

Requirements for the AVTCP Pre-Application

2023-2024 Application Year

The Pre-Application will be available by selecting the links on our website from July 1 through September 30th of each year. During other times of the year, the links will not be available as we only accept Pre-Applications during that window. Below is all of the information that is required to complete the Pre-Application. Please use it to prepare for submission which will take place during the first quarter of your application year.

Each form submission can only be made once. Please only submit your forms when they are complete as additions/edits will not be accepted.

You will receive a confirmation from Wufoo indicating the form you submitted. Please save this for your records.

Please note that if you have applied for or received a VTS in another academy within the prior 5 years of the AVTCP application year, you will not be eligible. You must wait 5 years after applying for and/or receiving a VTS to apply for AVTCP.

LETTERS OF RECOMMENDATION (LOR):

- LOR are not due until the Final Application is due, however, there is a requirement in the Pre-Application that applicants provide the names and qualifications of the 2 people applicants plan on asking to write their LOR.
- There must be two LOR- please do not have more than 2 submitted as only the first two will be accepted.
- At least 1 letter must be from:
 - An AVTCP academy member
 - Any other NAVTA approved VTS academy
 - A Certified Veterinary Pain Practitioner (CVPP)
 - A Veterinary Diplomate of any AVMA recognized veterinary specialty organization (RVSO).
- The second LOR can be from any of the above OR a doctor of veterinary medicine (DVM, VMD, or international equivalent).
- The specialty of the veterinarian/s or the technician/s do NOT have to be the same as the chosen specialty of the applicant
- LOR from any family members will NOT be accepted
- LOR should be from people who have observed the applicant's work technically and professionally
- LOR should describe the applicant's knowledge and technical ability as well as what makes them stand out from non-VTS credentialed technicians

- LOR must be hand-signed, scanned as a PDF, and submitted directly to the link on the AVTCP website's "Application Information" page by the person writing the LOR.
- If the LOR addresses the applicant with a different name than the applicant has provided, the letter may not be accepted. Applicants must inform AVTCP of all potential prior names, nick names, surnames, etc. or risk rejection.
- Applicants will be notified upon receipt of each LOR received by AVTCP. Receipt does NOT mean acceptable or positive, simply that it was received.
 - If the LOR qualifications do not meet the requirements, but the rest of the Pre-Application does, applicants will be informed that while their Pre-Application has been accepted, their LOR do not qualify and they must rectify that problem before the Final Application is due.

ACCEPTANCE OF KNOWLEDGE LIST AND DECLARATION OF SPECIALTY:

- Applicants must read and verify accepting the following statement: **A qualified candidate will understand and recognize the disease states and conditions contained in the knowledge list which can be found in the Final Application of each sub-category. The knowledge list can be used as an aid in preparation for sitting the examination in your clinical practice category. The topics listed are in addition to your skills list, and though some overlap will occur, any topic that appears on either list is suitable information for examination. However, unlike the skills list, you are not required to provide proof of competence for the knowledge lists. The examination will demonstrate this information.**

CONTINUING EDUCATION:

ADDENDUM: Any CE taken in 2020, 2021, 2022, and 2023 (as long as qualifying) will be accepted regardless of whether live or online.

- CE must be RACE certified or its equivalent AND:
 - All instructors of CE are required to be one of the following:
 - An AVMA/ABVS Diplomate
 - A European Board of Veterinary Specialization Diplomate
 - A Veterinary Technician Specialist (specialty recognized by NAVTA/CVTS)
 - A Certified Veterinary Pain Practitioner (CVPP)
 - A Certified Veterinary Practice Manager (CVPM)
 - The RECOVER Basic and Advanced Life Support online certification courses are also acceptable. You must indicate speaker credentials (e.g. DABVP (Avian), VTS (ECC), etc) for approval.
- Lectures are to be listed using the provided template individually with title and speaker credentials evident. CE will not be accepted if listed by conference.

- Applicants cannot use their own lectures for CE credit.
- Fifty (50) hours minimum of approved CE must be completed within five (5) years of the Pre-Application due date. Applicants are encouraged to submit > 50 hours of CE.
- A minimum of 60% (30 hours) must be in-person (conference, seminars, etc.)
 - **See addendum**
- Up to 40% (20 hours) of submitted CE can be interactive-distance (web-based, teleconference, etc.) format.
 - **See addendum**
- A minimum of 75% (37.5 hours) directly relating to the applicant's specialty practice category is required.
 - E.G.: If applicant is applying for a VTS in Feline medicine, 37.5 hours of the 50 hours required must be topics directly relating to feline medicine.
- Of the 25% (12.5) hours that may not be directly related to the specialty, the 12.5 hours still must still be applicable to the chosen specialty.
 - E.G.: A canine/feline applicant may not use fish medicine CE for the application. Topics that may be acceptable would include management, behavior, ethics, etc.
- All CE must be in advanced clinical practice. CE should be well-rounded and comprised of several domains. If CE is significantly from one domain, it will NOT be accepted.
 - E.G.: If a canine/feline applicant has attended 40 out of 50 hours in dentistry topics, the CE portion of the application will be rejected, resulting in a rejection of the entire application.
- Production Medicine applicants are encouraged to review the Production Medicine application for specific CE requirements/guidelines.

PROFESSIONAL HISTORY AND EMPLOYMENT DECLARATION:

- If the applicant works in a state or province that offers credentialing, the applicant must obtain those credentials and work as a credentialed veterinary technician for a minimum of five (5) years and 10,000 hours in Clinical Practice prior to applying.
- If the applicant works in a state or province that does not offer credentialing, the applicant must pass the Veterinary Technician National Examination (VTNE) prior to accruing the minimum of five (5) years and 10,000 hours of work experience.
- Credentials in each state/province must be maintained throughout the entire period prior to the application year and the application year for which the applicant is citing hours on this application. Proof of credentialing in each state worked for each of the 5 years is required.
 - In states that do not provide a registration/license certificate to upload, AVTCP will accept a letter of good standing, receipt of registration payment, or a screenshot of a website showing the history of payments for prior/current years.
- Applicants must demonstrate work experience for a minimum of five (5) years and 10,000 hours in veterinary clinical practice prior to the start of the application year.
- Of the required 10,000 hours, applicants must work a minimum of 7,500 hours in the specialty category they are applying for prior to the start of the application year.

- All experience/10,000 hours must be completed within seven (7) years of the start of the application year.
- All work hours submitted for consideration as part of the application must be performed as a credentialed veterinary technician or veterinary nurse.
- Acceptable work history hours in Clinical Practice must be taken from experience obtained while practicing as a credentialed technician or nurse with companion animals or production animals. Hours worked in or taken from receptionist work, management, teaching, zoo medicine, laboratory medicine, shelter medicine, or wildlife medicine will not be accepted.
- Applicants may only apply for one NAVTA approved VTS academy at a time. Applicants must wait a minimum of five years between applications for specialties.

For each place of employment cited, applicants must provide the following information:

- Name of Practice, City, State
- Type of practice
- Average number of hours worked per week
- Percent of time spent in practice category
- Starting date
- Ending date

To calculate acceptable hours: (hours per week) x (percent in specialty) x (weeks worked at job)
= Total hours experience

SIGNED WAIVER:

Each applicant is required to declare their approval for the following statement by signature:

I hereby submit my credentials to the Academy of Veterinary Technicians in Clinical Practice (AVTCP) for consideration for examination in accordance with its rules and enclose the required application fee. I agree that prior to or subsequent to my examination, the AVTCP Board of Regents may investigate my standing as a technician, including my reputation for complying with the standards of ethics of the profession. I understand and agree that the application fee shall be nonrefundable.

I agree to abide by the decisions of the Board of Regents and thereby voluntarily release, discharge, waive and relinquish any and all claims, actions, or causes of actions against the Academy of Veterinary Technicians in Clinical Practice, the Board of Regents, and each member, regent, officer, examiner, and agent of AVTCP or the Board of Regents (collectively the "Released Parties", individually a "Released Party"), and hereby voluntarily release and discharge each of the Released Parties from any and all liability whatsoever, arising out of or in any way related to any decision or act made by a Released Party in connection with my application to AVTCP, the AVTCP examination, the grades on such examination and/or the grant or issuance of, or failure to grant or issue, any certificate (each, an "AVTCP Decision"). I hereby

agree to defend, indemnify and hold harmless each Released Party from and against any and all claims, actions, causes of action, demands, costs, including but not limited to court costs and attorney's fees, and liabilities brought by or for me or prosecuted or otherwise pursued for my benefit, whether known or unknown at this time, arising out of or in any way related to an AVTCP decision. I further agree that any certificate which may be granted and issued to me by AVTCP shall be and remain the property of AVTCP.

I understand that as part of the application submitted herewith I am being asked to suggest issues, questions and ideas which AVTCP can include in future examinations. I hereby assign to AVTCP all right, title and interest in and to any and all such issues, questions and ideas which I may submit to AVTCP now or in the future.

I certify that all information provided by me on the application submitted herewith is true and correct. I acknowledge that I have read, understand and agree to abide by the terms and conditions stated above.