Academy of Veterinary

Emergency

And Critical Care

Technicians and Nurses

AVECCTN-VTS

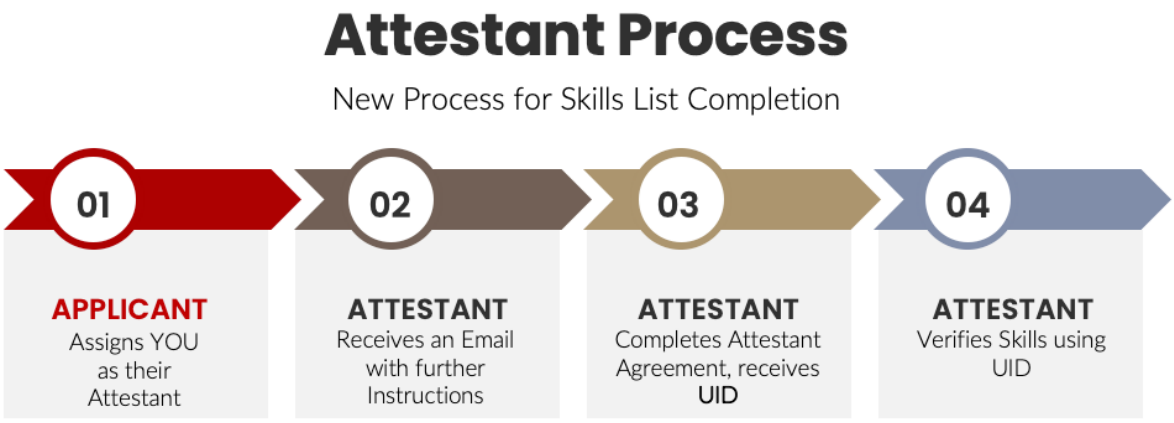
Academy Veterinary Emergency Critical Care Technicians and Nurses

NEW Skills List Instructions for ATTESTANTS

ATTESTANTS! Thank you so much for helping your candidates to achieve AVECCTN certification! This year, the process has changed, as has the Skills List. Please be sure to read the following instructions, as the process is a bit more complicated, but hopefully more robust than previous years.

If you find any issues with the form functionality, please email andreasteele@avecctn.org for assistance! This is a new form, and while tested, there may be small errors which we can easily fix.

Snapshot of the Process:



Attestant Agreement

1. The Applicant should ask you to be an Attestant before registering you as one of their Attestants
2. You will receive an email from "Academy of Veterinary Emergency and Critical Care Technicians" notifications@cognitoforms.com. Subject Line: IMPORTANT Information about your Role as a Skills Attestant for *Applicant Name*
3. Within the email, there is a link to the AVECCTN Attestant Agreement. Please note the Applicant Number which you will need to complete the form.
4. Please review the Definition of Mastery, and the Agreement on the Attestant Agreement, Sign, date and Submit
5. On submission, you will receive your Unique Identification Number (UID). If you are attesting for multiple applicants, please be sure to keep these organized, as the UID is assigned per applicant, and you will receive multiple UIDs for multiple applicants.

How to Verify Skills

1. The **Attestant Agreement** that must be completed before you can approve any skills so that you have a UID.
2. The UID is blinded except to reviewers, please keep it confidential.

3. The Applicant will email you the link to their saved form or they may present their own device to you with the form loaded.
4. Please be sure to read the Information on **Page 2**, to ensure you have everything you need to complete the Skills List. Click Next.
5. **Page 3**, Under "**Who is working on the form**" heading, click **ATTESTANT**. (Please do this EVERY time you access the form).
6. These same Instructions will appear for your reference.
7. You will see a **Summary of Registered Attestants** (Attestants that have completed the Attestant Agreement). Be sure your name appears on this list and **note the Attestant Number (1 to 4) you have been assigned.**
8. **Which Attestant?:** Click your Attestant Number (1 to 4). This will filter the Skills that have been assigned by the applicant to YOU. You will NOT see any skills if this option has not been clicked.
9. **Please enter your UID** (which you received after completing the Attestant Agreement), in the box that appears after selecting your Attestant Number. **Please be sure that your UID is correct and in the correct format!** Our reviewers will be validating that the UID is correct, and declining skills if the wrong UID is used.
10. **Please enter your email address,** this will ensure you receive a copy of the Skills List once it is complete. You are now ready to sign off on skills!
11. Your UID is used to sign off each skill. **DO NOT SHARE this with anyone!** It is a protected field and is *only* visible to AVECCTN reviewers.
12. **Photos are used to verify that the applicant has both access to the equipment necessary to perform the skill, and also OPPORTUNITY to perform the skill.** In attesting to any of the skills, you are attesting that the applicant has all necessary equipment available to them, and regularly performs the skill in your presence.
13. **Please open the picture** (click the link) to ensure that you agree with the contents of the picture (also a good opportunity to let the Applicant know if there is an error!! i.e. skill card missing, wrong photo, file name error, etc.).
14. **If you are unable to verify a skill**, please indicate this by clicking "I am unable to verify this skill". Please discuss with the applicant as this option means you are DECLINING the Applicant's mastery of the skill. The Applicant may choose to assign to an alternate Attestant.
15. **If you cannot verify the skill at that moment** (ie you wish to discuss with the applicant first), please click **HOLD: I will return to this skill at another time.** A red reminder will pop up reminding you to complete it at another time. A decision will need to be made (Yes/No) before the Skills List can be submitted.
16. **Once finished, hit SAVE in the bottom right corner. DO NOT HIT SUBMIT, or your candidate can no longer access their application!**
17. Advise the applicant that you have completed your sections. NOTE if the Applicant still has skills to enter, you may be required to enter the Skills List multiple times before the October 31 deadline.
18. **Once the applicant submits the form**, you will receive a confirmation email with an attached PDF copy of the skills list as submitted. Please take a moment to review the document to ensure you are in agreement with all of the attestations you have agreed to. Thank you!!