

## AVECCTN Skills List

The AVECCTN Skills List is filled in completely ONLINE form during the Part B time period. If you have an iPad or other tablet with a stylus or pen, this is certainly the easiest method to record signatures, however a finger on a phone, or trackpad will work just as well.

**Access the form at this link:**

[2025 AVECCTN Skills List](#)

**It is imperative that the applicant is using the CURRENT Skills List for the current application year. The CURRENT documents are always found at: <https://avecct.memberclicks.net/application-information>. Do not reuse a document from the previous year if you did not submit the form, it will not be reviewed.**

The Skills List requires the uploading of photos of several of the completed skills, OR the equipment necessary to perform the skill. **All photos of completed skills or equipment must have been taken by the applicant, at the applicant's own clinic of employment. Pictures do not qualify if taken at another location where the applicant does not work, or a volunteer opportunity).** Please read the skills list carefully. **Photos must include a card, or "post-it" note with the DATE (current application year), Applicant's Part A Identification Number and the Skill Number (see instructions below) handwritten on the card in the photo. Photos MUST be the work of the applicant. Photos cannot be reused from previous years.**

The applicant is required to state whether or not he/she has mastered the skill on the form.

**The AVECCTN Skills list is submitted with Part B of the AVECCTN Application by October 31, 11:59pm (EST). Late submissions will not be reviewed. The timestamp on the form site is used to confirm submission time.**

### **Mastery Definition:**

Mastery is defined as being able to perform the task safely, with a high degree of success, without being coached or prompted. Mastery requires having performed the task in a wide variety of patients and situations.

Mastery DOES NOT include training such as taking a CE course on the subject, or participating in a hands-on lab, or practicing on a cadaver or model. The candidate must have been exposed to numerous opportunities to successfully complete the skills on *live patients*.

AVECCTN requires that a **Veterinary Technician Specialist (Emergency and Critical Care)** or a **veterinarian who has mastered the skill**, attest to your mastery of the skill. AVECCTN is aware that not all skills are allowed to be performed by veterinary technicians and nurses, therefore, only 29 of 38 skills are required. A signature must accompany each mastered skill.

It is expected that all AVECCTN candidates will have mastered the *basic* skills of veterinary technology such as venipuncture, intravenous catheterization, endotracheal intubation, laboratory skills, etc. In addition, there are numerous advanced skills that are expected of AVECCTN candidates but do NOT appear on this list. These skills may appear on the AVECCTN examination, and may include (but are not limited to):

- Calculations of continuous rate infusions of various drugs
- Recognizing normal and abnormal ECGs
- Understanding of how various monitors work and the theory behind their use (ie pulse oximetry)
- Specialized blood collections such as for coagulation tests and blood cultures
- Vasoactive drug administration, indications, pharmacology

For your use, a summary list of all skills available is found [here](#).

## Picture Instructions!

**\*\*NEW FOR 2025 APPLICATION:** Picture File names, and card used in the picture will no longer include the Applicant's name\*\* Please review the instructions carefully.

**The Skills List requires the uploading of photos of several of the completed skills OR the equipment necessary to perform the skill.**

- All photos of completed skills or equipment must have been taken by the applicant, at the applicant's own clinic of employment
- Pictures do not qualify if taken at another location where the applicant does not work, or a volunteer opportunity.
- Please read the skills list carefully and provide the picture that is asked for. None of the skills request the applicant to be in the photo.
- Photos must include a card, or "post-it" note with the following **handwritten**:
  - Date the photo was taken (must be in current application year (Nov 1-Oct 31))

- Applicant's Part A Identification Number (note this change from previous years, we do not want the applicant name to be used)
- Skill Number
- Photos MUST be the work of the applicant (you should be the one taking the photos)
- Photos cannot be reused from previous years.

**Please read the following instructions carefully.**

**1. Only 1 picture may be uploaded, make it your best!**

2. Picture must be of good quality, adequate size so that the committee can easily see the content. If the picture is too small to see the content, it will be declined. Please test this on your computer screen first by opening your photo and zoom in. **Approximate size should be 600x800 pixels, 8.5x11 inches, or 21 x 28 cm. Suggested resolution is 100-150 DPI.**

**Mac Instructions:** [https://www.wikihow.com/Resize-Pictures-\(for-Macs\)](https://www.wikihow.com/Resize-Pictures-(for-Macs))

**PC Instructions:** <https://www.howtogeek.com/354015/how-to-resize-images-and-photos-in-windows/>

3. A *hand-written card* or post it note, with your Applicant ID number, date and skill number must appear in the picture. Must be of adequate size to read. **Pictures will not be accepted that have been altered digitally. NO PHOTOSHOPPING ALLOWED**

4. Only JPG (JPEG) files may be uploaded. The programs used above to resize your photos will allow them to be saved as JPG files.

5. MAX file size of 1 MB only! (if your file is over 1MB, the resolution or image size are likely too big. Try adjusting using instructions above.

6. Picture must show what is asked for in the skill explanation. **HINT: none of the pictures ask for the applicant to be in the picture!**

7. Photos may NOT be used by more than one applicant. Each applicant must provide their own pictures, taken by the applicant, with their own card visible in the picture.

**8. Photos of placements or procedures may NOT be taken of procedures performed on a cadaver. This must be a procedure completed while performing patient care.**

9. For skills demonstrating a skill was performed, please keep in mind the following:

- Aseptic technique: it must be clear that good aseptic technique was used. This includes a clear prep zone. While it is impossible to judge technique in a picture,

the committee does look at the quality of the placement. If a catheter is in hair, the skill will be rejected.

- **The skill must be COMPLETED.** Do not submit pictures of skills that are in progress, these will not be accepted.
- Pictures should be taken before bandages are put in place.
- Neither the patient, nor the applicant should be identifiable in the pictures. Be sure to zoom in (think about doing it like you are collimating an xray) to the area to be photographed.

10. **File Names.** All pictures must be saved as jpg files in the following format:

Applicant ID Number-Skill Number.jpg

Example: Applicant 123 and Skill 6, the file name should be the following:

123-6.jpg

**Photos without appropriately labelled filenames will be rejected.**

## FORM INSTRUCTIONS

### Applicant:

1. Fill in your name, ID number and email address. (Your name, email and signature will be removed prior to your form being sent to committee for review)
2. Go to the bottom of the form and click **SAVE**.
3. Copy the save and resume link, or have it sent to your email address.
4. Email the save and resume link to your first attestant. Ask them to access it, and fill in the skills that they can verify.
5. Send the email link to your remaining attestants, preferably one at a time to avoid any conflicts.
6. For all mastered skills requiring a photo, be sure to include your Applicant ID number, Date and Skill number on a card that appears in the photo (see instructions above). Upload your picture to the relevant skill.
7. Once your form is complete, and you have achieved a minimum of 29 skills (counting field at bottom of the form), **SUBMIT** your form.
8. A copy will be sent to yourself and each of your attestants for verification.

### Instructions for Attestants

1. The applicant will email you the link to the saved form
2. Fill in your information including name, email, phone number (in case we need to verify any details), and signature. Note if you are Attestant 1, 2, 3 or 4.
3. Review the skills and fill in all information for any skills that you can verify for the applicant. **All photos are responsibility of the applicant. (A warning that a**

photo is not attached for the skill will come up if you attest a photo requiring skill... ignore this, it is a flag for the applicant).

4. **Photos are used to verify that the applicant has access to the equipment necessary to perform the skill. In attesting to any of the skills, you are attesting that the applicant has all necessary equipment available to them, and regularly performs the skill in your presence.**
5. Leave any skills you are unable to verify blank.
6. **Once finished, hit **SAVE** in the bottom right corner. **PLEASE DO NOT HIT SUBMIT!!****
7. Advise the applicant that you have completed your sections.
8. Once the applicant submits the form, you will receive a confirmation email with an attached copy of the skills list as submitted. Please take a moment to review the document to ensure you are in agreement with all of the attestations you have agreed to. Thank you!!