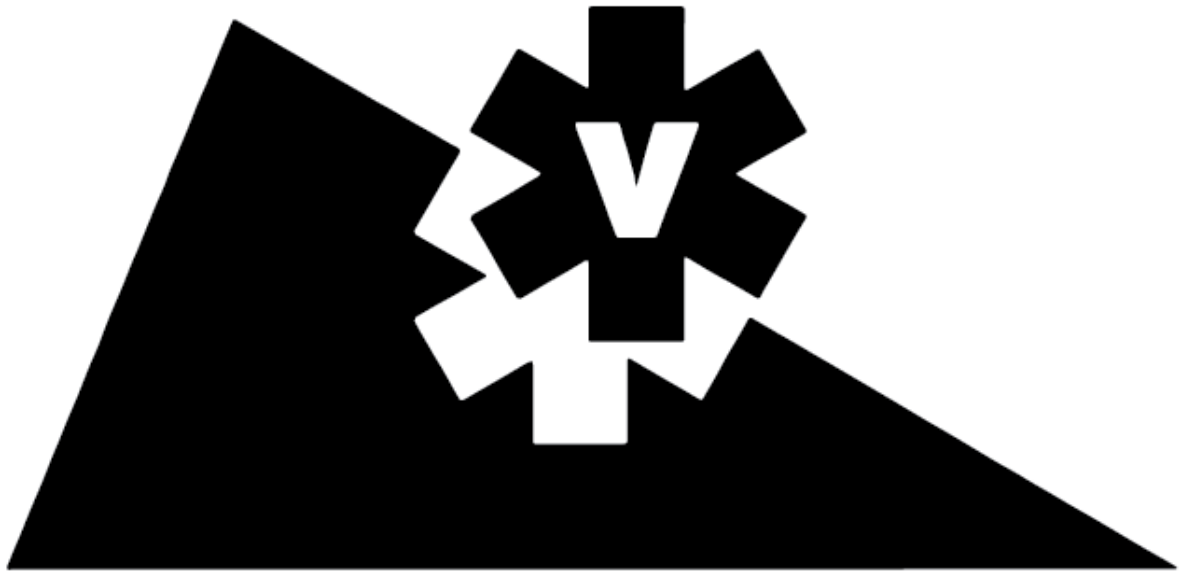


**Academy of Veterinary
Emergency
And Critical Care
Technicians and Nurses**



AVECCTN-VTS
Academy Veterinary Emergency Critical Care Technicians and Nurses

**General Information and Instructions
For the 2021 Application—PART A**

GENERAL INFORMATION

The Academy of Veterinary Emergency and Critical Care Technicians and Nurses (AVECCTN) would like to thank you for your interest in becoming a Veterinary Technician Specialist in Emergency and Critical Care – VTS (ECC). AVECCTN's goal in certifying veterinary technician specialists is to assure the veterinary profession and the public that AVECCTN 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 AVECCTN constitution and bylaws (available at: AVECCTN.org). Although AVECCTN 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 AVECCTN are truly 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 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 AVECCTN 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 PART A application will be submitted electronically via three online forms. The online forms are found by clicking the “Application Information” link on the right side of the AVECCTN.org homescreen.

You, or others, will need to fill in three forms:

1. [2021 AVECCTN Pre-Application Part A](#)
2. [2021 AVECCTN Skills List](#)
3. [2021 Application Letter of Reference Submission](#)

Each form allows you to save your progress and return to the form at a later date.

Click Save at the bottom of the page, and 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, you may need to start your application again. It is the same link EVERY TIME YOU SAVE, so no need to have it emailed each time you save.

Please review each section of the application in its entirety, prior to submitting. Upon submission you will no longer be able to access, modify or update your application. You will be immediately emailed a confirmation to the email address provided on the form, with an attached PDF which includes a summary of your entire form.

The application fee is \$65. Payment is made directly on the application form by credit card, prior to submission of Part A.

DUE DATE:

Part A: Pre-application is Due March 31, 2020 at 2359 EST. The application is turned off at this time and will no longer be available to submit or edit. NOTE THE TIMEZONE!

The application fee will not be refunded if applicant does not pass the Pre-application phase or is not approved to take the examination. Eligibility rulings are made by the Board of Directors based on recommendation of the Credentials Approval Committee.

Applicants will be notified of the decision on Part A by **April 30, 2020**. Applicants will have the ability to appeal a decline decision.

AVECCTN Part A Pre-APPLICATION INSTRUCTIONS

Please read all 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.AVECCTN.org, or using the link provided above. The form is filled in completely online, and 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 (see above). After the deadline, each form turns off and you will not be able to access.

Contact applications@AVECCTN.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 Pre-APPLICATION

2021 AVECCTN Pre-Application Part A

Applicant Information	Credentials / Education	Employment History	CE Form A	CE Form B	File Uploads	Waiver and Payment
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1. **Applicant information.** Please provide us with your contact information

NAVTA membership is a requirement for all AVECCTN 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/Education.** 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”). If providing a diploma from a recognized Veterinary Technology program (AVMA accredited or foreign equivalent), licenses are not required. If providing licenses, you must show you have been licensed in some state/province for the entire duration of your work experience period! Any unaccounted time is removed from your hours of experience.

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 (ie past 1 year or past 5 years depending on the question).

- 3. Employment History.** 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 1). **All experience provided must be within *five calendar years* prior to the Part A application submission date.** All work experience must be performed after becoming legally credentialed or having graduated (see above). 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 November 1, of the 5-year period, just enter November 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 have had during your 5-year experience period, just click “Add Clinic Information”. Hours will self-calculate.

3. CE Forms

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 not associated with a conference.** You may 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 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.

Example: “Another One Bites the Dust” as a title would not allow the committee to determine the topic of the CE. Please include the course synopsis with these types of titles.

Generally speaking, instructors who are considered “experts in the subject they are discussing” are: Board Certified veterinarians, VTS Technicians/Nurses, other advanced certifications (ie CVPP), those that have published extensively on the subject. *Consider submitting an instructor biography provided by the CE organization to add clarity when credentials are not obvious or provided.* The more information you can provide, the more likely your CE will be accepted.

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

File Uploads

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

Proof of NAVTA membership (File name must include YOUR Name)



Upload or drag files here.

Please upload a screenshot or printout of your membership information. PDF file only, Max Size 5MB

Continuing Education Proof (File name must contain YOUR Name)



Upload or drag files here.

Scan all documentation into one PDF file, must be smaller than 5MB

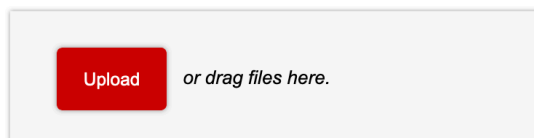
Diploma (If Submitting) (File name must contain YOUR name)



Upload or drag files here.

PDF file only, Max Size 5MB

Licenses (If Submitting) for EACH of the years you are claiming as your work experience. (File name must contain YOUR name)



Upload or drag files here.

PDF file only, Max Size 5MB

The above documents must be downloaded or scanned, and then 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. These facilities will be able to assist you with preparing your documents appropriately for uploading the documents. Many documents such as CE certificates are sent to you digitally, and copies of programs, bios, etc can be found digitally and downloaded into .pdf files.

Note there are also numerous “scanning apps” for smartphones, which may produce acceptable reproductions. When saving the files, please ensure that each file is titled appropriately, beginning with the **Applicant Name, then form title (such as waiver, diploma)**.

For example, save your Diploma as “**Jane Doe Diploma.pdf**”

All files must be uploaded prior to submitting your application.

HINT** Please scan your documents in groups such as Diploma/License, CE Proof. 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.

Watch your resolution when scanning to avoid large file sizes. Please scan in black and white, at 180-200 DPI, avoid high resolution scans. **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. **It is not AVECCTN’s responsibility to notify you of missing materials.**

The complete form, all uploaded documents, and payment must be “submitted” prior to the deadline of **March 31, 2020 at 2359 EST**. Please do not leave it to the last minute, as your application may not be fully submitted, all applications are timestamped by the form program, and extensions are not granted.

1. Proof of NAVTA Membership

Instructions for downloading your membership card are found at the following link:

https://www.navta.net/resource/resmgr/docs/To_access_your_membership_card.pdf

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

Applicants must provide proof of license/registration OR graduation from

an AVMA- approved veterinary technology program. They may provide both, if applicable. **Scans of the actual license/registration/diploma are the only proof that will be accepted.** Cancelled checks or other documents will not be accepted. An exception will be a signed document from the Veterinary Medical Board or other Licensing Agency, attesting to your continuous licensure during the application period.

Each applicant, before he or she is declared eligible for examination must be a graduate of an AVMA (or foreign equivalent) 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, **a license must be provided for EACH year claimed as work experience** within the 5-year experience period.

ALL of the requirements for AVECCTN Certification must be met AFTER graduating from an AVMA (or foreign 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.

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

3. Proof of attendance at all CE events.

You will need copies of certificates or other proof of attendance for each CE event attended.

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, handwritten logs of CE attended, or other documents **will not be accepted** as proof of attendance.*

AVECCTN Skills List

The AVECCTN Skills List is now filled in completely ONLINE form during the Part A 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.

The Skills List includes the same skills, but now includes the uploading of photos of several of the completed skills, or the equipment necessary to perform the skill. Please read the skills list carefully. **Photos must include a card, or “post-it” note with the DATE and Applicant's Name written on the card in the photo. Photos MUST be the work of the applicant.**

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. **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 depending on their location, therefore, **only 29 of 38** skills are required. *A signature must accompany each mastered skill.*

Skills FORM INSTRUCTIONS

Applicant:

1. Fill in your name, ID number and email address. Go to the bottom of form and click SAVE.
2. Copy the save and resume link, or have it sent to your email address
3. Email the save and resume link to your first attestant. Ask them to access it, and fill in the skills that they can verify.
4. Send the email link to your remaining attestants, preferably one at a time to avoid any conflicts.
5. **For verified skills requiring a photo**, be sure to include your Name and Date

- on a card that appears in the photo. Upload your picture to the relevant skill.
6. Once your form is complete, and you have achieved a minimum of 29 skills (counting field at bottom of the form), **SUBMIT** your form.
 7. 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 the responsibility of 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. DO NOT HIT SUBMIT!**
7. Advise the applicant that you have completed your sections.

Once the Skills List is complete, and the applicant clicks submit, a PDF copy will be sent to each Attestant for verification.

Letters of Reference Submissions

Reference Letters must be submitted online through an online form in an effort to keep them organized and ensure all necessary information is included. [A link to the reference form is also found on the front page of the AVECCTN.org website \(quicklinks down the right-hand side\).](#)

Both the referee and the candidate will be sent a confirmation immediately upon submission. The applicant will be notified that a letter has been submitted and by whom. The referee will be sent a PDF copy of the letter in their confirmation.

If the referee is willing to share with you, you may ask them for a copy.

REFERENCE LETTERS SENT VIA EMAIL WILL NOT BE ACCEPTED. Letters MUST BE SUBMITTED VIA THE ONLINE FORM.

Please note, Letters are accepted ONLY from the following:

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.

European College of Veterinary Specialization equivalents are acceptable.

Final Instructions

Waiver, Release and Indemnity Agreement. Please read, and acknowledge your agreement by signing and dating the waiver.

Application Fee. At the very end of Part A, you will be presented with a payment field for our Payment processor, Stripe. We do not receive or save any of your payment information.

Submit Part A prior to the March 31 deadline!

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 it is 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 five months!. Every year, someone hits submit in the final moments before the deadline, and every year, someone's application is late because of this and is not accepted. **DO NOT WAIT UNTIL THE LAST MINUTE!!**
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!