

# ACADEMY OF VETERINARY EMERGENCY AND CRITICAL CARE TECHNICIANS

## CONSTITUTION

### ARTICLE I

#### NAME

This organization shall be known as the Academy of Veterinary Emergency and Critical Care Technicians hereinafter referred to as the "The Academy".

### ARTICLE II

#### INCORPORATION

**Section 1.** The Academy shall be incorporated under the laws of the State of New York as a not- for-profit educational organization organized exclusively for educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code).

a. Notwithstanding any other provision of these articles, the Academy shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code) or (b) by a corporation /organization, contributions to which are deductible under, Section 170(c)(2) of the Internal Revenue code (or corresponding section at any future federal tax code).

b. No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Academy shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**Section 2.** No part of the net earnings of the Academy shall insure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

**Section 3.** The term for which the Academy is organized shall be perpetual however, if dissolution of the Corporation should occur, its property shall be distributed evenly between the Veterinary Emergency Critical Care Society (VECCS) and the National Association of Veterinary Technicians in America (NAVTA).

However, if the named recipient(s) is not then in existence or no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of the Academy shall be distributed to a veterinary technician and / or animal welfare fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

### ARTICLE III

## STATEMENT OF PURPOSE

### Section 1. MISSION STATEMENT

To advance emergency and critical care veterinary nurses and technicians through certification and standards of excellence.

### Section 2. OBJECTIVES

- a. Promote advancement and high standards of practice for those individuals involved in veterinary emergency and critical care nursing.
- b. Establish education and experience prerequisites leading to certification in the specialty of veterinary emergency and critical care nursing.
- c. Examine and certify veterinary technicians as specialists in veterinary emergency and critical care nursing.
- d. Encourage research and other contributions to knowledge relating to veterinary emergency or critical care nursing.
- e. Promote continuing education and dissemination of knowledge relating to veterinary emergency and critical care nursing.

## ARTICLE IV

### MEMBERSHIP

**Section 1.** A member of the Academy shall be known as a "Veterinary Technician Specialist (VTS) (Emergency & Critical Care)".

**Section 2.** VTS (Emergency & Critical Care) shall be further classified as one of the following:

- a. Charter VTS (Emergency & Critical Care): veterinary technicians having achieved distinction in the field of veterinary emergency and critical care nursing and having qualifications far exceeding those proposed as necessary for candidates desiring to take the certifying exam. Charters will be selected by a sub-committee of the Organizing Committee.
- b. VTS (Emergency & Critical Care): A veterinary technician of high ethical and moral character who has fulfilled the requirements for certification as set forth in the Bylaws of the Academy.
- c. Hereinafter Charter VTS (Emergency & Critical Care) and VTS (Emergency & Critical Care) will be referred to as VTS (Emergency & Critical Care).
- d. Honorary Member:
  1. Honorary Member status may be conferred upon any individual who has made substantial contributions to the development and progress of emergency and critical care nursing.

2. Nominations for Honorary Member status must be made in writing by at least two VTS (Emergency & Critical Care) members to the Board of Directors. Election to Honorary Membership shall require approval by at least 2/3 vote of the quorum present at the annual business meeting.
3. Honorary Members shall have all rights and privileges of members except the right to vote and hold office.

e. Since the VTS designation and active membership in AVECCT requires maintenance and recertification, retired members may be apply for a retirement designation. The "Retired VTS(ECC)" designation is intended to recognize a VTS(ECC)'s years of service caring for acutely and critically ill patients and to acknowledge their dedication in having been a specialized technician. Retirement from clinical practice can take place for many reasons including illness or disability, career change or choice. Many technicians would like to stay connected, no matter which path they are on. "Retired VTS(ECC)", written out, may be used on your resume or below your name and credentials on a business card, but may not be used after your signature or on a name badge.

The Retired VTS(ECC), designation requires Council of Regent approval, with the following Eligibility requirements:

1. Retiring from active practice as a VTS(ECC), with no plans to return or renew the VTS(ECC) certification. The retired technician must not be working in any type of position that requires the possession of a CVT, RVT, or LVT License.
2. Have been certified as a VTS(ECC) for a minimum 5-year period
3. Submission of a completed application, and subsequent approval by the Board of Directors
4. A Retired VTS(ECC) may not apply for return to full status

Benefits:

1. The Retired VTS(ECC) continues as a non-voting member of the Academy of Veterinary Emergency and Critical Care Technicians and continues to receive all membership benefits, mailings, etc.
2. The Retired VTS(ECC) does not require completion of recertification to maintain the title
3. The Retired VTS(ECC) will appear on the public membership list under "Retired, not actively practicing"

## ARTICLE V

### ORGANIZATION/ADMINISTRATION

**Section 1.** The Board of Directors (hereafter referred to as the Directors) shall be the executive body of the Academy and shall consider all business and policies pertaining to the affairs of the Academy. The Board of Directors will consist of the elected officers, the Immediate Past-President, and three members elected at large by the Academy.

**Section 2.** Following provisional recognition, the officers and Directors will be elected by the Charter VTS (Emergency & Critical Care).

## ARTICLE VI

### OFFICERS

**Section 1.** The elected officers of the Academy shall be the President, President-Elect, and Treasurer. The Immediate Past President is a non-elected officer. These officers shall be voting members on the Board of Directors.

**Section 2.** The President-Elect shall automatically become President at the termination of his/her predecessor's term of office.

**Section 3.** Election of President-Elect shall take place biennially by mail ballot prior to the Business Meeting of the Academy. Election of Treasurer shall take place every four years by mail ballot prior to the Business Meeting of the Academy. The officers shall begin their term of office immediately following completion of the business meeting in the year elections are held.

**Section 4.** An Executive Secretary will be appointed by the Board of Directors. The term of the appointment will be determined by the Board of Directors. The appointed officer is not a voting member of the Board of Directors, except during the first two years following provisional recognition, after which time the Past-President will replace the Executive Secretary as a voting member.

## ARTICLE VII

### COMMITTEES

**Section 1.** This organization shall have the following standing committees: Nominating, Credentials Approval, Examination, Recertification, Continuing Education, Financial Affairs, Newsletter, and Nursing Standards Committees. Additional committees may be appointed by the President.

**Section 2.** The President, with the approval of the Directors, shall appoint the Chairperson and members of all committees.

## ARTICLE VIII

### AMENDMENTS

**Section 1.** Proposed amendments to the Constitution shall be submitted to the Directors for review 90 days before a scheduled meeting of the Academy or the distribution of a mail ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation by the Directors at least 30 days prior to a voice vote or the distribution of a mail ballot.

**Section 2.** An affirmative vote shall require that at least thirty-three percent of the members in good standing vote, and at least 3/4 of the members voting approve the proposal.

# ACADEMY OF VETERINARY EMERGENCY AND CRITICAL CARE TECHNICIANS

## BYLAWS

### ARTICLE I

#### BOARD OF DIRECTORS

**Section 1.** The management and control of the business and professional affairs of the Academy shall be vested in the Board of Directors. The Directors or its designated committees shall receive and consider for approval all applications for membership, provide for the conduct of an examination, and issue appropriate certificates to those who successfully pass the examination and are approved for membership by the Directors. It shall consider and act upon: charges against members for alleged offenses against the Articles of incorporation and Bylaws, charges of unprofessional conduct, and expulsion of members. The Directors shall select the time and place of all meetings, determine the amount of the initiation and ancillary fees and dues, and generally govern the membership of the Academy. It shall direct the management of funds held by the Academy.

**Section 2.** The Board of Directors shall consist of the President, President-Elect, Treasurer, Past-President and three additional members-at-large elected by the Academy. One of the initial three members-at-large will be elected for a term of two years; the other two and all subsequent members-at-large will be elected for terms of four years.

**Section 3.** Vacancies occurring on the Board of Directors between elections shall be filled by appointment by the Directors. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.

#### **Section 4. Meetings**

a. The annual meeting of the Board of Directors shall be held immediately preceding to the time and at the location designated for the annual business meeting of the Academy. Special meetings may be called at any time by the President or at the written request of not less than four members of the Board of Directors.

b. Not less than five (5) days notice of the time and place of any special meeting (including telephonic) and not less than thirty (30) days notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX addressed to each Regent at his or her residence or place of business as it shall appear in the official records of the Academy.

c. Five voting members of the Board of Directors present in person or on a telephone conference call shall constitute a quorum for the transaction of any business, which may come before the Board of Directors.

**ARTICLE II**  
**DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a. Preside over all meetings of the Academy and the Board of Directors.
- b. He or she shall administer the affairs of the organization according to the Articles of Incorporation and Bylaws, and the policies enunciated by the Board of Directors.
- c. Coordinate activities of all Academy Committees.

**Section 2.** The President-Elect shall:

- a. Automatically become President at the termination of his or her predecessor's term of office.
- b. Assume the responsibilities of the President if the President is unable to perform the duties of his or her office.
- c. Be an ex officio member of the Examination Committee.
- d. Serve as Chairperson of the Continuing Education Committee.

**Section 3.** The Immediate Past-President, hereafter known as Past-President, is the retiring President. In case the President and President-Elect simultaneously are unable to perform the duties of President, the Past-President shall serve as acting President until the next regularly scheduled election or until either the President or President-Elect are able to resume the duties of President.

**Section 4.** Treasurer shall:

- a. Maintain the financial records of the organization and prepare them for audit when requested.
- b. Be the custodian of all assets of the Academy.
- c. Pay all expenses of the Academy as directed by the Executive Secretary or Board of Directors.
- d. Maintain a file of all accompanying vouchers and invoices for a period of not less than five years.
- e. Deposit all monies in the name of the Academy in a federally insured bank approved by the Board of Directors.
- f. Turn over all funds, properties and records to his or her successor within four weeks of completing their term of office.
- g. Present a report of the financial status of the Academy at each annual meeting of the Board of Directors and act at such other times as determined by the Directors.
- h. Serve as Chairperson of the Financial Affairs committee.
- i. Serve as a member of the Continuing Education Committee.

j. Carry out other duties as determined by The Board of Directors.

**Section 5. The Term of Office:**

a. of the President, President-elect, and Past President shall be 2 years each. Treasurer shall be four years. Term of office begins at the close of the Academy business meeting in the year that elections are held. In the event the treasurer is unable to perform his or her duties, the vacancy of Treasurer will be filled by the Directors' appointee until the next regular election.

**Section 6.** The Executive Secretary shall:

- a. Maintain the general records of the organization and file all required reports pertaining thereto.
- b. Attend all meetings of the Academy and the Directors and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
- c. Record and keep all original notes and minutes and records of all official meetings and sessions until the Directors approve their disposal.
- d. Maintain archival copies of all publications, documents, and other records of the Academy.
- e. Conduct mail ballots when required.
- f. Coordinate correspondence and proposals regarding training programs and process applications for VTS (Emergency & Critical Care) Certification Examination.
- g. Handle all correspondence on behalf of the Academy.
- h. Present a report of the activities of the office at the annual meeting of Board of Directors and at such other times as determined by the Directors.

**ARTICLE III**

**COMMITTEES**

**Section 1.** This organization shall have the following standing committees: Nominating, Credentials Approval, Examination, Recertification, Continuing Education, Financial Affairs, Mentorship, Newsletter, and Nursing Standards Committees. Additional committees may be appointed by the President.

**Section 2.** Standing and ad hoc committee members and Chairpersons shall be appointed by the President and approved by the Directors. Terms of committee members shall overlap, i.e., initial appointments shall be for scaled terms and subsequent appointments shall be for fixed terms. The following shall apply to all committees unless otherwise explicitly stated:

- a. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the un-expired term.
- b. A committee member may be appointed to a Committee for not more than two consecutive terms.

### **Section 3. Nominating Committee**

- a. The Nominating Committee shall be composed of a Chairperson and two members of the Academy. The Chairperson shall be a prior year member of the committee.
- b. The committee shall be appointed not less than six months prior to an election date.
- c. The term of office is one year (except for the Chairperson).
- d. The Nominating Committee shall present a slate of proposed officers and at-large Regent candidates prior to the election as specified in Article V Section 4 of the Bylaws. Candidates must be VTS (Emergency & Critical Care) members of the Academy in good standing. At least one qualified member for each position shall be presented by the Committee.

### **Section 4. Credentials Approval Committee**

1. This Committee shall be composed of a Chairperson plus sufficient members of the Academy to address the volume of applications received. They shall be initially appointed for one year (one member), two years (two members), and three years (two members) respectively thereafter, terms will be for a three-year period. One Member-At-Large will be assigned as liaison between the BOD and the committee. A senior member on the Committee will be the Chairperson unless otherwise designated. A senior member is a person with the most number of years experience on the committee.
- b. The duties of this committee shall be:
1. Provide through the Executive Secretary of the Academy, information and application forms to prospective applicants.
  2. Evaluate and certify eligibility of applicants requesting examination by the Academy.
  3. Forward approved applications to the President.
  4. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
  5. Participate in developing and establishing training program criteria to ensure standardization of training requirements. Provide this information through the Executive Secretary to all prospective candidates and institutions requesting such.
  6. Provide guidance and support to training program directors according to the standards and procedure adopted by the Academy.

### **Section 5. Examination Committee**

- a. The Examination Committee shall be composed of two co-Chairpersons and at least four members. The co-Chairs should have staggered terms.
- b. The Past-President shall be an ex officio member of this committee. One Member-At-Large will be assigned as liaison between the BOD and the committee.



c. The term of office for each co-Chairperson shall be two years and he or she must have at least one year prior experience on the committee. The term of office for other members shall be three years. Members will be appointed for scaled terms such that two members are replaced each year.

d. The duties of this committee shall be:

1. Prepare, administer and score the examination. The passing score will be established by the Examination Committee with approval by The Board of Directors. The method of establishing the passing scores will also be approved by The Board of Directors.
2. Inform prospective examinee about the content of the upcoming examination.
3. Report results of such examinations to the Directors and make recommendations for the proposed pass point.
4. At least one member of this committee will monitor and proctor the written examinations as designated by the Chairperson.
5. Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the committee as designated by the Chairperson.
6. Provide written summary of deficiencies to individuals requesting that information following failure to pass examination.

#### **Section 6. Recertification Committee**

a. The Recertification Committee shall be composed of a Chairperson and one member, or two co-Chairpersons. One Member-At-Large will be assigned as liaison between the BOD and the committee.

b. The term of office for the Chairperson shall be two years and he or she must have at least one year prior experience on the committee. The term of office for other members shall be three years.

c. The duties of this committee shall be:

1. Determine the distribution of sixty (60) CE units used to satisfy the re-certification process, with approval by the Board of Directors.
2. Evaluate applications and CE units for recertification. Successful completion of the 60 CE units will result in recertification for another five year period. Final approval for recertification status must be granted by The Board of Directors.

#### **Section 7. Continuing Education Committee**

a. Composed of the President-Elect, Treasurer, and 3 members of the Academy. Tenure for the President-Elect will be two years with the President-Elect serving as Chairperson. The other committee members will have three year terms, appointed in scaled terms as to replace one member each year. Tenure for the Treasurer will be four years.

b. The duties of the Committee shall be:

1. Promote, facilitate and coordinate all continuing education, publication, and research endeavors of the Academy.

2. Provide support to and coordinate efforts with the ACVECC and VECCS in publication of the Journal of Veterinary Emergency and Critical Care.
3. Oversee and insure the timely publication of all proceedings generated from Academy educational programs.

#### **Section 8. Financial Affairs Committee**

- a. The Financial Affairs Committee shall be composed of the Treasurer, who will act as Chairperson, and two members of the Academy. The members will serve for two year terms and be appointed so as to have one replacement each year. An external accountant will also serve as a non-voting, special designation member of the committee. This person will be approved by the Board of Directors
- b. This committee shall prepare an annual budget and submit it to the Board of Directors for review and approval. The committee also will advise the Directors on dues, fees, expenditures, speaker honorariums, continuing education cost and other fiscal matters of the Academy.
- c. This committee shall prepare a quarterly financial statement to be presented to the Board of Directors at every Council meeting, and at any other times deemed necessary by the Board of Directors.

#### **Section 9. Newsletter Committee**

- a. The Newsletter Committee shall be composed of an editor who will act as the Chairperson, and four other members, one of which should be the web master for the Academy.
- b. The term of office for the editor shall be determined by the Board of Directors. The editor should be a previous newsletter committee member. The term of the committee members will be three years. Members will be appointed for scaled terms such that members are replaced at different years.
- c. The duties of this committee shall be:
  1. Produce a newsletter that contains information for the AVECCT membership.
  2. Distribute the newsletter to the AVECCT membership.

#### **Section 10. Nursing Standards Committee**

- a. The Nursing Standards Committee shall be composed of the Chair and at least 5 other Academy members.
- b. The term of committee members shall be commensurate with specific project completion, voluntary termination, or termination by request of the Chair.
- c. The duties of the committee will be determined on an ad hoc basis but may include drafting of AVECCT nursing standards, describing approved techniques and procedures for use by the Academy or for formal publication.

## **Section 11. Mentorship Committee**

- a. The Mentorship Committee shall be comprised of 1 Chair or 2 co-Chairs, each with a term of 3 years. Members of the committee may be unlimited, and are comprised of any AVECCT member that is willing to mentor new applicants or candidates for examination.
- b. The primary goal of the Mentorship Committee is to assist candidates in completing their application, or assist with preparing for the examination. The Chair(s) of the Mentorship Committee will attempt to match members and candidates as geographically close as possible.

## **ARTICLE IV**

### **DUES, FEES, FISCAL MATTERS**

**Section 1.** Dues for members of the Academy shall be established by the Board of Directors annually. Dues become payable on January 1st of each calendar year. Dues are delinquent March 1st and if not paid by May 1st, active membership in the Academy will be terminated but only after notification of members in question by registered mail, return receipt requested. Termination of active membership means that the member will be removed from all membership and newsletter lists, and loses the right to call themselves a VTS (Emergency & Critical Care) and all other rights and privileges pertaining to a VTS, including the right to vote in Academy matters. Membership may be reactivated within the same calendar year by petition through the Executive Secretary to the Board of Directors with payment of all delinquent and current dues, and a reinstatement fee.

**Section 2.** Application fee for the VTS (Emergency & Critical Care) certifying examination will be set by the Board of Directors annually. Fees will not be refunded.

**Section 3.** Examination fee will be set by the Board of Directors for all eligible candidates qualifying for examination each year. Examination fees will not be refunded.

**Section 4.** The Board of Directors shall approve the annual operating budget for the Academy upon recommendations by the Financial Affairs Committee.

**Section 5.** The fiscal year of the Academy shall be from January 1 to December 31.

## **ARTICLE V**

### **CONDUCT OF BUSINESS**

**Section 1.** The Academy shall meet annually at a site selected by The Board of Directors for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the Council. Written notice to all VTS (Emergency & Critical Care) shall precede the meeting date by at least 30 days. The conduct of all meetings shall follow the procedures set forth in the current edition of Robert's Rules of Order when applicable and when they are not inconsistent with the Constitution and Bylaws of the Academy.

**Section 2.** VTS (Emergency & Critical Care) who are current in their dues are eligible to attend business

meetings of the Academy and vote.

**Section 3.** A quorum for business meetings of the Academy shall consist of the members' present and eligible to vote.

**Section 4.** Election of Officers and Directors.

a. Election of officers shall take place biennially by mail or email/online ballot prior to the business meeting of the Academy. A proposed slate of officers shall be presented by the Nominating Committee to the Directors at least 90 days prior to the annual business meeting. Recommendations for additional nominations will be solicited from the membership by the Nominating Committee.

b. Election of at-large members of the Board of Directors will be held biennially, candidates for open positions will be presented by the Nominating Committee to the Directors at least 90 days prior to the annual meeting. Recommendations for additional nominations will be solicited from the membership by the Nominating Committee.

c. Election shall be made by secret ballot. A simple majority of votes shall be necessary to elect. If on any ballot of more than two candidates, simple majority of the votes is not attained, the candidate receiving the smallest number of votes shall be eliminated and the voting proceed until a majority is obtained. A tie vote with two candidates shall be decided by the President casting the tie breaking vote.

**Section 5.** Mail or email/online ballots may be utilized in the event that a quorum is not present at the annual meeting or for membership approval on an issue that is desired by The Board of Directors for action prior to the next annual meeting. The nominated slate of officers or motion for approval must be sent at least thirty (30) days prior to counting of the ballot, by mail or email, to all VTS (Emergency & Critical Care) eligible to vote. The date of counting and the address to which to return the ballot shall be clearly noted on the mail ballot. For online voting, a secure link shall be provided to each eligible VTS(Emergency and Critical Care), such that they may vote only once. The ballot closing date will be made clear, with periodic reminders for those that have not yet voted sent by email to those members prior to the closing date.

## ARTICLE VI

### AMENDMENTS

**Section 1.** Proposed amendments to the Bylaws shall be submitted to the Directors for study ninety (90) days before a scheduled meeting of the Academy or the distribution of a mail or email/online ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation by the Directors at least thirty (30) days prior to counting of ballot or a voice vote of the VTS (Emergency & Critical Care). An affirmative vote shall require that at least thirty-three percent of the members in good standing vote, and at least 3/4 of the members voting approve the proposal.

## ARTICLE VII

### EXAMINATION, CERTIFICATION AND RECERTIFICATION

**Section 1.** Credential requirements dictate that each applicant, before he or she is declared eligible for examination, must:

a. be a graduate of an AVMA approved Veterinary Technician school and / or legally credentialed to practice as a Veterinary Technician (or foreign equivalent), in some state or province of the United States, Canada or other country.

b. It is strongly encouraged that the candidate be a member of a local, state, provincial, or National Association of Veterinary Technicians in America, and a member of the Veterinary Emergency Critical Care Society.

c. after graduating from a recognized school of Veterinary Technology and / or becoming credentialed to practice as a Veterinary Technician (or its equivalent), meet training requirements, as specified:

1. Three years full time work experience or its equivalent (5,760 hrs), in the field of veterinary emergency and critical care medicine. All experience must be completed within five years prior to the application.

a. For the purpose of this eligibility requirement the definition of emergency care and critical care as established by the Veterinary Emergency Critical Care Society will be used.

(1) 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.

(2) 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.

2. A minimum of twenty five hours of continuing education related to veterinary emergency and critical care.

a. The continuing education must be completed within the five years immediately prior to submitting the application.

b. 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. Proof of attendance is required.

a. provide the documentary evidence of advanced competence in veterinary emergency and critical care nursing through clinical experience.

1. Completion of the Advanced Veterinary Emergency Critical Care Nursing Skill Form. The skills form documents those nursing skills that have been mastered by the candidate and are necessary to practice veterinary emergency critical care nursing at an advanced level. The list will be provided by the Credentials Approval Committee. The skills form is subject to change based upon the current state of the art in veterinary emergency critical care nursing.
2. Case log: documentation of 50 acceptable cases that meet the AVECCT definition of emergency and critical care. These cases must have been seen during the period indicated on the application, in the year immediately preceding the submission of the application. The log should include the following: Date, Patient identification (name or number), species/breed, age, sex, weight, diagnosis, length of care, final outcome, and brief summary of nursing care techniques and procedures performed by the applicant on the patient. The form for the case log will be provided in the application packet.
3. Four case reports of no more than five pages each, double spaced. Case reports must demonstrate expertise in the nursing management of a variety of veterinary patients requiring emergency and critical care. The case reports should be selected from the case record log. Case reports must be the original work of the applicant.
4. Two letters of recommendations from a VTS (Emergency & Critical Care, Anesthesia, Internal Medicine) member, a Diplomate of the American College of Veterinary Emergency and Critical Care, a Veterinary Emergency Critical Care Society Veterinarian, or board-certified DVM Specialist in anesthesia, internal medicine, or surgery.

**Section 2.** Applicant procedures for admission to examination for VTS (Emergency & Critical Care) status are as follows:

- a. Application for examination must be made to the Executive Secretary on a form provided by the Academy and filed along with the prescribed application fee and required documents on or prior to the calendar date 8 months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.
- b. Eligibility rulings are made by The Board of Directors on recommendation by the Credentials Approval Committee, and applicants will be notified of results no less than 6 months preceding the scheduled examination date.
- c. The applicant is required to sign the following agreement when he or she applies: I hereby submit my credentials to the Academy of Veterinary Emergency and Critical Care Technicians for consideration for examination in accordance with its rules and enclose the required application fee. I agree that prior to or subsequent to my examination; the Board may investigate my standing as a technician, including my reputation for complying with the standards of ethics of the profession. I understand and agree that the application fee shall be nonrefundable.

I agree to abide by the decisions of the Board of Regents and thereby voluntarily release, discharge, waive and relinquish any and all actions or causes of actions against the Academy of Veterinary Emergency and Critical Care Technicians and each and all of its members, regents, officers, examiners and assigns from and against any liability whatsoever in respect of any decisions or acts that they may make in connection

with this application, the examination, the grades on such examinations and / or the granting or issuance, or failure thereof, of any certificate, except as specifically provided by the Constitution and Bylaws of the organization. I agree to exempt and relieve, defend and indemnify, and hold harmless the Academy of Veterinary Emergency and Critical Care Technicians, and each and all of its members, regents, officers, examiners and assigns against any and all claims, demands and / or proceedings, including court costs and attorney's fees, brought by or prosecuted by my benefit, extended to all claims of every kind and nature whatsoever whether known or unknown at this time. I further agree that any certificate, which may be granted and issued to me, shall be and remain the property of the Academy of Veterinary Emergency and Critical Care Technicians.

I certify that all work submitted represents my original work, except where I have acknowledged the ideas, words, or material of other authors.

I certify that all information provided by me on the application is true and correct. I acknowledge that I have read, understand and agree to abide by the above three paragraphs.

### **Section 3. Examinations**

- a. Candidates approved by the Credentials Approval Committee and Board of Directors, upon receipt of the prescribed examination fee by the stated due date, will be advised of the exam format no less than three months prior to examination.
- b. Examinations will be given at least once every other year.
- c. Examinations will be prepared and administered by the Examination Committee.
- d. Passing scores will be proposed by the Examination Committee and approved by the Board of Directors.
- e. The examination committee may include multiple choice questions, oral examination, latent image, computer simulations or use audiovisual aids as part of the testing process.
  1. Topics to be covered on the examination are those that are crucial to emergency and critical care nursing. Topics include, but are not limited to: emergency and/or critical care procedures relating to cardiovascular, pulmonary, endocrine, hematological/immunological, neurological/orthopedic, gastrointestinal, renal/hepatic, anesthetic, post anesthetic and triage/emergency care.
  2. Ancillary diagnostic techniques will be included in each topic as appropriate. Anatomy and physiology, data collection/identification of problems also may be covered. The VTS (Emergency & Critical Care) has to have an understanding of clinical techniques and how procedures are performed. Therefore, the examination will include indications, equipment needed, complications, and troubleshooting with regards to common clinical procedures.
- f. A minimum passing score as established by the Examination Committee and approved by the Directors must be achieved to obtain VTS (Emergency & Critical Care) status.
  1. All candidates sitting for an examination will be notified of the results of the examination by mail, or email on the same date within sixty (60) days of the date of the examination.

2. Candidates who have failed the examination will, upon written request by mail or email, through the Executive Secretary to the Directors within thirty (30) days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail or email, within sixty (60) days of receipt of the candidate's request

#### **Section 4. Certification**

- a. Candidates must successfully pass the certifying examination. Candidates must pass the examination within three years of their original application acceptance date. Thereafter, a new application/credential package must be submitted and accepted for future examination.
- b. Final approval for VTS (Emergency & Critical Care) status must be granted by The Board of Directors.
- c. A certificate will be issued to the VTS (Emergency & Critical Care) by the Executive Secretary upon direction of The Board of Directors.
- d. VTS (Emergency & Critical Care) certification is conferred for a period of five years. The certification period will begin on the first day of the month that the examination is passed and end on the same date five years later.

#### **Section 5. Appeals**

- a. Candidates denied eligibility to sit for the VTS (Emergency & Critical Care) Certification Examination may appeal this decision within thirty (30) calendar days of receipt of the letter of notification. The appeal must be made by written petition to the Executive Secretary and shall include a statement of the grounds for reconsideration. The Appeals Committee may request additional information as needed.
  1. Upon receipt of an appeal, the Executive Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a committee of sufficient VTS (Emergency & Critical Care) members to address the volume of appeals received, to serve as an ad hoc Appeal Committee within 15 calendar days of receiving notification of the appeal.
  2. The Chair of the Credentials Approval Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeal Committee to review.
  3. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Directors within thirty (30) calendar days from the date the committee was appointed.

The Board of Directors will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within 16 calendar days after receipt of the report of the Appeal Committee. The decision of the Board of Directors shall be final.

- b. Failure of the examination.

1. Failure of the examination is not appealable.
2. The full examination certification fee must be paid for each repeated examination. All newly submitted application packets must also include the application fee.



c. Appeals of other adverse decisions by the Academy, including VTS (Emergency & Critical Care) suspensions, may be made by written petition through the Executive Secretary to the Directors. An ad hoc Appeal Committee will be established and the petitioner notified of the appeal process and timetable.

d. The procedure for the appeals process will be included with all application forms.

### **Section 6. Recertification**

a. Recertification may be obtained through one of two options.

1. Completion of sixty (60) continuing education (CE) units per five-year period. The CE units may be obtained through attendance at seminars pertaining to emergency and critical care and general veterinary medicine; contribution to professional publications; presentation of emergency and critical care programs; and self-study or in-service training. The distribution of CE units will be determined by the Recertification committee with final approval by the Directors.
2. Retaking and successfully passing, the VTS (Emergency & Critical Care) examination in the year in which recertification is due. Members choosing this option must notify the recertification chair by June 15 of their recertification year, and sit for the examination in September of the same year. The examination fee will be waived for members choosing this option

## **ARTICLE VIII**

### **DISCIPLINE**

#### **Section 1. Repossession of Certificates**

Certificates shall remain the property of the Academy and shall be repossessed when:

a. The issuance of such a certificate or its receipt violated provisions of the Academy's Constitution or Bylaws.

b. The VTS (Emergency & Critical Care) fails to maintain acceptable standards of competence in the practice of veterinary emergency and critical care as determined through investigation by The Board of Directors.

c. The VTS (Emergency & Critical Care) fails to pay dues by May 1st of the calendar year. Notification of repossession will be made by registered mail, return receipt requested. Membership may be reactivated within the same calendar year by petition through the Executive Secretary to the Board of Directors with payment of all delinquent and current dues.

d. The VTS (Emergency & Critical Care) fails to complete the re-certification process by the deadline.

**Section 2.** Members accused of unethical conduct, incompetence, negligence, fraud or other charges that discredit the Academy will be investigated. Such charges must be made in writing to the Board of Directors. If investigation reveals evidence-warranting action, the accused will be notified in writing and given full

opportunity to respond in writing and through a hearing before the Board of Directors. Disciplinary action may be recommended by the Directors and can be executed following an affirmative vote by majority of members of the Academy voting at the next annual meeting.