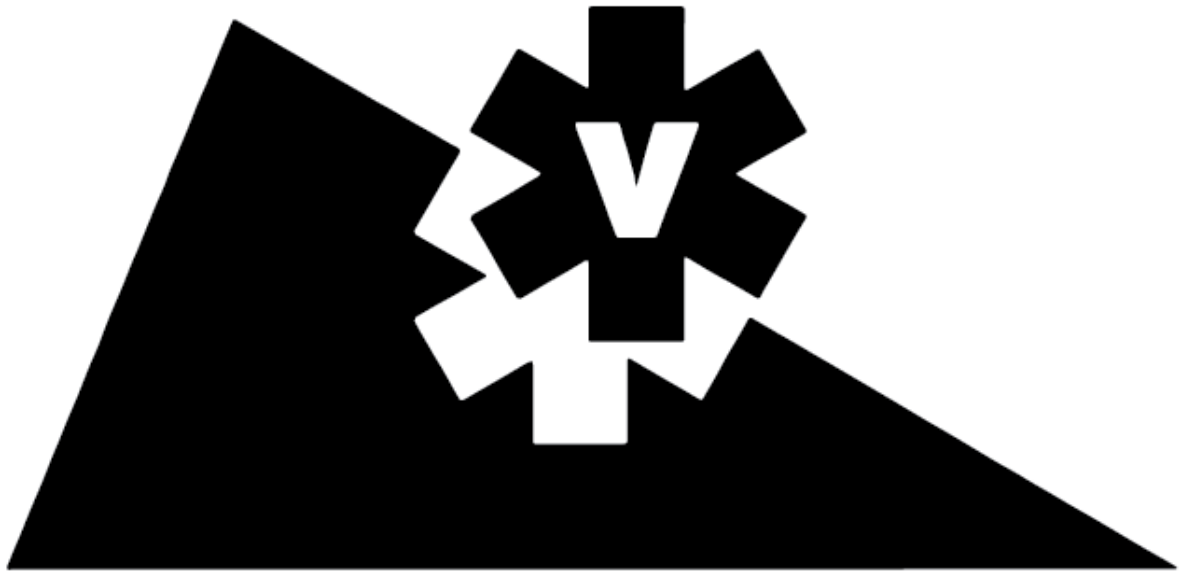


**Academy of Veterinary  
Emergency  
And Critical Care  
Technicians and Nurses**



**AVECCTN-VTS**  
*Academy Veterinary Emergency Critical Care Technicians and Nurses*

**General Information and Instructions  
For the 2026 Application—PART A**

## GENERAL INFORMATION

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

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

- **Emergency Care** – action taken in response to an emergency. The term implies emergency action directed toward the assessment, treatment, and stabilization of a patient with an urgent medical problem.
- **Critical Care** – the care taken or required in 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 the following criteria to assess your application:**

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

### Application Submission Instructions

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

## Required Forms:

[1. 2026 AVECCTN Pre-Application Part A](#)

[2. 2026 Application Letter of Reference Submission](#)

## Saving Your Progress

Each form allows you to save and resume progress. After clicking “Save” at the bottom of any page, a popup will provide a unique resume link. Choose to email this link to yourself for easy access. Keep this email safe, as the resume link remains the same with each save. **Note:** once saved the first time, you do not need to continue to email the link to yourself.

## Important Notes:

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

## Application Fee and Payment

The 2026 application fee is \$75, payable by credit card directly within the application form. This fee is non-refundable, even if you do not pass the pre-application phase or are not approved for the examination.

## Submission Deadline

- **Due Date:** Part A (Pre-application) is due by March 31, 2025, at 11:59 PM EDT. The application portal will close at this time, and submissions or edits will no longer be accepted.
- **Timezone Note:** If you are in a different time zone, consider using a time zone converter (e.g., <https://www.timeanddate.com/worldclock/converter.html>) to ensure timely submission.

## Decision Notification and Appeals

Applicants will receive a decision on Part A **by April 30, 2024**. Declined applicants will have an option to appeal the decision.

## AVECCTN Part A Pre-APPLICATION INSTRUCTIONS

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

If you encounter any issues with the application, contact [applications@AVECCTN.org](mailto:applications@AVECCTN.org) immediately.

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

**Note, screenshots below may not reflect the dates of the CURRENT Application**

### THE Pre-APPLICATION

## 2024 AVECCTN Pre-Application Part A

Applicant  
Information

Credentials

Employment  
History

CE Form A

CE Form B

File Uploads

Waiver and  
Payment

### Application Instructions

#### 1. Applicant Information

Please enter your current contact information in the fields provided.

#### 2. Credentials and Licensure

Enter your current credentials and licensure details. You may add multiple licenses held over the past 5 years by clicking "Add License." Note: You must demonstrate an active license in at least one state or province covering the entirety of your work experience period. **Any gap in licensure will reset your work experience timeline.**

#### Using the Calendar:

- Click on the date field to access the calendar. Use the arrows to navigate to past or future dates, or click the month/year at the top for quicker selection.

- Each date field restricts entries to appropriate dates for your application.

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

### 3. Employment History

A minimum of 6,000 hours of work experience (about 3 years of full-time, 40 hours/week) **in veterinary emergency and critical care medicine (ECC)** is required. All experience must be within the five years leading up to the Part A application start date (before November 1). Only work completed after obtaining legal credentialing can count. **See Important Note below!**

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

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

#### **Percentage of Time in ECC:**

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

Examples may include:

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

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

### 4. Maximum Weekly Hours

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

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

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

### 1. CE Forms

- All CE hours must be completed before the application start date (November 1).

#### CE Forms

There are two types of forms for documenting your CE hours:

- **Form A:** Use this form for conferences or events where you attended multiple lectures or labs led by various speakers.
- **Form B:** Use this form for single-speaker events, full-day lectures, single-hour lectures not part of a conference, or online CE activities.

**For both forms, you can add as many CE events as needed:**

- On Form A, click “Add Lecture/Lab” or “Add Conference.”
- On Form B, click “Add Event.”

**Both forms will automatically calculate total CE hours.**

#### Continuing Education Requirements:

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. Note, this additional information does not serve as proof of attendance!**

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

## Instructor Qualifications for CE Credit

Qualified instructors are generally recognized as “experts” in their field. This includes:

- Board-certified veterinarians
- Veterinary Technicians/Nurses with VTS certification
- Professionals with other advanced credentials (e.g., CVPP)
- Individuals who have published extensively on the topic.

If an instructor's qualifications are not immediately clear (e.g., a DVM who has published in the field during residency, but is not yet boarded), consider including an instructor biography from the CE organization to strengthen your submission.

Providing detailed information about the instructor will increase the likelihood of your CE being accepted.

## Speaker Information

- Enter the full speaker name **and** credentials in the form. If credentials aren't listed on the program, try searching online.

- **Ensure that the credentials you provide were held by the instructor at the time of the lecture.** For example, if a speaker presented in 2019 but achieved VTS(ECC) certification in 2021, they cannot be listed as VTS(ECC) for the 2019 lecture.

**Pro Tip:** Save copies of conference programs with speaker credentials, either digitally or in print. If programs lack credential details, ask the conference organizer or take a photo of the speaker's introductory slide. Generally digital conference platforms provide each speaker's biography, which will normally list credentials. As these sites are usually updated and archived each year, it is important to obtain the information promptly after attendance. A screenshot of a conference app will provide the necessary information.

## CE Completion Window

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

# File Uploads

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

## File Uploads

Submit the following attachments to complete your documentation. Each upload has a separate box to help keep you organized!!

All letters of reference must be submitted by by your references, using the form accessed [here](#).

**ALL FILE NAMES MUST INCLUDE YOUR NAME. YOUR FILES WILL NOT REVIEWED IF SUBMITTED INCORRECTLY.**

Continuing Education Proof (File name must contain YOUR Name)

Upload

 or drag files here.

*Scan all documentation into one PDF file (preferably). Maximum number of files is 5, must be smaller than 5MB. **File name in format Jane Doe CE.pdf**, can include "Part 1", "Part 2" etc for multiple files. Files for clarification of CE or Speakers can be submitted as a single PDF.*

Licenses 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. Scan multiple licenses into one file. Maximum 1 file upload. (File name in format: Jane Doe License.pdf).*

## Document Upload Instructions

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

## Preparing Documents for Upload

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

## Using Smartphone Scanning Apps

- Smartphone scanning apps (e.g., Adobe Scan) are an option for creating clear, high-quality PDFs from paper documents.
- When saving files, name each one as follows: Applicant Name + Document Title (e.g., "Jane Doe CE.pdf"). You may need to rename files to meet this format.



## **File Grouping and Size Limits**

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

## **Final Checks Before Submission**

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

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

## **Application Submission Deadline**

**To be considered, your completed form, all required documents, and payment must be submitted by March 31, 2025, at 11:59 PM EDT.**

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

### **1. Proof of Veterinary Technician License/Registration**

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

**Acceptable forms of proof include:**

- Scans of **each** license/registration document showing the validation period dates, and clearly showing NO lapses in licensure.
- Signed documentation from the Veterinary Medical Board or Licensing Agency confirming continuous licensure throughout the work experience period.
- Screenshots from an official “license look-up” website provided by the

credentialing body. **Screenshots must confirm the initial credential date and continuous licensure with no lapses, and must display your name, validation dates, and the website name.**

Each applicant must meet the credentialing requirements for a Veterinary Technician or Nurse in their country, state, or province. Documentation must show the original credentialing date on the history form. **Note: A license must be provided for each year claimed as work experience within the 5-year experience period.**

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

## **2. Proof of Attendance at CE Events**

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

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

Handwritten logs, cancelled checks, or other informal documents will not be accepted as proof of CE attendance.

## **Letter of Reference Submissions (2)**

### **Submitting Reference Letters**

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

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

### **Submission Guidelines:**

- All letters must be submitted via the online form. Do not request letters from more

than two referees. If more than two letters are submitted, only the first two (by submission date) will be forwarded to the committee for review, which may not include your strongest recommendations.

### **Accepted Referees:**

Letters are only accepted from the following sources:

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

European College of Veterinary Specialization equivalents are acceptable.

**Please ensure your referees are qualified to write your letters.**

## **Final Instructions**

### **Waiver, Application Fee, and Submission Guidelines**

#### **1. Waiver, Release, and Indemnity Agreement**

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

#### **2. Application Fee**

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

#### **3. Submit Part A Before March 31!**

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

## **Tips for Completing Your Application**

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

form. Each year, applicants who submit at the last moment risk being late, resulting in application rejection. Submit well in advance!

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