AVTCP APPLICATION CHECKLIST

- Letter of Intent must be emailed to AVTCPinfo@gmail.com no later than July 1, 2019.
- Provide proof of graduation (photocopy of diploma) from an American Veterinary Medical Association (AVMA) accredited veterinary technician school and/or proof of legal credentials to practice as a veterinary technician in some state or province of the United States, Canada, or other country. Duration spent as a credentialed veterinary technician should be apparent.
- Completed Waiver, Release, and Indemnity Agreement Form signed and scanned for digital submission.
- Completed Professional History and Employment History Form: 5 years with 10,000 hours of experience as a credentialed veterinary technician, completed within 10 years of application, 75% of work experience in the practice category of choice, minimum.
- Completed CE Form with proof of attendance. Forty (40) hours acceptable advanced continuing education (see application packet for specific guidelines) with a minimum of 75% in the applicable practice category within the last five (5) years.
- Completed Skills List for applicable practice category. A minimum of 80% of the skills must be mastered. Skills must be typed out and cross referenced in your case logs.
- Completed Knowledge List Signature Form signed and scanned for digital submission.
- Five (5) completed examination questions in the approved format for future use.
- Completed Case Log Report Form. A minimum of 50 cases (maximum of 75) reflecting the mastery of advanced clinical practice knowledge and skills typed on the form. Cases submitted must take place between January 1st to December 31st of the application year.
- Four (4) case reports. Reports must be no more than five (5) pages each, Times New Roman 10pt. and double spaced with 1” margins. Anesthesia monitoring logs must be included in all case reports that include anesthetic events. Cases submitted must be between January 1st to December 31st of the application year and from your case log.
- Two letters of recommendation sent separately and confidentially to AVTCP. One letter of recommendation must be from an Academy member, a NAVTA approved VTS, or a Diplomate of an AVMA recognized veterinary specialty organization (RVSO). The second letter of recommendation sent separately and confidentially to AVTCP from any of the above or a doctor of veterinary medicine.
- Digital copy of complete application submitted via email or Dropbox.
- Application Fee of $50.00 made payable to AVTCP made in U.S. Dollars or equivalent.

Submission Deadline is 11:59pm PST December 31st for the 2019 application year.

Please be advised that this is only a checklist of general requirements. Specific requirements are detailed in the AVTCP Constitution/By-Laws and the current application packet.