

AVTCP APPLICATION CHECKLIST

Pre-Application (submissions will be accepted from July 1, 2023-September 30, 2023)

- ☐ Application Fee of **\$50.00** via Paypal from the AVTCP website in U.S. Dollars.
 - Please indicate who you are (first and last name) and purpose of payment (Pre-Application fee)
- ☐ Completed Waiver, Release, and Indemnity Agreement Form.
- ☐ Completed Professional History and Employment History Forms.
- ☐ Provide proof of credentials to practice in each relevant State indicated on work history. If State did not require credentialing, provide proof of passing the VTNE.
 - Attachments for proof of credentialing, education, etc.
- ☐ Completed CE Form with proof of attendance.
 - Attachment of CE spreadsheet
 - Attachments of proof of attendance
- ☐ Completed Knowledge List Signature Form.
- ☐ Completed **proposed** letters of recommendation.

Each form allows only one submission per user, so please proofread and only submit a finalized version. There is no way to submit edits or duplicate forms.

Save all confirmations from Wufoo. If no receipt from confirmation arrives, please reach out to AVTCPinformation@gmail.com.

Pre-Application submission deadline is 11:59pm PST, September 30 for the 2023-2024 application year.

Final Application

Upon acceptance of the Pre-Application, you will be invited to upload your complete application to our Drop Box. You may, and are encouraged to, begin collecting case logs prior to acceptance. Case logs/reports can be taken any time during your application year (July 1, 2023- June 30, 2024)

- ☐ Application Fee of **\$50.00** via Paypal from the AVTCP website in U.S. Dollars.
 - Please indicate who you are (first and last name) and purpose of payment (Final Application fee)
- ☐ Completed Skills List for applicable practice category.
- ☐ Five (5) completed examination questions in the approved format for future use.
- ☐ Completed Case Logs. A *minimum* of 50 cases and maximum of 75.
- ☐ Four (4) case reports and anesthesia monitoring logs.
- ☐ Two letters of recommendation sent separately and confidentially by recommenders via the link on the Application Page of the AVTCP website.
- ☐ Digital submissions of all required documents above submitted as instructed via our DropBox invitation.

Final Application submission deadline is 11:59pm PST, June 30th, 2024 for the 2023-2024 application year.

Please be advised that this is only a checklist of general requirements. Specific requirements are detailed in the current Pre-Application instructions and on the Final Application on the Applications page of the AVTCP website.