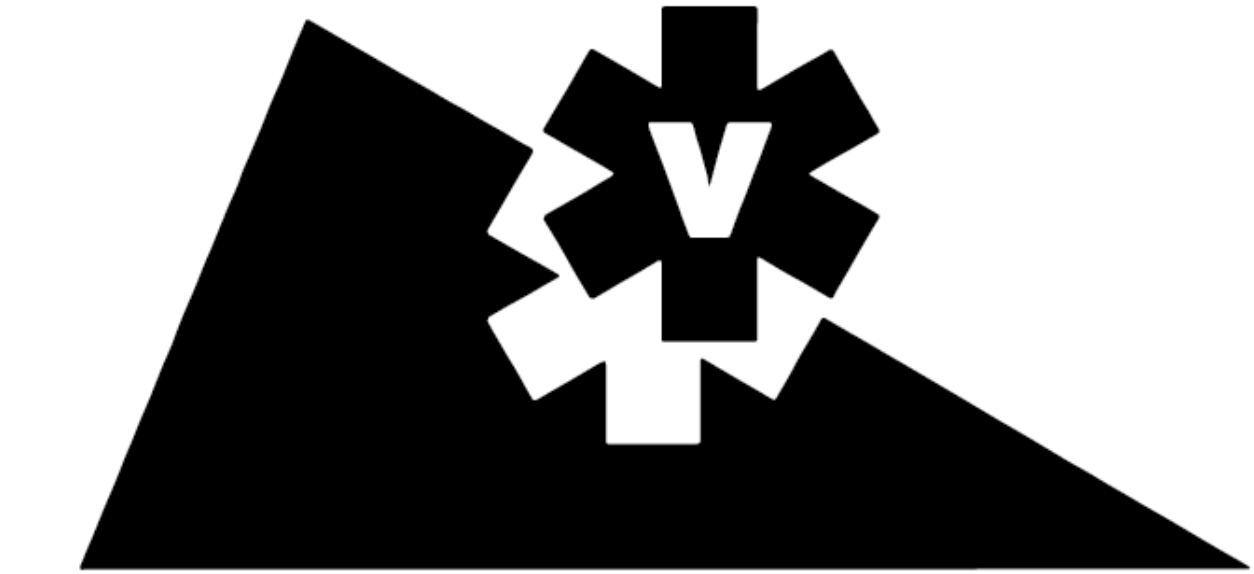
Academy of Veterinary Emergency And Critical Care Technicians and Nurses



General Information and Instructions For the 2028 Application—PART A

GENERAL INFORMATION

The Academy of Veterinary Emergency and Critical Care Technicians and Nurses (AVECCTN) thank you for your interest in becoming a Veterinary Technician Specialist in Emergency and Critical Care (VTS(ECC)). AVECCTN's mission in certifying specialists is to ensure that veterinary professionals and the public can trust that AVECCTN-certified technicians have the knowledge and experience needed to excel in well-equipped emergency or critical care settings. Eligibility requirements for the examination are outlined in the AVECCTN Constitution and Bylaws, available at AVECCTN.org. While these requirements are rigorous, they are designed not as obstacles but to uphold a standard of excellence, ensuring that AVECCTN-certified technicians are genuinely qualified.

For the purpose of eligibility, 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 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 AVECCTN Credentials Committee will use the following criteria to assess your application:

1. **Work Experience –** To verify that your work experience is specific to emergency and critical care.
2. **Licensure –** Licensure information provided by you meets the **minimum 4-year requirement** and shows you have been continuously licensed throughout your work experience period.
3. **Continuing Education –** To ensure that your CE aligns with emergency and critical care medicine, and meets the minimum hours required.
4. **Letters of Reference** – Are submitted by qualified individuals and verify your qualifications in emergency and critical care.

Application Submission Instructions

Your PART A application will be submitted electronically via two online forms, accessible through the "Application Information" link on the AVECCTN.org homepage.

Required Forms:

1. 2028 AVECCTN Pre-Application Part A
2. 2028 Application Letter of Reference Submission

Important: Save Your Application Progress

To ensure your information is saved, you must click “Save” before closing your application. When you do, a window will appear with a Save & Resume link. You can either:

- Copy and save the link directly, or
- Send it to your email (strongly recommended!).

Many users have lost their save link and had to restart their entire application. Save the link in a secure location, such as a dedicated folder on your computer.

Avoid Leaving the Form Idle

Do not leave the form open in your browser for long periods without activity. After a while, the form will time out silently—it may still look active, but you won’t be able to save your work.

To prevent data loss:

1. Click “Save” anytime you step away from your computer.
2. Close the current window/tab
3. Always use the Save & Resume link (emailed or saved) to reopen and continue your application.

The Save & Resume link remains the same each time you save. You only need to record it once.

Important Notes:

- **Review Thoroughly:** Before submitting, review each section of the application. Once submitted, the application cannot be accessed or edited.
- **Confirmation:** After submission, a confirmation email will be sent to the address provided, including a PDF summary of your entire application.

Application Fee and Payment

The 2028 application fee is $75, payable by credit card directly within the application form. This fee is non-refundable, even if you do not pass the pre-application phase or

are not approved for the examination.

Submission Deadline

- **Due Date:** Part A (Pre-application) is due by **March 31, 2027, at 11:59 PM EDT.** The application portal will close at this time, and submissions or edits will no longer be accepted. Applications timestamped after 11:59PM will not be accepted.
- **Timezone Note:** If you are in a different time zone, consider using a time zone converter (e.g., https://www.timeanddate.com/worldclock/converter.html) to ensure timely submission.

Decision Notification and Appeals

Applicants will receive a decision on Part A **by April 30, 2027.** Declined applicants will have an option to appeal the decision.

AVECCTN Part A Pre-APPLICATION INSTRUCTIONS

Please read all instructions carefully. Incomplete or incorrect applications will be rejected. Ensure you are using the current online application form from the website www.AVECCTN.org or the link provided above. The form must be completed online and is compatible with Mac, PC, iOS, and Android browsers. You can save your progress and return to complete the form at any time before the deadline (see above). After the deadline, the form will no longer be accessible.

If you encounter any issues with the **application**, contact **andreasteele@avecctn.org** immediately.

If you have questions **regarding the application or requirements**, please contact info@avecctn.org.

Pro Tip: Remember that even though this is an online application, the final output will reflect your entries exactly. This is a professional application, so use proper capitalization, punctuation, grammar, and spelling. Please note that spell check is not available on the form.

The dates in this example are for demonstration purposes only and do not reflect the current eligibility window.

THE Pre-APPLICATION



Application Instructions

1. Applicant Information

Please enter your current contact information in the fields provided.

2. Credentials and Licensure

Enter your current credentials and licensure details. You may add multiple licenses held within the past 5 years by clicking “Add License.” **Note: Your license must be active and continuous for the 8000hrs ECC work experience period prior to November 1 of the application starting year. Any gap in licensure will reset your work experience timeline and thus your accepted work experience hours.**

Using the Calendar:

- Click on the date field to access the calendar. Use the arrows to navigate to past or future dates or click the month/year at the top for quicker selection.
- Each date field restricts entries to appropriate dates for your application.

Pro Tip: Take a photo of your license each year and save it on your phone!

3. Employment History

Change for the 2028 Application: A minimum of **8,000** hours (increased from 6000 hours) of work experience (about 4 years of full-time, 40 hours/week) **in veterinary emergency and critical care medicine (ECC)** is required. All experience **must be within the five years** leading up to the Part A application start date (before November 1). Only work completed after obtaining legal credentialing can count. See **Important** Note below!

- Enter the average number of hours worked per week (do not enter a range).
- For any experience beginning prior to November 1 in the five-year period, use November 1 as the start date.

Important: All applicants **must have held credentials as a Veterinary Technician or Nurse for ALL work experience (minimum of 8000 hours / four full-time years) *prior* to application.** This time must be continuous with your work experience period (as noted above, lapse in licensure resets the timeline). For example, you may have worked in GP, or another specialty prior to moving to ECC.

Percentage of Time in ECC:

Applicants must specify an average percentage of weekly hours dedicated to ECC. Use the definitions of emergency and critical care from page 1 for reference. Examples may include:

- General practice with occasional emergencies: 10-20% ECC time (this is an estimate)
- Emergency practice: up to 100% ECC time
- Dedicated ICU: up to 100% ECC time

The percentage of time depends on your role and setting. The committee may verify or request additional information.

4. Maximum Weekly Hours

- You may claim a **maximum of 40 hours per week** across **all** jobs towards your ECC work experience.
- All work hours must be completed before November 1 of the application start year.

You can add multiple employers within your 5-year period by clicking "Add Clinic Information," and hours will calculate automatically. Please review the application instructions for guidance on entering overlapping work hours.

Read the application form carefully on how to enter overlapping hours!

1. **Continuing Education Forms**

- All CE hours must be completed before the application start date (November 1).
NEW for 2028 Application:

1. All applicants must have achieved a minimum of 50 hours (increased from 25) of ECC relevant CE in the five (5) years prior to the application starting date of November 1.
2. Applicants MUST have current RECOVER CPR BLS and ALS Online Certification/Recertification

CE Forms

There are three types of forms for documenting your CE hours:
- Form A: Use this form for conferences or events where you attended **multiple lectures or labs led by various speakers**. All speakers and individual lectures MUST be an individual CE Log.
- Form B: Use this form for **single-speaker** events such as full-day lectures by ONE SPEAKER, single-hour lectures not part of a conference, or online CE activities. Do not add more than ONE speaker and credentials per Form B entry.

For both forms, you can add as many CE events as needed:
- On Form A, click "Add **Lecture/Lab**" or "**Add Conference**."
- On Form B, click "Add **Event.**"

-**NEW for 2028 Application**:
Form C: ALL Applicants MUST have completed the RECOVER CPR BLS and ALS Certification/Recertification (Online only is Required). Form C is specifically for applicants to upload their CURRENT BLS and ALS Credentials.

All forms will automatically calculate total CE hours.

Continuing Education Requirements:

A minimum of **fifty** 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 publicly advertised local meetings delivered by instructors who are considered experts on the subject they are discussing.

The AVECCTN 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 convey enough information to show that CE was related to emergency and critical care, *you may submit copies of the course description* provided by the organization presenting the CE as proof that the continuing education was related to emergency and critical care. Note, this additional information does not serve as proof of attendance!

***Example**: "Another One Bites the Dust"* as a title would not allow the committee to determine the topic of the CE. Please include the OFFICIAL course synopsis with these types of titles by uploading documents using the CE upload button.

Instructor Qualifications for CE Credit

Qualified instructors are generally recognized as "experts" in their field. This includes:
- Board-certified veterinarians
- Veterinary Technicians/Nurses with VTS certification
- Professionals with other advanced credentials (e.g., CVPP)
- Individuals who have published extensively on the topic.

If an instructor's qualifications are not immediately clear (e.g., a DVM who has published in the field during residency, but is not yet boarded), consider including an instructor biography from the CE organization to strengthen your submission. Providing detailed information about the instructor will increase the likelihood of your CE being accepted. Simply include documentation with your CE uploads.

Speaker Information
- Enter the full speaker name **and** credentials in the form. If credentials aren't listed on the program, try searching online.
- **Ensure that the credentials you provide were held by the instructor at the time of the lecture.** For example, if a speaker presented in 2019 but achieved VTS(ECC) certification in 2021, they cannot be listed as VTS(ECC) for the 2019 lecture.

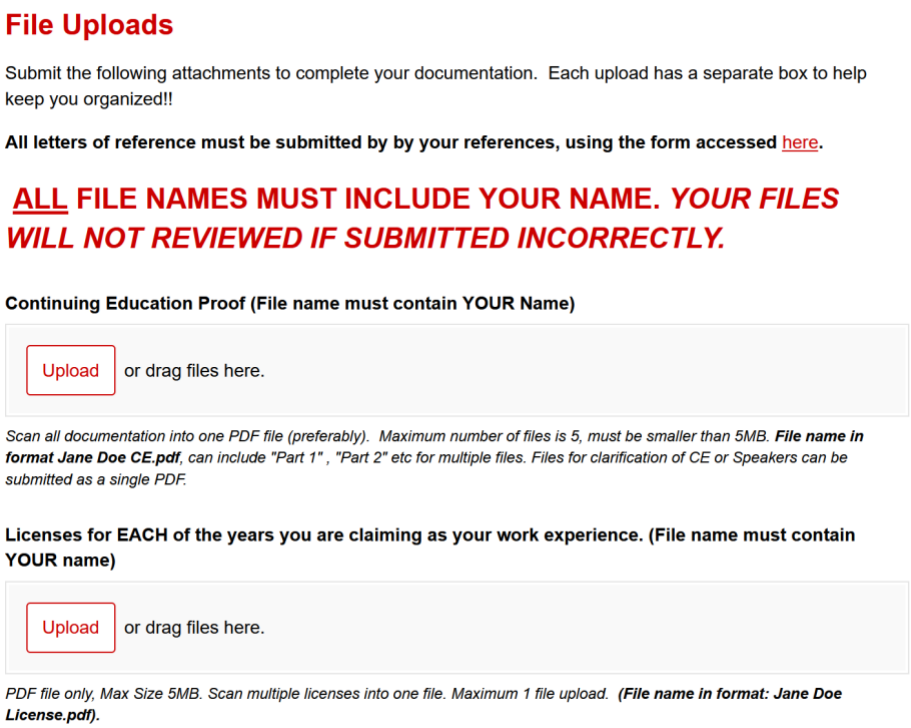
Pro Tip: *Save copies of conference programs with speaker credentials, either digitally or in print. If programs lack credential details, ask the conference organizer or take a photo of the speaker's introductory slide. Generally digital conference platforms provide each speaker's biography, which will normally list credentials. As these sites*

are usually updated and archived each year, it is important to obtain the information promptly after attendance. A screenshot of a conference app will provide the necessary information.
***Past IVECCS Programs can be found** HERE*

CE Completion Window
All CE must be completed within the five years leading up to the Part A application start date (November 1). The form restricts entries to dates within this time frame.

File Uploads

The Pre-Application requires numerous file uploads to be complete.



Document Upload Instructions

All required documents must be downloaded or scanned, then uploaded to your online application.

Preparing Documents for Upload

- If you don't have a scanner, most office supply and print centers (e.g., FedEx, UPS, Staples, Kwik-Kopy) offer scanning services and can help you prepare files for upload.
- Many CE certificates and other documentation may already be available in digital format (e.g., PDFs) for easy download.

- Ensure that your NAME is on every PDF. Many conferences provide BLANK certificates for you to add your name and license information.

Using Smartphone Scanning Apps

- Smartphone scanning apps (e.g., Adobe Scan) are an option for creating clear, high-quality PDFs from paper documents.
- When saving files, name each one as follows: Applicant Name + Document Title **(e.g., "Jane Doe CE.pdf")**. You may need to rename files to meet this format. **Files with incorrect names will be rejected and may result in decline of your application!**

File Grouping and Size Limits

- Group similar documents (e.g., all CE proof in one file) rather than uploading single pages. Ensure each file is under the 5 MB limit.
- If a set of documents exceeds the 5 MB limit, split it into multiple files labeled as "Jane Doe CE Part 1," ".....Part 2," etc.
- Use black-and-white scanning at 180-200 DPI to reduce file size while maintaining legibility.

Final Checks Before Submission

- Before uploading, verify that:
  - All required documents are included and clearly legible.
  - File names and groupings are accurate.

Important: AVECCTN will not notify you of missing materials, so please ensure all documentation is complete before submitting your application.

AVECCTN will NOT add missing information to your application after the submission deadline. Before the deadline, please contact info@avecctn.org if you see you have missed something, we can send you an edit link to resubmit your form.

Application Submission Deadline

To be considered, your completed form, all required documents, and payment must be submitted by March 31, 2027, at 11:59 PM EDT.

Important: Avoid last-minute submissions, as applications submitted after this time will not be accepted, and no extensions will be granted. The form program timestamps each submission, so it's essential to submit on time. If you live in a different time zone, use a time zone converter to ensure accuracy.

1. Proof of Veterinary Technician License/Registration

Applicants must provide official proof of licensure or registration. Cancelled checks, invoices and other non-qualifying documents will not be accepted. **Acceptable forms of proof include**:

- Scans of **each** license/registration document showing the validation period dates, and clearly showing NO lapses in licensure.
- Signed documentation from the Veterinary Medical Board or Licensing Agency confirming continuous licensure throughout the work experience period.
- As fewer agencies are providing paper documentation, screenshots from an official "license look-up" website provided by the credentialing body. **Screenshots must confirm the initial credential date and continuous licensure with no lapses, and must display your name, validation dates, and the website address.**

Each applicant must meet the credentialing requirements for a Veterinary Technician or Nurse in their country, state, or province. Documentation must show the original credentialing date on the history form. **Note**: A license must be provided for each year claimed as work experience within the 5-year experience period to document CONTINUOUS licensure for the work experience period. **Single, current licenses, or initial licenses only, do NOT demonstrate <u>continuous</u> licensure.**

All AVECCTN certification requirements must be met *after* becoming legally credentialed. For state-specific credentialing information, refer to the AAVSB website.

2. Proof of Attendance at CE Events

Applicants must provide proof of attendance for each CE event, including:

- CE certificates or other official attendance documents with topic titles, attendance date, location, lecture length, speaker name, and credentials.
- All CE certificates MUST include the applicant's name
- Documents must be uploaded at the end of the application.
- As many conferences are RACE® approved and tracking attendance through the AAVSB, a report generated from your RACETRACK® account will be accepted. https://www.aavsb.org/ce-services/racetrack

Handwritten logs, cancelled checks, or other informal documents will not be

accepted as proof of CE attendance.

Letter of Reference Submissions (2)

Submitting Reference Letters

Two reference letters must be submitted using the online form to ensure consistency and inclusion of all required information. A link to the reference form is available on the AVECCTN.org website (under Quicklinks on the right-hand side) and on the first page of this document.

Upon submission, both the referee and the applicant will receive confirmation emails. The applicant will be notified of the letter's submission and the referee's name. The referee will receive a PDF copy of the submitted letter as part of their confirmation.

Submission Guidelines:
- All letters must be submitted via the online form. Do not request letters from more than two referees. If more than two letters are submitted, only the first two (by submission date) will be forwarded to the committee for review, which may not include your strongest recommendations.

Accepted Referees:
Letters are only accepted from the following sources:

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 should include details on training, ethical behavior, and quality of skills.***

European College of Veterinary Specialization equivalents are acceptable.

Other Board Certified, or non-Board Certified veterinarians MUST be current VECCS members and provide their membership number.

Please ensure your referees are qualified to write your letters.

Final Instructions

Waiver, Application Fee, and Submission Guidelines

1. Waiver, Release, and Indemnity Agreement

Please review the waiver carefully, then **sign and date** to acknowledge your agreement.

2. Application Fee

At the end of Part A, you'll see a payment field for our processor, Stripe. We do not receive or store any payment information.

3. Submit Part A Before March 31 at 11:59pm EDT!

The deadline is strict, so ensure you submit on time.

Tips for Completing Your Application

- **Save Frequently:** We recommend saving your progress on each page to avoid data loss from internet or computer issues. The save link remains the same, so you don't need to have it emailed each time.

- **Don't Wait Until the Last Minute:** You have five months to complete the form. Each year, applicants who submit at the last moment risk being late, resulting in application rejection. Submit well in advance!

- **Spell-Check Your Documents:** The form does not have a spell check feature. For longer sections, consider drafting in a program like Word, then copy and paste into the form to ensure accuracy.