

**Academy of Veterinary Emergency
And Critical Care Technicians**



**General Information and Instructions
For the 2018 Application**

GENERAL INFORMATION

The Academy of Veterinary Emergency and Critical Care Technicians (AVECCT) would like to thank you for your interest in becoming a Veterinary Technician Specialist in Emergency and Critical Care – VTS (ECC). AVECCT's goal in certifying veterinary technician specialists is to assure the veterinary profession and the public that AVECCT certified technicians possess the knowledge and experience needed to work effectively in a well-equipped and staffed emergency or critical care facility. The requirements for eligibility for the examination are defined in the AVECCT constitution and bylaws (available at: AVECCT.org). Although AVECCT requirements are rigorous, they are not designed to be obstacles to prevent candidates from becoming certified. The requirements are intended to assure the public and the profession, that technicians certified by AVECCT are truly qualified.

For the purpose of eligibility requirements the definition of emergency and critical care as established by the Veterinary Emergency and Critical Care Society will be used and reads as follows:

- **Emergency Care** – action taken in response to an emergency. The term implies emergency action directed toward the assessment, treatment, and stabilization of a patient with an urgent medical problem.
- **Critical Care** – the care taken or required in a response to a crisis. In medicine, the treatment of a patient with a life-threatening or potentially life-threatening illness or injury whose condition is likely to change on a moment-to-moment or hour-to-hour basis. Such patients require intense and often constant monitoring, reassessment, and treatment.

The AVECCT Credentials Committee will use these definitions to determine:

1. if your work experience was in the field of emergency and critical care.
2. if the cases in the case log and case reports are emergency and critical care cases.
3. if your continuing education is related to emergency and critical care medicine.

Your application will be submitted electronically via online form. The online form is found at <http://www.avecct.org/application-information>, or by clicking the “Examination Information” link on the right side of the AVECCT.org homepage.

The application can be accessed as often as necessary to be completely filled in AND submitted by the deadline of **December 31, 2017 at 11:59pm EST (Eastern Standard Time, UTC -5)**.

To leave the form at any point, click “save”. A popup will appear showing you the link to resume your entries, and asking if you would like it emailed to you. Please have this link sent to your email. In the email will be a blue RESUME button which contains your link. **KEEP this email safe!** If you lose your link, contact us immediately at applications@avecct.org. We can send you a different entry link to continue your application, however keep in mind this is not as easy to use as your resume link.

Once you have “submitted” your final application, you will receive a **complete** pdf summary of your entire submission. Please take a moment to verify all details, and, if an error or omission is noted, you may still edit your application up to the deadline. In your submission email there will be an orange “edit the shared entry” link. You can click this to access your application. Click edit in the bottom right corner. Your RESUME link will no longer work once your application is submitted.

The application requires you to fill in the necessary information, as well as upload documents in support of your application. See the next section to understand what needs to be uploaded

The application fee is TBA. Money must be sent electronically through the AVECCT website at <http://www.avecct.org/payments-app-exam->

Payments can be made with a credit card, and you will be asked to create a login to manage payments.

COMPLETE applications AND payment must be received on or before December 31, 2017 at 11:59pm EST. The application is turned off at this time and will no longer be available to submit or edit.

The application fee will not be refunded if applicant is not approved to take the examination. Eligibility rulings are made by the Council of Regents based on recommendation of the Credentials Approval Committee. Applicants will be notified of eligibility results no less than 6 months preceding the scheduled examination date.

Notification letters will be emailed to the email address provided on your application in March, 2017.

AVECCT APPLICATION INSTRUCTIONS

Please read the instructions carefully. Incomplete or faulty applications will result in application rejection. Please be sure you are using the current online application form obtained from the website www.AVECCT.org. This form is filled in completely online. It is compatible with Mac/PC/iOS/Android browsers, and allows you to save and resume to finish completion at any time up until the form deadline (December 31, 2016, 11:59pm EST (EASTERN STANDARD TIME!!))

Contact applications@avecct.org immediately if you are having application issues!!

Please remember, even though this is an online application, the final output will be the exact same as your entry. This is a PROFESSIONAL application, so please do not forget to use appropriate capitals, punctuation, grammar, and spelling! Spell check is not available on the form.

THE APPLICATION

1. **Applicant information.** Please provide us with your contact information

NAVTA membership is a requirement for all AVECCT Candidates. Please provide your membership number. International candidates can still become NAVTA members by choosing "associate member".

Note the application will allow you skip this question and return to it later. Do not forget to return to this question!

2. **Credentials and Education Information (Page 2).** Please provide your date of graduation (if applicable), current credentials, and licensure information. Note, you can add as many licenses as necessary that you have held during the **past 5 years** (click "Add License").

NOTE: the application has calendar fields to choose dates. Click on the field, and the current month and year will appear. **To move to a past or future date**, use the right or left arrows, OR click the month/year at top of box. This will give a box of all the months for the current year. Click the year at the top of the box, and you will be given other years to choose from. Each calendar field has restricted entry to the pertinent dates.

3. **Employment History (Page 3).** A minimum of 5760 hours, which is equivalent to ~3 years of full-time work experience in the field of veterinary emergency and critical care medicine is required (see definitions of emergency and critical care on page 2). All experience provided must be within five calendar years prior to the application submission date. All work experience must be performed after becoming legally credentialed. **Please only give us the AVERAGE number of hours worked per week, not a range of hours.** Note, if your start date is prior to January 1, of the 5-year period, just enter January 1 as your start date. We are only interested in calculating your hours during the 5-year period.

You may add as many employers that you may have had during your 5-year

experience period, just click “**Add Clinic Information**”. Hours will self calculate.

3. Continuing Education Forms

Official proof of attendance documents must be provided for each CE event. These documents will be uploaded directly into the application form at the end of the application. Topic titles, attendance date, location, and length of lecture must be listed. A scanned copy of a document provided by the organization or speaker must be provided as proof of the attendance. Cancelled checks or other documents will not be accepted as proof of attendance.

Note there are two form types provided.

Form A: is for a conference or event in which you may have attended several hours of lectures by different speakers.

Form B: is used for events in which there may only have been one speaker, or for single hour lectures. You can also use this form for recording online CE.

You may add as many CE events as necessary to either form, by clicking “**Add Lecture**” or “**Add Conference**” for Form A, or “**Add Event**” for Form B. The forms are both self tabulating.

A minimum of twenty-five hours of continuing education related to veterinary emergency and critical care are required. The continuing education must be received from a nationally-recognized conference; local, state, regional veterinary medical or technician associations; accredited veterinary school or technician school sponsored CE programs; American Association of Veterinary State Boards (AAVSB); Registry of Approved Continuing Education (RACE) approved CE; or publically advertised local meetings delivered by instructors who are considered *experts* on the subject they are discussing.

The AVECCT definition of emergency and critical care will be used to determine whether or not your continuing education meets the requirement regarding content. If the title of the CE does not provide enough information to show that CE was related to emergency and critical care you may submit photocopies of the course description provided by the organization presenting the CE as proof that the continuing education was related to emergency and critical care.

The continuing education must be completed within the five calendar years prior to the application deadline. The form will not allow you to enter dates outside this window.

4. Case Logs

A case record log is to be maintained from January 1 – December 31 in the year immediately preceding the submission of the application. Only cases seen during this period qualify. The cases shall reflect the management of the emergent or critically ill patient and competence in advanced nursing skills. The log should include the following: date, patient identification (name or number), species, age, sex, weight, diagnosis, length of care, final outcome, and summary of nursing

care techniques and procedures performed by the applicant on the patient. If the animal's weight, age, or sex is unknown enter 'not known' in the case log. Preferably, the case log entries should **appear in chronological order**, however because of the nature of online forms, you cannot edit the order of your logs after entry. You will not lose points for this in the application approval process.

If there is a case that spans Jan 1 (arrives before this date), but care continues into the new year, the case may be used, however the calendar will not allow you put their actual entry date. Use January 1, and under length of care, put the actual number of days.

HINT We highly recommend that you do a rough draft of your case logs and only fill in the online form closer to the end of the year, once you have finalized which cases you wish to use.**

List individual nursing skills you performed; do not use unspecific phrases such as "critical care nursing", "intense monitoring" or "pain management". Provide a key if abbreviations are used. A page has been provided for your key.

Candidates must submit 50 cases that meet the AVECCT definition of emergency and/or critical care. However, if only 50 cases are submitted, a single unacceptable case could result in your application being rejected. Therefore, it is **strongly suggested** that additional cases (up to a total of 75) be submitted. The Case Log form will expand to allow you to submit up to a maximum of 75 cases, by clicking "Add Case Log". The case log will be used to confirm your advanced competency in veterinary emergency and critical care through clinical experience.

5. Four case reports

See examples included on the application page of the website. The case reports must be selected from the case log and the case log number should be noted in the header of the case report.

The reports **must** be typed and **double spaced**. Case reports **must not exceed five pages each**. Case reports not meeting these requirements will be rejected.
The following manuscript form should be used:

Times New Roman font; margins justified and 0.5" top, bottom, and sides; top right of each page: **CASE REPORT # _____, APPLICANT NAME, CASE LOG #, PAGE #**, font size 10, all caps, bold; **HEADINGS** capitalized, font size 10, bold; body font size 10.

Case reports must be saved as PDF files. If using Microsoft Word 2007, 2010, or 2013 (PC) please choose File, then Save As and choose the .pdf format. If using Word 2008 or 2011 on a Mac computer, once your document is finalized, select File, then Print. Under Print, choose PDF (lower left hand corner), then Save As PDF.

Please save each case report individually with the following format for title:

Applicant Name, Case Report #__ (1-4).

HINT** when saving your final files use caution to save them in a separate location from any working documents. For example, make a folder called “FINAL APPLICATION FILES”, and save only final copies of each file in this area. Last year, several candidates sent incomplete files, or files with “track changes” markup on the document. This could result in your application being rejected. Please ensure that all documents saved in your final application folder, are indeed the copies you wish to send!!

If you are using the “track changes” feature in Microsoft Word if you have someone review your documents, please ensure that you “accept all changes” in the document before you save as a PDF. Review your document following reformat to PDF, to ensure all of the formatting elements remained. Please do not submit a pdf that has the track changes visible.

See case report examples.

Case reports must be the original work of the applicant. Case reports must demonstrate expertise in the nursing management of a variety of veterinary patients requiring emergency and critical care.

Select cases that will demonstrate your expertise in emergency and critical care nursing. Be sure that information such as the patient’s name, identification number, and date the case was seen is included in the report. The case report should describe, in detail, how the patient was diagnosed and treated, and specifically demonstrate how you used your knowledge and experience to assist the veterinarian in diagnosing and treating the patient. It is important that the information in your case report can be clearly understood. Present each case in a logical manner, check spelling, use generic drug names, and define any abbreviations that are not commonly used, e.g. positive end-expiratory pressure (PEEP). It is important to show that *you* participated in the diagnosis, treatment, and nursing of the patient and were not just an observer. It is also important to demonstrate *your* depth and comprehension of knowledge about the case that you have chosen. Consider some of the following ways of demonstrating your knowledge and experience:

- Show how *your* observations, physical examination, and history-taking assisted the veterinarian with the diagnosis. “I” statements are allowed but not required.
- Explain why an observation was important or why *you* asked a certain question while taking the history.
- Describe the procedures *you* assisted with or performed. Explain why the procedure was indicated, possible contraindications, and nursing care requirements.
- Describe how *you* assisted the veterinarian in treating the patient.
- Explain how *you* helped determine whether the patient’s treatment was being effective.
- Explain how *your* observations and monitoring helped the veterinarian modify the patient’s treatment.
- Explain *your* role in planning the patient’s care.

- Show *your* understanding of the problem being treated. Brief explanations of pathophysiology help to demonstrate your knowledge base.

6. File Uploads: Each upload has its own box to assist you in keeping things in order, and ensuring all necessary files are received. **Please make sure your name is included in every file name!** Follow the instructions on the screen to upload. Note, you will have difficulty doing this part on a mobile device, and will likely want to access your application on a computer.

7. Signed copy of ‘Waiver, Release and Indemnity Agreement’ (Page 8).
Digitally sign this form using the instruction provided. You can use your finger or stylus on a mobile device or computer trackpad. For a mobile device, click the pencil icon to lock the box from moving while you capture your signature.

8. Submit your application! If fully complete, submit your application using the submit button at the end of the application. This differs from the “save” button.
You will receive a confirmation with an attached pdf of your complete application.
Please go over this carefully to ensure you have not made any errors or omissions. You can continue to edit by following the link in your confirmation email... but note the format will be different.

Any questions/concerns/problems, please email applications@avecct.org!

Tips for ensuring a Happy Application Experience

1. **Save frequently!!** We would recommend you hit save with each page, just in case of an interruption of your internet, or some other computer glitch causes you to lose data. Once its at the server, it is safe. Note, the save link you are sent (resume) is the same each time you hit save... you do not need to have the link emailed to you each time!
2. **Don’t leave the application to the last minute.** You can access this form for almost a year. Keep a hard copy of case logs and start filling them into the application later, or enter them as you have them, but remember, this is a time consuming process. Make sure you are working on your application for as long as possible for the best results.
3. **Spell check all of your documents.** Spell checking does not work on the form. If you are typing larger paragraphs etc, you can type it out in word and copy and paste the information into the form. This way you can use word spell checker!

Part B: Non-Digital Applications files to be sent by Email

The following forms must be **scanned and uploaded into your online application.** If you do not own a scanner, this can be done at a local Kinkos, UPS Store, Staples or any printing offices, such as Kwik-Kopy. Note there are numerous “scanning apps” for smartphones, which may produce acceptable reproductions. These facilities will be able to assist you with preparing your documents appropriately for uploading the documents. When saving the files, please

ensure that each file is titled appropriately, beginning with the Applicant Name, then form title (such as waiver, diploma, skills form or recommendation). For example, save your skills list as "Applicant_Name Skills list.pdf"

All files be uploaded prior to submitting your application. **December 31 at 11:59pm EST.**

HINT Please scan your documents *in groups* such as **Diploma/License, CE Proof, Skills Form, and Letters of Recommendation**. Please save them in the format "Jane Doe Diploma.pdf", "Jane Doe CE Proof.pdf" etc. The maximum file size is 5mb. If you have large numbers of pages to scan, you may need to upload multiple files. Please label them part 1, part 2, etc.**

Please do not scan at more than 180-200 dpi! Any larger than this may cause your files to fail uploading. You can also scan in greyscale rather than color, which will also keep the file sizes small. **The maximum file size for any file is 5mb**

Before uploading, please double check that all required documentation is scanned appropriately, is legible, and that it is all included. We cannot notify you if a document is missing.

The complete form, all uploaded documents, and payment must be "submitted" prior to the deadline of December 31, 2017 at 11:59 EST. Please do not leave it to the last minute, as your application may not be fully submitted.

1. Copy of valid veterinary technician license/registration/diploma

Applicants must provide proof of current license/registration OR graduation from an AVMA- approved veterinary technology program. They may provide both, if applicable. Photocopies of the actual license/registration/diploma are the only proof that will be accepted. Cancelled checks or other documents will not be accepted. Each applicant, before he or she is declared eligible for examination must be a **graduate** of an AVMA approved Veterinary Technician School and/or meet the requirements as a Veterinary Technician in some state or province of the United States, Canada or other country. The requirements are set by each individual state, province or country where credentials were obtained. The original date of credentialing and graduation date (if applicable) must be documented on the history form. Note: if submitting licensure information, license must be provided for EACH year claimed as work experience.

ALL of the requirements must be met AFTER graduating from an AVMA (or its equivalent) approved Veterinary Technician School or **becoming legally credentialed for an applicant to be considered eligible for the examination**. Information about requirements for technician credentialing on a state-by- state basis can be found on the AAVSB website:

<http://www.aavsb.org/DLR/DLR.aspx>

Membership in NAVTA (National Association of Veterinary Technicians of America) is a requirement for AVECCT Certification.

It is strongly encouraged that the candidate be a member of a local, state, provincial, technician association, and a member of the Veterinary Emergency and Critical Care Society. Membership in any of these organizations is optional and will not be considered when your application is scored. Please do not include membership documentation in the application package.

2. **Proof of attendance at all CE events.** You will need copies of certificates or other proof of attendance for each CE event attended.
3. **Completed 'Skills Form'.** Be sure to include **ALL 3** pages of this form.

The skills form documents those nursing skills that have been mastered by the candidate and are necessary to practice veterinary emergency and critical care nursing at an advanced level. The skills form is subject to change based upon the current state of the art in veterinary emergency and critical care nursing. Please print this document and have it signed by the qualified professional as outlined below.

AVECCT requires that a Veterinary Technician Specialist (ECC) or a veterinarian who has mastered the skill attest, by signature, to the applicant's mastery of the skill.

Mastery is defined as being able to perform the skill safely, with a high degree of success, without being coached or prompted. Furthermore, mastery requires having performed the skill in a wide variety of patients and situations. AVECCT is aware that some states or provinces may not allow a skill to be performed by a licensed veterinary technician. **Each skill must include a signature; do not use quotation marks or arrows to indicate duplication.**

Keep the original for your records.

4. Letters of Recommendation

Two letters of recommendation are required from a VTS (Emergency and Critical Care, Anesthesia, Internal Medicine) member, a Veterinary Emergency Critical Care Society Veterinarian, a Diplomat of the American College of Veterinary Emergency and Critical Care or board certified veterinarian specialist in Anesthesia, Internal Medicine or Surgery. Letters must be typed, and should include details on training, ethical behavior, and quality of skills.

These letters may be emailed separately to applications@avecct.org by the person writing the letter, or may be uploaded to your application. If emailing, please ask that the subject line include the applicant's name. A confirmation email will be sent, if it is not received, please email applications@avecct.org to ensure receipt of the letter.

Letters must include: The full name of the applicant and the full name and qualifications (as written above) of the VTS or DVM writing the letter, as well as contact information. For VECCS member DVM's please include your membership number.