

AVTCP APPLICATION CHECKLIST

- ☐ Letter of Intent should be emailed to AVTCPinformation@gmail.com no later than July 1, 2017.
- ☐ Provide proof of graduation (photocopy of diploma) from an American Veterinary Medical Association (AVMA) accredited veterinary technician school and/or proof of legal credentials to practice as a veterinary technician in some state or province of the United States, Canada, or other country. Duration spent as a credentialed veterinary technician should be apparent.
- ☐ Completed Waiver, Release, and Indemnity Agreement Form signed and scanned for digital submission.
- ☐ Completed Professional History and Employment History Form: 5 years with 10,000 hours of experience as a credentialed veterinary technician, completed within 10 years of application, 75% of work experience in the practice category of choice, *minimum*.
- ☐ Completed CE Form with proof of attendance. Forty (40) hours acceptable advanced continuing education (see application packet for specific guidelines) with a *minimum* of 75% in the applicable practice category within the last five (5) years. Applicants are encouraged to submit > 40 hours of CE.
- ☐ Completed Skills List for applicable practice category. A *minimum* of 80% of the skills must be mastered. Skills must be typed out and cross referenced in your case logs.
- ☐ Completed Knowledge List Signature Form signed and scanned for digital submission.
- ☐ Five (5) completed examination questions in the approved format for future use.
- ☐ Completed Case Log Report Form. A *minimum* of 50 cases (maximum of 75) reflecting the mastery of advanced clinical practice knowledge and skills typed on the form. Please list the skill number and describe the skill performed. Applicants are encouraged to submit > 50 cases. Cases submitted must take place between January 1st to December 31st of the application year.
- ☐ Four (4) case reports. Reports must be no more than five (5) pages each, Times New Roman 10pt. and double spaced with 1" margins. Reports must demonstrate expertise in the management and treatment of clinical cases and will be reviewed for overall quality of nursing care, therapy instituted by the technician, goals of care and therapy, and the technician's role in the management as it relates to the case. Anesthesia monitoring logs must be included in all case reports that include anesthetic events. Cases submitted must be between January 1st to December 31st of the application year and from your case log.
- ☐ Two letters of recommendation sent separately and confidentially to AVTCP. One letter of recommendation must be from an Academy member, a NAVTA approved VTS, or a Diplomate of an AVMA recognized veterinary specialty organization (RVSO). The second letter of recommendation sent separately and confidentially to AVTCP from any of the above or a doctor of veterinary medicine (DVM or VMD)
- ☐ Digital copy of **complete** application submitted via email, Dropbox, mailed thumb drive/memory stick, or other method of digital submission. Submissions are to be sent to specified address for that application year.
- ☐ Application Fee of **\$50.00** made payable to AVTCP. Payment must be made in U.S. Dollars or equivalent.

Submission Deadline is January 2, 2018 for the 2017 application year.

Please be advised that this is only a checklist of general requirements. Specific requirements are detailed in the AVTCP Constitution/By-Laws and the current application packet.