must be signed in the spot provided. Board office personnel will not accept forms which are not signed. Renewals will be considered incomplete with out signatures and will be returned for signature. Late renewal fees will be applicable on returned forms that are not returned prior to the September 30 expiration date.

**Board office personnel will be happy to help you with any questions or problems. You may contact the board office Monday through Friday, 8:30 am to 4:30 pm Central Time.**