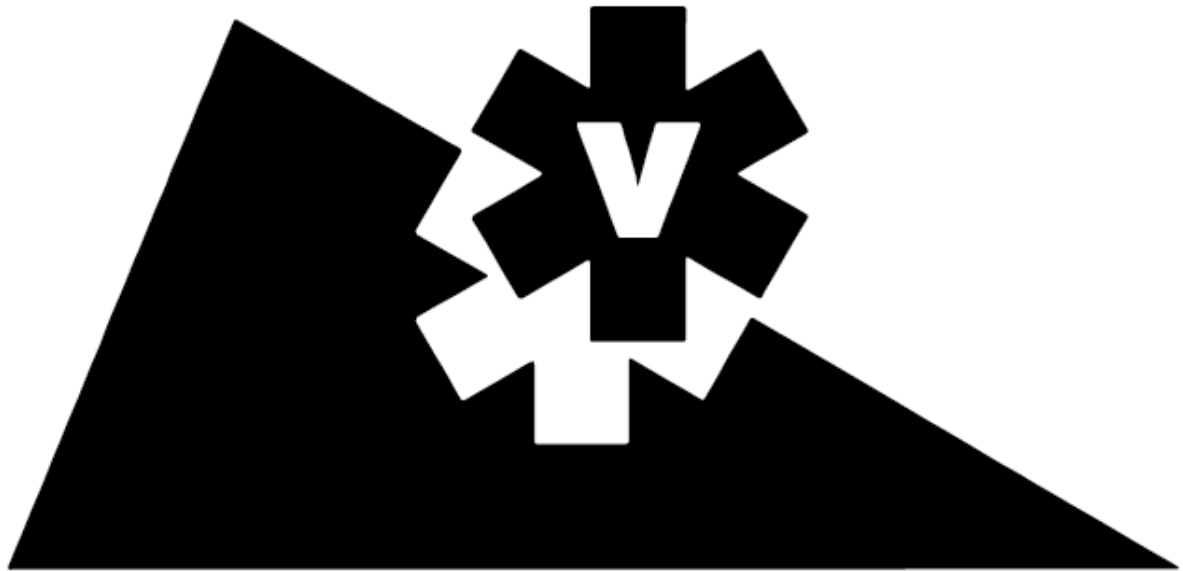


**Academy of Veterinary  
Emergency  
And Critical Care  
Technicians and Nurses**



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

**General Information and Instructions  
For the 2024 Application—PART A**

## GENERAL INFORMATION

The Academy of Veterinary Emergency and Critical Care Technicians and Nurses (AVECCTN) would like to thank you for your interest in becoming a Veterinary Technician Specialist in Emergency and Critical Care – VTS (ECC). AVECCTN's goal in certifying veterinary technician specialists is to assure the veterinary profession and the public that AVECCTN certified technicians possess the knowledge and experience needed to work effectively in a well-equipped and staffed emergency or critical care facility. The requirements for eligibility for the examination are defined in the AVECCTN constitution and bylaws (available at: [AVECCTN.org](http://AVECCTN.org)). Although AVECCTN requirements are rigorous, they are not designed to be obstacles to prevent candidates from becoming certified. The requirements are intended to assure the public and the profession, that technicians certified by AVECCTN are truly qualified.

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

- Emergency Care – action taken in response to an emergency. The term implies emergency action directed toward the assessment, treatment, and stabilization of a patient with an urgent medical problem.
- Critical Care – the care taken or required in a response to a crisis. In medicine, the treatment of a patient with a life-threatening or potentially life-threatening illness or injury whose condition is likely to change on a moment-to-moment or hour-to-hour basis. Such patients require intense and often constant monitoring, reassessment, and treatment.

The AVECCTN Credentials Committee will use these definitions to determine:

1. If your work experience was in the field of emergency and critical care.
2. If the cases in the case log and case reports are emergency and critical care cases.
3. If your continuing education is related to emergency and critical care medicine.

Your PART A application will be submitted electronically via two online forms. The online forms are found by clicking the “Application Information” link on the right side of the [AVECCTN.org](http://AVECCTN.org) homepage.

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

1. [2024 AVECCTN Pre-Application Part A](#)
2. [2024 Application Letter of Reference Submission](#)

Each form allows you to save your progress and return to the form at a later date. Click **Save** at the bottom of the page, and a popup will appear showing you the link

to resume your entries and asking if you would like it emailed to you. **Please have this link sent to your email.** In the email will be a blue RESUME button which contains your link. KEEP this email safe! If you lose your link, you may need to start your application again. It is the same link EVERY TIME YOU SAVE, so no need to have it emailed each time you save.

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

**The 2024 application fee is \$75.** Payment is made directly on the application form by credit card, prior to submission of Part A.

**DUE DATE:**

**Part A: Pre-application is Due March 31, 2023, at 2359 EDT. The application is turned off at this time and will no longer be available to submit or edit. **NOTE THE TIMEZONE!** (if you live outside of this timezone you might wish to use the following website to ensure you have your timing correct: <https://www.timeanddate.com/worldclock/converter.html>**

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

Applicants will be notified of the decision on Part A by **April 30, 2023.** Applicants will have the ability to appeal a decline decision.

## AVECCTN Part A Pre-APPLICATION INSTRUCTIONS

Please read all instructions carefully. **Incomplete or faulty applications will result in application rejection.** Please be **sure you are using the current online application form** obtained from the website [www.AVECCTN.org](http://www.AVECCTN.org), or using the link provided above. The form is filled in completely online and is compatible with Mac/PC/iOS/Android browsers and allows you to save and resume to finish completion at any time up until the form deadline (see above). After the deadline, each form turns off and you will not be able to access.

**Contact [applications@AVECCTN.org](mailto:applications@AVECCTN.org) immediately if you are having application issues!!**

***Protip:** Please remember, even though this is an online application, the final output will be the exact same as your entry. This is a PROFESSIONAL application, so please do not forget to use appropriate capitals, punctuation, grammar, and spelling! Spell check is not available on the form.*

### THE Pre-APPLICATION

## 2024 AVECCTN Pre-Application Part A

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Applicant  
Information

Credentials

Employment  
History

CE Form A

CE Form B

File Uploads

Waiver and  
Payment

1. **Applicant information.** Please provide us with your current contact information
2. **Credentials: Note for 2024, there are changes to Credential Requirements. Applicants must be credentialed for the entire application Work Experience Period. While we encourage graduation from an AVMA/Equivalent program, as most credentialing bodies are now requiring graduation in order to become credentialed, we no longer require submission of diploma and education proof. We DO require submission of credential proof for ALL years of work experience.**

Please provide 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. You must show you have been licensed in some state/province for the entire duration of your work experience period! Any undocumented time is removed from your hours of experience.

NOTE: the application has calendar fields to choose dates. Click on the field, and the current month and year will appear. To move to a past or future date, use the right or left arrows, OR click the month/year at top of box. This will give a box of all the months for the current year. Click the year at the top of the box, and you will be given other years to choose from. Each calendar field has restricted entry to the pertinent dates.

**ProTip:** Take a photo of your license each year and save in a photo album on your phone!

3. **Employment History.** A minimum of 6000 hours, which is equivalent to ~3 years of full-time work experience (40 hours per week @ 100% ECC) in the field of veterinary **emergency and critical care** medicine is required (see definitions of emergency and critical care on page 1). **All experience provided must be within five calendar years prior to the Part A application start date (Prior to Nov 1).** All work experience must be performed after becoming legally credentialed (see above). Please only give us the AVERAGE number of hours worked per week, not a range of hours. Note, if your start date is prior to November 1 of the 5-year period, just enter November 1 as your start date. **\*\*All Applicants must have been legally credentialed as a Veterinary Technician or Nurse for a period of not less than 3 full-time years prior to applying. This time DOES qualify to be used as part of your work experience period.**

Candidates are asked to provide a “percentage of time worked in ECC” for all weeks claimed. This is an average value. For purposes of defining ECC, the definitions provided above are used. Some examples appear below:

- if you work at a general practice that sees occasional emergencies, you may only be able to claim 10-20% of your time towards your experience hours.
- If you work in an emergency practice, you may be able to claim up to 100% of your time towards your experience hours.
- If you work in a dedicated ICU environment, you may be able to claim up to 100% of your time towards your experience hours.
- Percent time claimed will depend on your particular situation.

As always, the committee reserves the right to verify any information provided, or ask for further information to be provided on appeal.

4. **Maximum Hours per week**
  1. Applicants may claim **a maximum of 40 hours/week (across all jobs)** to count towards work experience hours.
  2. **ALL** Work experience hours must be obtained prior to the November 1 start date (must be obtained prior to the start of the application!)

You may add as many employers as you have had during your 5-year experience

period, by clicking “Add Clinic Information”. Hours will self-calculate.

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

## 5. CE Forms

New for 2024 Application: **ALL CE Hours** must be completed before the start date (November 1) of the application!

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 or labs by different speakers.

**Form B:** is used for events in which there may only have been **one speaker for an entire day of lectures, or for single hour lectures not associated with a conference.** You may also use this form for recording online CE.

You may add as many CE events as necessary to either form, by clicking “Add Lecture/Lab” or “Add Conference” for Form A, or “Add Event” for Form B. The forms are both self-tabulating.

**A minimum of twenty-five hours of continuing education related to veterinary emergency and critical care are required. The continuing education must be received from a nationally recognized conference; local, state, regional veterinary medical or technician associations; accredited veterinary school or technician school sponsored CE programs; American Association of Veterinary State Boards (AAVSB); Registry of Approved Continuing Education (RACE) approved CE; or publicly advertised local meetings delivered by instructors who are considered experts on the subject they are discussing.**

The AVECCTN definition of emergency and critical care will be used to determine whether or not your continuing education meets the requirement regarding content. **If the title of the CE does not convey enough information to show that CE was related to emergency and critical care, you may submit copies of the course description provided by the organization presenting the CE as proof that the continuing education was related to emergency and critical care.**

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

Generally speaking, instructors who are considered “experts in the subject they are discussing” are: Board Certified veterinarians, VTS Technicians/Nurses, other

advanced certifications (for example a CVPP), those that have published extensively on the subject. *Consider submitting an instructor biography provided by the CE organization to add clarity when credentials are not obvious (for example a DVM who has published on the subject during a residency).* The more information you can provide, the more likely your CE will be accepted.

Be sure to fill in the Full Speaker Name **and Credentials**. Credentials can often be found (if not on the program) by “googling” the speaker. It is important however that the person had the same credentials at the time of speaking. **For example, a person who lectured in 2019 who was not a VTS(ECC), but subsequently successfully became a member in 2021, cannot be written in as a VTS(ECC) on the application.**

***ProTip:** Keep copies of conference programs that have speaker credentials, either by saving the pages digitally or on paper. If programs do not list credentials, ask the conference manager or take a photo of the speaker’s introductory slide with their name on it!*

**The continuing education must be completed within the five calendar years prior to the Part A application start date (November 1). The form will not allow you to enter dates outside this window.**

# 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).*

The above documents must be downloaded or scanned, and then uploaded into your online application. If you do not own a scanner, this can be done at a local Kinkos, UPS Store, Staples or any printing offices, such as Kwik-Kopy. These facilities will be able to assist you with preparing your documents appropriately for uploading the documents. Many documents such as CE certificates are sent to you digitally, and copies of programs, bios, etc can be found digitally and downloaded into .pdf files.

Note there are also numerous “scanning apps” for smartphones, which may produce very good reproductions (For example Adobe Scan is a free application). When saving the files, please ensure that each file is titled appropriately, beginning with the **Applicant Name, then form title (such as waiver, diploma)**. NOTE: this may require you to edit the document name!!

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

All files must be uploaded prior to submitting your application.

**ProTip:** Please scan your documents in groups such as License, CE Proof, **do not submit as individual pages**. The maximum file size is 5mb. If you have large numbers of pages to scan, you may need to upload more than one file if it exceeds the



*maximum size. Please label them part 1, part 2, etc.*

*Watch your resolution when scanning to avoid large file sizes. Please scan in black and white, at 180-200 DPI, avoid high resolution scans. **The maximum file size for any file is 5mb.***

Before uploading, please **double check** that all required documentation is scanned appropriately, is legible, and that it is all included. **It is not AVECCTN's responsibility to notify you of missing materials.**

The complete form, all uploaded documents, and payment must be "submitted" prior to the deadline of **March 31, 2023, at 2359 EDT**. Please do not leave it to the last minute, as your application may not be fully submitted. **All applications are timestamped by the form program, and extensions are not granted if received after the time above.** Consider using a timezone converter to ensure you have the timing right when you live in a different timezone.

## **1. Copy of valid veterinary technician license/registration/diploma**

**Applicants must provide proof of license/registration.** Cancelled checks or other documents (except as indicated below) will not be accepted.

### **Eligible Credential Proof**

- Scans of the actual license/registration (note, this must include dates indicating the validation period)
- A signed document from the Veterinary Medical Board or other Licensing Agency, attesting to your **continuous** licensure during the work experience period.
- If your credentialing body has an official "license look-up" on their website, a screenshot will be accepted. If using this option to verify your ENTIRE licensure period, your license look up must verify your initial credential date, and that you have not had any lapses during the time period indicated. **Ensure that your name, eligibility dates, and website name are all included in the screenshot.**

Each applicant, before he or she is declared eligible for examination must meet the requirements as a Credentialed Veterinary Technician or Nurse 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** must be documented on the history form.

Note: if submitting licensure information, **a license must be provided for EACH year claimed as work experience** within the 5-year experience period.

**ALL of the requirements for AVECCTN Certification must be met AFTER 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.

**2. Proof of attendance at all CE events.**

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

**Official proof of attendance documents must be provided for each CE event.** These documents will be uploaded directly into the application form at the end of the application. Topic titles, attendance date, location, and length of lecture must be listed. Speaker name and credentials must be provided. **A scanned copy of a document provided by the organization or speaker must be provided as proof of the attendance.** *Cancelled checks, handwritten logs of CE attended, or other documents will not be accepted as proof of attendance.*

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

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

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

Letters **MUST BE SUBMITTED VIA THE ONLINE FORM.** Please do not ask several referees to submit letters. In the case that greater than two letters are submitted, only the first two (as submitted by date) will be given to the committee for review. There is no guarantee that these will be your two strongest letters.

Please note, Letters are accepted **ONLY** from the following:

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

ethical behavior, and quality of skills.

European College of Veterinary Specialization equivalents are acceptable.

Please ensure your referees are qualified to write your letters.

## **Final Instructions**

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

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

## **Submit Part A prior to the March 31 deadline!**

1. Save frequently!! We would recommend you hit save with each page, just in case of an interruption of your internet, or some other computer glitch causes you to lose data. Once it is at the server, it is safe. **Note, the save link you are sent (resume) is the same each time you hit save... you do not need to have the link emailed to you each time!**
2. **Don't leave the application to the last minute.** You can access this form for five months! Every year, someone hits submit in the final moments before the deadline, and every year, someone's application is late because of this and is not accepted. **DO NOT WAIT UNTIL THE LAST MINUTE!!**
3. Spell check all of your documents. Spell checking does not work on the form. If you are typing larger paragraphs etc, you can type it out in word and copy and paste the information into the form. This way you can use word spell checker!