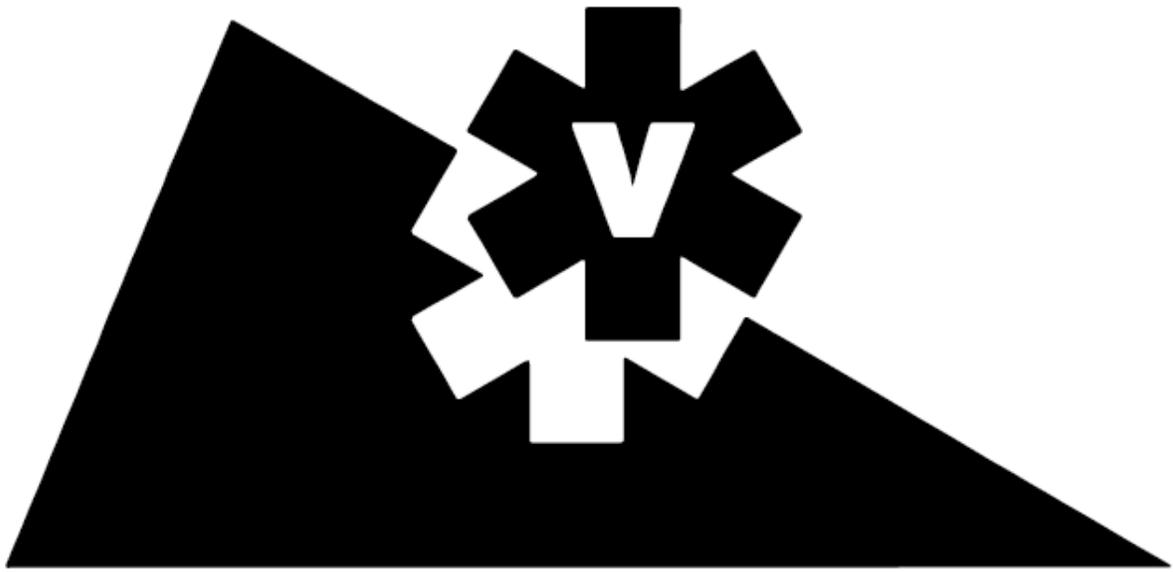


**Academy of Veterinary Emergency
And Critical Care Technicians**



AVECCTN-VTS

Academy Veterinary Emergency Critical Care Technicians and Nurses

**General Information and Instructions
For the 2020 Application**

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 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 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 application will be submitted electronically via two online forms. The online forms are found at <http://www.AVECCTN.org/2020-AVECCTN-application-process>, or by clicking the “2020 Application Info” link on the right side of the AVECCTN.org homepage.

You will need to fill in two forms:

[2020 AVECCTN Examination Pre-Application Part A](#)
[2020 AVECCTN Examination Application Part B](#)

Both forms allow Save and Resume. Click Save at the bottom of each 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, contact us immediately at applications@AVECCTN.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” each form, 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 contact Andrea at applications@AVECCTN.org to receive a short term edit link. Your RESUME link will no longer work once your application is submitted.

Each form 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 \$65. Payment is made directly on the application form by credit card, at the bottom prior to submission of **Part A**.

Part A: Pre-application is Due March 31, 2019 at 2359 EST. The application is turned off at this time and will no longer be available to submit or edit.

Part B: Final Application is Due October 31, 2019 at 2359 EST. You may only submit this file if you Pre-Application was accepted.

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 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.

**Applicants will be notified of the decision on Part A by April 30, 2019.
Applicants will have the ability to appeal a decline decision.**

**Applicants will be notified of the decision on Part B a minimum of 6 months prior to the 2020 AVECCTN Examination (Date TBD).
Applicants will have the ability to appeal a decline decision.**

AVECCTN 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.AVECCTN.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 (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 APPLICATION

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 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"). If providing a diploma from a recognized Veterinary Technology program, 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!**

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 or having graduated. **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 April 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 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 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.

Non-Digital Applications files uploaded to application.

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. These facilities will be able to assist you with preparing your documents appropriately for uploading the documents. 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, 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.

Part A: **March 31, at 2359 EST (EASTERN TIMEZONE)**

Part B: October 31 at 2359 EST (EASTERN TIMEZONE)

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 March 31, 2019 at 2359 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 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, a 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 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.

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.

AVECCTN 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. AVECCTN 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.

**Separate Upload or can be attached to your application:
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 uploaded separately into their own form by the person writing the letter, or may be uploaded to your own application.

To upload separately by the person writing the reference, please use the following form:

[https://www.cognitofrms.com/AcademyOfVeterinaryEmergencyAndCriticalCareTechnicians/ 2020AVECCTapplicationletterofrecommendationsubmission](https://www.cognitofrms.com/AcademyOfVeterinaryEmergencyAndCriticalCareTechnicians/2020AVECCTapplicationletterofrecommendationsubmission)

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.

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!

Part B: This application is only submitted if you successfully pass Part A.

Individual Application Number. This number is generated after you hit save for the first time on Part A. It will appear on Page one, right under your name field. Record this number, as you will be inputting it into Part B. The number is also sent in your submission confirmation.

Case Logs

A case record log is to be maintained from **November 1 – October 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 November 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 November 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 AVECCTN 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

Please read the following before uploading. We strongly recommend you set up the document correctly prior to writing to prevent inadvertent formatting issues.

Case reports must be the original work of the applicant, and you will attest to this in your waiver that you sign for this application. While we understand, and expect that you will be utilizing references to explain physiology, pharmacology, pathophysiology etc., direct copying (plagiarism) of references (books, conference proceedings, papers or websites) will not be accepted and will be a reason for declining your application. Numerous anti-plagiarism checkers are available and utilized by AVECCTN. All references must be paraphrased into your own words, even when providing the reference. If text is used verbatim (not recommended), it must be properly referenced and appear in quotes. See below for reference style. **We will allow an additional page for references ONLY.** Here is a handy article on avoiding plagiarism: <http://en.writecheck.com/ways-to-avoid-plagiarism/>.

VERY IMPORTANT!! Applications may be declined if case reports are not formatted correctly.

1. Margins: set your Word margins to the following: **Top/Bottom and Sides 0.5" (1.27 cm)**

2. Justification: **Right Margin must be justified** (Left Margin is justified by default) See Examples:

Example Justified Text:	Example UNJustified Text:
<p style="text-align: center;"><small>EXCERPT FROM THE CRYSTAL GOBLET, BY BEATRICE WARDE</small></p> <p>Printing demands a humility of mind, for the lack of which many of the fine arts are even now floundering in self-conscious and maudlin experiments. There is nothing simple or dull in achieving the transparent page. Vulgar ostentation is twice as easy a discipline. When you realise that ugly typography never effaces itself; you will be able to capture beauty as the wise men capture happiness by aiming at something else. The 'stunt typographer' learns the fickleness of rich men who hate to read. Not for them are long breaths held over serif and kern, they will not appreciate your splitting of hair-spaces. Nobody (save the other craftsmen) will appreciate half your skill. But you may spend endless years of happy experiment in devising that crystalline goblet</p>	<p style="text-align: center;"><small>EXCERPT FROM THE CRYSTAL GOBLET, BY BEATRICE WARDE</small></p> <p>Printing demands a humility of mind, for the lack of which many of the fine arts are even now floundering in self-conscious and maudlin experiments. There is nothing simple or dull in achieving the transparent page. Vulgar ostentation is twice as easy as discipline. When you realise that ugly typography never effaces itself; you will be able to capture beauty as the wise men capture happiness by aiming at something else. The 'stunt typographer' learns the fickleness of rich men who hate to read. Not for them are long breaths held over serif and kern, they will not appreciate your splitting of hair-spaces. Nobody (save the other craftsmen) will appreciate half your skill. But you may spend endless years of happy experiment in devising that crystalline goblet which is worthy to hold the vintage of the human mind.</p>

3. **ALL body text and headings must be in "Times New Roman" Font size 10pt.** This is a standard font in MS Word.

4. **HEADINGS must be Bold type, CAPITALIZED (for example SIGNALMENT, INTRODUCTION, INTERVENTIONS, etc)**

5. **Case Report Header must appear on every page, and must follow this format. Note, we no longer want your NAME in the Header.** Use the MS Word Header/Footer option under "Insert" to set your header. The page number can be autoformatted as well within the header feature.

APPLICANT # __ -CASE REPORT (1-4), CASE LOG # (1-75), PAGE #

FOR EXAMPLE: **15-2, CASE LOG # 54, PAGE 1** Do not write out "APPLICANT" or "CASE REPORT" and note there is no "# sign" for the case report or page, only for the case log number.

Applicant Number: Your specific applicant number is on the email "save and resume" link that you have been sent when you save your application. The Subject of the email is: **AVECCTN Application for the 2018 Examination Save & Resume Link Applicant Number: "Your Number"**

6. All reports must be typed, **double spaced, and not exceed 5 pages** in length (exception: 1 reference page).

7. Save file as a **PDF** with the following file name:

YOUR Applicant Number-(Case Report #)1-4.pdf

For example, **62-1.pdf, 62-2.pdf, 62-3.pdf, 62-4.pdf.** Do not include patient name or other identifiers in the file name

8. **REFERENCES.** Under this heading, you may add references used. The references should also have been cited within the document using a superscript 1, 2, 3, etc. References should follow the format below and be preceded by the citation number of first appearance.

Journal citations

1. Powell LL, Rozanski EA, Tidwell AS, Rush JE. A retrospective analysis of pulmonary contusions secondary to motor vehicular accidents in 143 dogs: 1994-1997. J Vet Emerg Crit Care 1999;9(3):127-136.

Book Chapter:

2. Rooney DK. Clinical Nutrition. In: Reed SM, Bayly WM, editors. Equine Internal Medicine. 2nd ed. Philadelphia: WB Saunders Co; 1998, pp. 216-229.

Book

3. Ettinger SJ. Textbook of Veterinary Internal Medicine. 2nd ed. Philadelphia: WB Saunders Co; 1983, pp. 55-57.

Conference Proceeding

4. Dowers K, Bright JM. Anti-aggregatory effects of GP IIa/IIIb antagonist on feline platelet function. In: Proceedings of the American College of Veterinary Internal Medicine; 2000: Chicago, USA. pp. 712.

Note: the journal citation information above has been used from the “Instructions for Authors” for the Journal of Veterinary Emergency and Critical Care: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1476-4431/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1476-4431/homepage/ForAuthors.html)

Website

5. Copy and paste the website link. ie: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

We understand that these instructions seem tedious, however following instructions is very important for several reasons:

- a) Attention to Detail: a very important quality in an ECC Technician/Nurse
- b) Ability to follow instructions: also a very important quality!
- c) By following the exact guidelines we ensure that **all candidates** have the exact same amount of space in which to demonstrate their knowledge and care of the case. Using a smaller font, or wider margins can effectively give the applicant an additional half page or more, and will not be accepted.

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 or applicant number 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’ 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. Payment information and payment, please fill in prior to submitting application.

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