



**Policies and Procedures for NAVTA**  
**Recognition of Veterinary Technician Specialties**  
July 2018

The following guidelines reflect the purpose of the CVTS, as well as policies and procedures regarding the CVTS.

**Section I**  
**Purposes of the Committee**

The purposes and duties of CVTS are to:

- a. Establish and evaluate criteria for determining whether a proposed specialty fills a recognizable need and represents a distinct area of specialization in veterinary technology such as an existing veterinary specialty college (or related veterinary specialty group/association).
- b. Determine the methods used by the organizing committee to determine whether a sufficient number of qualified and interested technicians exist to form a new recognized veterinary technician specialty organization (VTSO), or a recognized veterinary technician subspecialty (VTSS) within a currently existing VTSO
- c. Verify all documentation submitted by the petitioning organizing committee, including but not limited to; surveys, allied partner support, existing aligned veterinary specialty college (or related veterinary specialty group/association), etc.
- d. Provide advice and assistance via subcommittee to those groups submitting petitions for establishment and recognition of a specialty organization. The persons on the advisory subcommittee will not participate in the review of or vote on any petitions for recognition for that proposed specialty organization.
- e. Review petitions to assure that essential requirements established by the CVTS are fulfilled.
- f. Approve or deny application petitions to form specialty academies or create sub-specialties.
- g. Receive and review reports from all recognized specialty groups who have received provisional and full recognition as a specialty academy.

- h. Determine through review of VTSO's annual reports that the procedures for credentialing and examination are administered fairly by the specialty group including how the certification exam is administered and how the cut score/pass point is determined.

## **Section II**

### **CVTS structure**

**Total Voting members: 15, non-voting member: 1**

- VTS members: 8
  - Non -VTS veterinary technician or nurses: 3
  - Veterinarian
    - Specialist - 1
    - General practitioner - 1
  - Public member – 1
  - AAVSB representative – 1
  - NAVTA board appointee - 1 – non-voting liaison
- a. All technician members must remain eligible to represent their category for the entire length of their term. (I.e. if representing a VTS Academy, the person must remain a member of that Academy; if a non-VTS member, the person must not pursue a VTS during their term).
- b. Technician committee members must be a current NAVTA member.
- c. All technician members must be veterinary technicians or nurses who have graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are credentialed as veterinary technicians or nurses in the United States, Canada or other country with a recognized licensing or credentialing process.

**Sub-committees** (*minimum* of 3 members on each): Members of the CVTS make up the sub-committees.

- a. Executive subcommittee: Consists of chair-elect, chair, and past-chair. Directs activities of sub-committees, arranges meetings as needed and distributes agenda. Receives letters of intent and petitions. Assigns CVTS members to appropriate sub-committees to review letters of intent and petitions. Grants final approval of the recommendation of the petition review subcommittee assigned to review the petition. Contacts the petitioning OC to inform of the CVTS decision.
- b. Nominations subcommittee: The nominations subcommittee is charged with selecting and making recommendations for membership to the CVTS as well as coordinating

appointments from Recognized Veterinary Technician Specialty Academies (RVTSA) and American Association of Veterinary State Boards (AAVSB).

- c. Annual Reports subcommittee: Receives and reviews annual reports and reports back to the CVTS with recommendations for continued recognition.
- d. Petition review subcommittee: Reviews letters of intent and verifies that organizing committee (OC) requirements are met. Reviews petitions and makes recommendations for acceptance or denial of the letter of intent and petition. Informs the Executive subcommittee of this subcommittee's decisions with explanation of deficiencies, if any.
- e. Petition Appeals subcommittee: Reviews appeals submitted by proposed academies which were denied recognition. Members of the Petition Appeals Review sub-committee may not serve on the Petition Review subcommittee which originally reviewed the petition. Informs the Executive subcommittee of this subcommittee's decision with explanation of deficiencies, if any.
- f. Advisory subcommittee: Works closely with OC to provide clarification and advice regarding the requirements that must be met for recognition to be considered. No members of the Advisory subcommittee will review or vote on the original petition or serve on the appeals subcommittee should the petition be denied.

The CVTS Executive subcommittee will establish a Petition Review, a Petition Appeals, and an Advisory subcommittee specific to each petition, and the Chair will appoint the members of these subcommittees.

### **Nominations to Committee on Veterinary Technician Specialties (CVTS)**

- a. Selection of the CVTS Chair
  1. Annually, the Nominations subcommittee will solicit suggestions from the current CVTS for a chair-elect, who must be a current CVTS member. The CVTS chair-elect will have served on the CVTS for a minimum of 2 years.
  2. CVTS elects the chair-elect annually.
    - A slate of nominees is brought before the CVTS for a vote.
    - A simple majority determines the winner
    - In the event of a tie, a coin toss will determine the winner
  3. Chair-elect automatically succeeds to chair after one year. Chair automatically succeeds to past-chair after one year.
- b. Selection of the NAVTA Executive Board Member.

The NAVTA President will appoint one of the members of the Board. This person may or may not be a VTS and serves in a non-voting liaison and advisory capacity.

a. Calls for potential appointees

1. Calls for appointment of the non – VTS veterinary technician, veterinarian, and public member to the CVTS will be made in June. The selection of candidates by the nominations committee, recommendation of candidates to the Full CVTS body for approval, and notification of the selected candidates will be completed by November 1 of each year.
2. CVTS will be notified of the appointed RVTSA and AAVSB representatives and the RVTSA Liaison by October 1.
3. All potential candidates should be provided with a document stating all responsibilities and expectations for serving on the CVTS.
4. All potential candidates will be made aware of the time requirements for participation on the CVTS. Participation includes teleconference calls, in person meetings and timely responses to e-mail communication.

b. Selection of CVTS Voting Members

1. Veterinary Technician Specialist (VTS) members
  - i. Eight RVTSA will have representation on the CVTS at any one time. Each of the eight RVTSA's may appoint one representative from the RVTSA. The Academies will rotate turns for terms on the CVTS.
  - ii. Terms of VTS CVTS members shall overlap, i.e., initial appointments shall be for scaled terms and subsequent appointments shall be for fixed terms. When the Executive Board approves this Policies and Procedures document, it will decide which members initially have a one-year appointment and a two-year appointment. \*
  - iii. . The rotation order of the RVTSA appointing members will be ordered such that the tenure of the academies will be diversified.
  - iv. Representatives shall be appointed by each RVTSA for two-year (minimum) terms (except during the initial appointments where the appointments are scaled\*).
  - v. Members may be reappointed once for a potential maximum of four consecutive years on the CVTS.
  - vi. Representatives must be a NAVTA and a RVTSA member in good standing at the time and for the duration of the appointment. It is recommended that each CVTS representative be a member of the RVTSA's governing body or be invited to serve in a manner that ensures communication between each RVTSA and the CVTS in a consistent and timely manner.
  - vii. Each RVTSA must submit current contact information and biographical information (Form provided by CVTS) for existing and newly appointed representatives to CVTS Nominations Chairperson by October 1 of each year. To ensure continuity of CVTS operations, RVTSA's shall appoint representatives who are committed to fulfilling the responsibilities of the position for the full term elected. However, if a representative cannot

complete the term of his/her appointment, the RVTSA will appoint a new representative to fill the unexpired term and must notify the CVTS Chair in writing within 10 days of when that new information is available.

*\*references to the initial appointments are to be removed, by the CVTS chair, when the members of the first CVTS following these guidelines are established. No vote or approval is required.*

2. Non -VTS veterinary technician or nurses

- i. Representatives shall be appointed from the general NAVTA membership and must be in good standing. Terms of non -VTS veterinary technician or nurse CVTS members shall overlap, i.e., initial appointments shall be for scaled terms and subsequent appointments shall be for fixed terms.
- ii. NAVTA Members wanting to sit on CVTS are nominated either by themselves or other active NAVTA members. Potential candidates are required to submit their NAVTA Committee Nomination form, and a formal letter to the CVTS Nominations Chairperson stating his or her qualifications, accomplishments, and reasons they are interested in serving on the CVTS. Applicants are advised to highlight activities that involved leadership initiatives, and describe how their actions moved the initiative in the right direction.
- iii. Applicants' qualifications are reviewed by the Nomination committee, and a recommendation is made to the CVTS. The CVTS votes to approve the recommendation.
- iv. Members will be appointed for two-year terms (except during the initial appointments where the appointments are scaled). Members may be reappointed once for a potential maximum of four consecutive years on the CVTS. Members must be NAVTA members in good standing at the time and for the duration of the appointments. The CVTS Nominations Committee shall appoint members who are committed to fulfilling the responsibilities of the position for the full term elected. However, if a member cannot complete the term of his/her appointment, the CVTS Nominations Committee will review the list of candidates from the previous selection cycle, contact a viable potential candidate and see if there is interest in fulfilling the unexpired term. If so, the recommendation is made to the CVTS Chairperson for a vote by the CVTS.

c. Veterinarians

1. A call will be made to the specialty colleges that coincide with the RVTSA's and the NAVTA membership to find a specialist and a general practitioner representative respectively. Terms of veterinarian CVTS members shall overlap, i.e., initial appointments shall be for scaled terms and subsequent appointments shall be for fixed terms.

2. Potential candidates are required to submit their NAVTA Committee Nomination form, and a formal letter to the CVTS Nominations Chairperson stating his or her qualifications, accomplishments, leadership strategy, and reasons they are interested in serving on the CVTS. Applicants are advised to highlight activities that involved leadership initiatives and describe how their actions moved the initiative in the right direction.
3. Applicants' qualifications are reviewed by the Nomination committee, and a recommendation is made to the CVTS. The CVTS votes to approve the recommendation.
4. Representatives will be appointed for two-year terms (except during the initial appointments where the appointments are scaled). Representatives may be reappointed once for a potential maximum of four consecutive years on the CVTS. The representative must be an American Veterinary Medical Association member in good standing at the time and for the duration of the appointment. The CVTS Nominations committee shall appoint representatives who are committed to fulfilling the responsibilities of the position for the full term elected. However, if a representative cannot complete the term of his/her appointment, the CVTS Nominations Committee will review the list of candidates from the previous selection cycle, contact a viable potential candidate and see if there is interest in fulfilling the unexpired term. If so, the recommendation is made to the CVTS Chairperson for a vote by the CVTS.

d. Public Member

1. A call will be made to the NAVTA membership seeking nominations for a public member to the CVTS. Public members are not a part of the veterinary profession.
2. Potential candidates are required to submit their NAVTA Committee Nomination form, and a formal letter to the CVTS Nominations Chairperson stating his or her qualifications, accomplishments, leadership strategy, and reasons they are interested in serving on the CVTS. Applicants are advised to highlight activities that involved leadership initiatives, and describe how their actions moved the initiative in the right direction.
3. Applicants' qualifications are reviewed by the Nominations committee, and a recommendation is made to the CVTS. The CVTS votes to approve the recommendation.
4. Representatives will be appointed for two-year (minimum) terms. Members may be reappointed once, for a potential maximum of four consecutive years on the CVTS. The CVTS Nominations committee shall appoint representatives who are committed to fulfilling the responsibilities of the position for the full term elected. However, if a representative cannot complete the term of his/her appointment, the CVTS Nominations Committee will review the list of candidates from the previous selection cycle, contact a viable potential candidate and see if there is interest in fulfilling the unexpired term. If so, the recommendation is made to the CVTS Chairperson for a vote by the CVTS.

e. AAVSB

1. A representative shall be appointed by the AAVSB leadership. The representative will be appointed for a two-year term. Members may be reappointed twice, for a potential maximum of four consecutive years on the CVTS. The AAVSB must submit current contact information and biographical information (Form provided by CVTS) for existing and newly appointed representatives to CVTS Nominations Chairperson by October 1 of each year. AAVSB shall appoint representatives who are committed to fulfilling the responsibilities of the position for the full term elected. However, if a representative cannot complete the term of his/her appointment, the AAVSB will appoint a new representative to fill the unexpired term and must notify the CVTS Chair in writing within 10 days of when that new information is available.

f. Selection of RVTSA Liaison

1. Each Academy without a direct representative on CVTS is invited to send one, non-voting, appointed liaison to attend CVTS meetings. Each Academy may establish its own protocols for selection of this liaison. The liaison should be one appointed individual rather than a series of individuals appointed by their academy. It is suggested that a liaison serve for a minimum of one two-year term. The liaison may serve for a potential maximum of four consecutive years on the CVTS.
2. The RVTSA must submit current contact information and biographical information (Form provided by CVTS) for existing or newly appointed liaison to CVTS Nominations Chairperson by October 1 of each year.

### **Rules for CVTS Meetings**

a. CVTS Members and RVTSA Liaisons

1. All successful appointees and nominees must acknowledge that this is not a paid position and is a volunteer position.
2. All CVTS members RVTSA liaisons will be required to sign a confidentiality and conflict of interest statement.
3. All terms begin November 1<sup>st</sup>.

b. Meetings

1. Meetings of the CVTS committee and subcommittees are to be held as needed to carry out the duties of the committee. In order to conduct business, the meetings of the committees must have majority of the committee members in attendance to establish a quorum.

c. Voting

1. A simple majority of votes shall be necessary to affirm the recommendation(s) of the CVTS committee and any and all subcommittees.
2. Chair votes only in the event of a tie

### **Section III**

#### **How a Specialty Group Becomes Recognized**

These procedures must be followed for obtaining recognition by NAVTA as a veterinary technician specialty academy:

- a. An established veterinary technician specialty society, veterinary technician association, or veterinary technician special interest group seeking NAVTA recognition as a Veterinary Technician Specialty Academy must:
  1. Form an organizing committee which will be responsible for the development of the Academy. An organizing committee shall be no less than 10 members and no more than 12 members.
  2. Appoint a member of the organizing committee to act as the liaison to the NAVTA CVTS.
  3. Submit a letter of intent to the NAVTA office which identifies committee members and appointed liaison. A summary of qualifications of all OC members is to be included that demonstrates the members meet the requirements stated below. If the organizing committee fails to submit a petition within 12 months from the time that their letter of intent was received by NAVTA CVTS, then the organizing committee must send an updated letter stating their continued intentions.
- b. The organizing committee is responsible for developing the specialty academy. This includes completing the petitioning process to CVTS as outlined in this document and all other work necessary to begin credentialing specialists in the designated area.
- c. All members of the organizing committee must:
  1. Be NAVTA members. A petition will not be accepted if all OC members are not current NAVTA members.
  2. Be veterinary technicians who have graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are credentialed as veterinary technicians/nurses by a recognized credentialing body in the United States, Canada or other country.
  3. Be recognized as exceptionally qualified\* specialists in their field with a minimum of seven years of experience of the past 10 years in the specialty with no less than 75% of time (at least 1500 hours/year) spent being devoted to the specialty.  
*\*Exceptionally qualified specialists are defined as individuals who produce scholarly work within the specialty area. Examples of scholarly work must include a combination of teaching, lecturing, peer reviewed work, research, or consulting.*

4. Must have attended 40 hours of CE in the specialty in the 5 years immediately prior to submitting the petition.
5. Minimal changes to the Organizing Committee should be made once a petition has been submitted for approval. Replacement OC members must meet all the same requirements as the original OC members. Replacements may only be made with CVTS approval.
6. Curriculum vitae or detailed resume with work experience forms must be submitted for all members of the organizing committee, with all forms following the same standard format. The CVTS will develop and provide a template of the work experience form.
7. Organizing Committee members are required to pass the certification examination.
  - i. The designation of VTS shall not be used by any individual until successfully passing the exam.
  - ii. The only exception is honorary members who are required to include (Hon) when using the VTS designation.
- d. A formal petition must be submitted. (A template and guidelines for the petition must be obtained from NAVTA and/or the CVTS Chairperson). An electronic file of the complete petition should be submitted as a single file in PDF format to NAVTA. An application fee may be required and must accompany the petition to NAVTA, if required.
- e. All petitions submitted will be reviewed by CVTS, and CVTS will notify the petitioners of the CVTS decision within 60 days. Petitions for specialty academy recognition may be forwarded to the CVTS Chair at any time during the year.
  1. The CVTS may approve the petition, deny the petition, or return the petition for revision.
  2. The CVTS may choose once to return a petition for revision/edits without a formal denial. The revised petition must be resubmitted within 60 days.
- f. Initial recognition of the specialty academy will be termed provisional recognition. Provisional recognition will not exceed a period of 10 years. Annual reports must be submitted in a timely manner, and reports must provide all the requested information.

#### **Section IV**

##### **Criteria for Full Recognition**

The specialty academy may remain on provisional recognition until achieving full recognition or for a period not to exceed 10 years. A petition may be submitted to the CVTS requesting full recognition by January 15<sup>th</sup> of the year of the request. Full recognition may be granted providing the following criteria are met:

- a. That the organization is fully functional and fulfilling its stated objectives.
- b. That annual reports have consistently been filed and accepted on time by CVTS. (One email reminder to the group is deemed acceptable).

- c. That the Academy continues to show membership growth, applications submitted, administration of the exam, and financial stability (i.e., strong development and growth as an organization).
- d. That the specialty has administered their specialty examination for a minimum of 5 years. Details how the certification exam is administered and how the cut score/pass point is determined. The cut score or pass point should not be set arbitrarily but should be determined by a psychometrically-sound manner.
- e. That the Academy continues to provide evidence of ongoing review of its credentialing examination to reflect evolving technology and industry standards.
- f. That CVTS has no other material concerns or recommendations pending.
- g. The CVTS will review the request for full recognition and make appropriate suggestions to the provisionally recognized veterinary technician specialty organization concerning any necessary additions or corrections. If the documentation indicates that the organization meets all the criteria as stated above and is functioning effectively, the CVTS will forward the petition with a recommendation for approval to the NAVTA EB.
- h. The NAVTA EB makes the final decision to grant or not grant full recognition to a veterinary technician specialty organization. If recognition is not granted the Academy has the right to appeal the decision (see Section IX Appeal Rights).
- i. If the veterinary technician specialty organization appeals the decision, a CVTS Petition Appeals subcommittee comprised of individuals not involved in the original petition review (Section IV, i.) will review the appeal.

## **Section V**

### **Letter of Intent**

A letter of intent, including the names, CV's and work experience of OC members are submitted to the CVTS for review and approval prior to the petition for specialty academy recognition. Members of the organizing committee must be veterinary technicians recognized as exceptionally qualified and who meet all the following criteria:

- a. Be NAVTA members
- b. Be veterinary technicians or nurses who have graduated from an American Veterinary Medical Association (AVMA), Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are credentialed as veterinary technicians or nurses in the United States, Canada or other country with a recognized licensing or credentialing process.

- c. Be recognized as exceptionally qualified\* specialists in their field with a minimum of seven years of experience of the past 10 years in the specialty with no less than 75% of time (at least 1500 hours/year) spent being devoted to the specialty. \*Exceptionally qualified specialists are defined as individuals who produce scholarly work within the specialty area. Examples of scholarly work must include a combination of teaching, lecturing, peer reviewed work, research, or consulting.
- d. Demonstrate a dedication to CE through publications, speaking at schools and conferences, and organization of learning activities.
- e. Curriculum Vitae for all members of the OC utilizing the template supplied by CVTS which includes, but is not limited to:
  - 1. Provide all education and degrees, and other specialty credentials earned with appropriate dates.
  - 2. Provide detailed work history of time spent specifically in the specialty with appropriate dates.
  - 3. Provide detailed list of public speaking experiences and references for any published material.
  - 4. Must have attended 40 hours of CE in the specialty in the 5 years immediately prior to submitting the petition.
- f. Identify board members and committee chair positions of OC. Include contact information for all OC members.
- g. Shall be no fewer than 10 members and more than 12 for a veterinary technician specialty organization to ensure adequate coverage of all petition and application needs.

**Section VI**  
**Content of Petition**

Contents of the petition for a new specialty organization must contain all the following:

- a. Organizing Committee member approval letter from the CVTS
- b. Descriptions of the education, training, and experience requirements to qualify an individual for organizing committee status.
- c. Document that the OC candidates of the specialty academy will meet the following criteria:
  - 1. Be credentialed veterinary technicians in a state or US territory, OR be qualified as an equivalent in a country outside the USA/Canada (e.g. veterinary nurse). Provide proof of credentials.

2. Meet the education, training and experience requirements established by the specialty Academy.
  3. Must have attended 40 hours of CE in the specialty in the 5 years immediately prior to submitting the petition.
  4. Members of the OC are expected to be actively working in the specialty while serving on the OC and for a minimum of 7 years immediately prior to forming an OC to create a new specialty academy.
  5. Subscribe to the NAVTA Veterinary Technician Code of Ethics.
- d. Provide detailed criteria regarding the process used to develop requirements. Such requirements must be based on a job analysis, role delineation study or similar method. Include detailed requirements for all of the following:
1. Established education requirements
  2. Established experience requirements.
  3. Detail the unique skills and knowledge specific to this specialty.
  4. Plan for the development of the credentialing examination including how the certification exam will be administered and how the cut score/pass point will be determined.
- e. Provide detailed plans for assuring that members can obtain required continuing education.
- f. Examinations must reflect the professional competence expected of the candidate based on a job/task analysis performed at an interval determined by factors such as the rate at which the field is acquiring new knowledge and technology and the rate at which elements in the field are becoming obsolete. At a minimum, a job/task analysis should be performed at least once every 10 years.
- g. Candidates must receive a content outline (blueprint) by percent of the exam questions and exam format prior to the exam.
- h. Candidates must be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point. The passing point may be adjusted lower than a previously published passing point, but not higher, after administration of the examination. The cut score or pass point should not be set arbitrarily but should be determined by a psychometrically-sound manner.
- i. Candidates who do not successfully complete the examination (including any oral examination), must upon request, be provided with an explanation of the deficiencies that prevented their passing the examination. Academies should provide at least basic information to failing candidates so that they can understand their deficiencies and improve those in preparation for their next exam attempt.
- j. The academy must comply with the requirements of the American Disabilities Act (ADA) when administering the exam.

- k. Designation of VTS will not be used until the examination has been validated.
- l. Plan for promptly (within 60 days) notifying candidates concerning any deficiencies in credentials or examination.
- m. An applicant denied approval to sit for the examination may appeal and must be provided with specific details regarding the reasons for denial. If an appeal is filed, the academy must review this appeal and inform the candidate of their decision no later than 30 days following the decision. A formal appeal process for candidates in cases of adverse decision must be managed by a separate appeal committee not comprised of members of the application committee. Candidates submitting an appeal must do so within 30 days of receipt of notification of decision.
- n. Identify all proposed academy officer and organizing committee members as outlined above in Section III c.
- o. The group must be legally incorporated as a not-for-profit educational organization within the United States or Canada, and provide legal documentation to this effect.
- p. Documentation of support by an existing specialty college (or related specialty group/association). The role the supporting veterinary specialty group will play should be outlined.
- q. Justification that the organization plays a role in fulfilling a recognizable need.
- r. A copy of the specialty organization's articles of incorporation and bylaws.
- s. How does the academy propose sustainability/paying for exam software, insurance, statistician, etc.

**Maintenance of Certification:** The Academy must have a program for maintenance of certification (MOC) of VTSSs.

Each academy will develop their own standards and protocols for MOC, with examples as follows:

- a. Examinations may be used but are not required.
- b. A point system may be used, and points may be accrued in a variety of ways (e.g. continuing education attendance or presentations, publications, serving on exam committee, etc.) as determined by the academy.

- c. Evaluation of academy members for MOC will occur at least every 10 years from the date of their initial certification (or renewal of certification), but the academy may choose a shorter period of time if desired.
- d. An honor system for compliance, with members self-declaring completion of requirements is acceptable. However, if an honor system is used, random audits for compliance must be performed at a level justified by the academy.

### **Procedures for obtaining recognition of a VTS academy subspecialty**

- a. Submit a letter of intent to the NAVTA office which identifies organizing committee members and appointed liaison. A summary of qualifications of all OC members is to be included that demonstrates the members meet the requirements stated in Section IIIc. If the organizing committee fails to submit a petition within 12 months from the time that their letter of intent was received by NAVTA CVTS, then the organizing committee must send an updated letter stating their continued intentions.
- b. Organizations must notify the CVTS of all changes in the VTSO's, bylaws, and/or other policies and procedures documents at the time of the next annual report.
- c. The petition for sub-specialty recognition must follow all the guidelines and requirements of new academies except that separate articles of incorporation and bylaws are not required and the sub-specialty does not need a separate non-profit designation. A copy of the parent VTS academy articles of incorporation with changes highlighted as they relate to the new sub-specialty is required.

**Professionalism:** As this is a professional document representing the best of your specialty, the expectation is that this application will represent and adhere to professional standards. Grammar, spelling, and formatting should reflect the best that this specialty can produce.

### **Section VII Title Designation**

- a. Veterinary technicians who have met all requirements as stipulated by a recognized Academy shall be known as Veterinary Technician Specialists, VTS, with the specialty designated thereafter.

### **Section VIII Reporting Requirements:**

- a. Provisional and Full Recognition:
  - 1. Annual Reports: specialty academies are required to make an annual report to the

CVTS. Required reporting format can be found on the NAVTA website at [www.navta.net](http://www.navta.net). The annual report is due to the CVTS chair and NAVTA office by January 31<sup>st</sup> of the following year.

2. The NAVTA EB and the CVTS strongly recommend all VTS Academies and proposed Academies obtain Director and Officer Insurance and Error and Omissions Insurance.
3. The NAVTA EB and the CVTS strongly recommend all VTS Academies and proposed Academies trademark both their name and logo for the academy.

## **Section VIX**

### **Probationary Status**

- a. Probationary status may be assigned to an Academy that has specific deficiencies in one or more areas of the Guidelines.
- b. The Executive Board of the Academy is required to notify all Academy members and all candidates in the application process of the probationary status immediately upon notification.
- c. The deficiencies must be corrected in a reasonable length of time, not to exceed two years.
- d. During the probationary period, the CVTS will request reports and/or request a representative attend a CVTS meeting to determine if the deficiencies have been corrected.
  1. If, prior to or by the end of the two year time period, the deficiencies have been corrected the academy may be granted the appropriate level of accreditation.
  2. If deficiencies have not been corrected at the end of the two year period the CVTS must notify the Academy in question it has been placed on Administrative Probation.

### **Administrative Probation**

- a. Administrative probation is an accreditation status assigned by CVTS when an Academy is not in compliance with one or more of the requirements outlined in the CVTS Guidelines and these deficiencies were not corrected during the Probationary Status.
- b. Administrative probation is not subject to appeal.
- c. Administrative probation is for a maximum of ninety days from date of notification.
- d. The Executive Board of the Academy is required to notify all Academy members and all candidates in the application process of the probationary status immediately upon notification.
- e. The Academy will remain recognized and listed as recognized during the period of administrative probation.

- f. Failure to completely remedy the deficiency (s) by the date specified may result in withdrawal of recognition.
- g. The CVTS will restore recognition status if the deficiency (s) are completely resolve within 90 days.

## **Section X**

### **Withdrawal of Recognition**

The CVTS will recommend to the NAVTA Executive board withdrawal of recognition of any Academy in probational status or administrative probation status which has not met the requirements described above.

## **Section XI**

### **Appeal Rights**

- a. If an applicant group is denied provisional status, if a provisional academy is denied full recognition, or if an academy is the subject of revocation of full or provisional status, the applicant group (the “appellant”) shall have the right to appeal the decision of the CVTS Petition Review subcommittee. A separate Appeal subcommittee, not comprised of members of the application committee, will review the appeal and provide a recommendation to the CVTS Executive subcommittee.
  - 1. The appellant must submit written notice to the Chairperson of the CVTS within 21 calendar days of the date of delivery of the notice of the decision. The appellant must submit its grounds of appeal and basis for a new decision to the Chairperson of the CVTS within 30 days after delivering the notice of appeal. The Chairperson has the duty to promptly notify all members of the CVTS Executive subcommittee and the NAVTA Executive Board of any notice of appeal and appoint an Appeals subcommittee from the members of the CVTS who did not review or vote on the original petition.
  - 2. Within 30 days after the appellant submits its grounds of appeal, the Appeals subcommittee shall provide the CVTS Executive subcommittee with the justification for confirming the initial decision of rejection, or, if the Appeals subcommittee agrees with the appellant, then it will notify the CVTS Executive subcommittee that it is changing its decision.
  - 3. If there is no agreement between the Appeals subcommittee and the appellant, then the NAVTA Executive Board shall review the submissions and reach a decision. The NAVTA Executive Board may hold a hearing at a time (within 30 days) and place convenient for the NAVTA Executive Board and the appellant, but it is not required.
  - 4. The decision of the NAVTA Executive Board is the final decision of NAVTA, and there are no further appeal rights.

- b. The time limits set forth in this section may be changed in a particular case upon the mutual agreement of the parties.

## **Section XII**

### **Definitions of Terms Applied to Veterinary Technician Specialization**

- A. Academy—An exclusive body of credentialed veterinary technicians and/or nurses with the objective of promoting scholarship and service. Membership is based on scientific or scholastic achievement and exercise of professional skills. An academy is not a recognized veterinary specialty organization.
- B. Association—An organization of veterinary professionals with the objective of advancing mutual professional interest(s).
- C. Board—A small group of members designated by a recognized veterinary technician specialty organization (VTSO) to conduct the examination of candidates, or an organization of technician specialists having the objective of examining candidates for certification. This Board is not the Executive Board that has the governing authority in a corporation.
- D. Certificate—Various organizations issue documents (certificates) attesting to attendance or participation in an educational program or series of programs. Some certificates are awarded after an individual demonstrates accomplishment of intended learning outcomes of a specific topic or skill by passing an examination based upon the information provided by the organization. The issuance of these certificates should not be confused with the certification process (i.e., certificate holders are not ‘certified in’ the field) and is not comparable to the recognition of specialists in veterinary medicine.
- E. Certification—The process of determining whether a veterinary technician has successfully completed a training program and examination process designed to assess the knowledge and skills required for providing high quality professional services and patient care in a specialty.
- F. Examination eligibility—A veterinary technician is examination-eligible when he/she has successfully completed the established requirements of a recognized veterinary technician specialty organization (VTSO) and has been accepted to take its next certifying examination. Individuals must not use the term VTS-eligible as a descriptor in promotional materials directed toward other members of the profession or the public.
- G. Full recognition—A classification assigned to a veterinary technician specialty organization that meets or exceeds all standards established by the CVTS for recognition by NAVTA.
- H. Honorary member—A veterinarian technician or veterinarian who is nominated by, meets criteria specified by, and is approved by the VTSO. An honorary member shall be a

nonvoting member and shall not hold office in the specialty organization and shall not claim certification status in the specialty.

- I. Job/task analysis—A systematic procedure for defining the tasks required by a job and the knowledge, skills, abilities, and other personal characteristics required of individuals performing that job. The results of a job/task analysis form the basis for determining the examination contents necessary to test mastery of that field.
- J. Letter of intent—A letter from an organizing group to notify CVTS that the group plans to submit a petition for recognition as a VTSO, or a VTSS. This letter will indicate that the group has read and understands the Guidelines of the CVTS which are applicable to their group, that they have read and understand the procedures for obtaining NAVTA recognition, and if appropriate that they have the agreement of the VTSO under which they will apply. It will provide a list of the members of the organizing committee and their credentials. It will specify if there is going to be an affiliated, independent certifying board and, if so, the proposed relationship between the VTSO and VTSS.
- K. Organizing committee—A group of individuals of a veterinary technician specialty organization, that conduct the business of an emerging veterinary technician specialty seeking recognition by NAVTA.
- L. Probationary recognition—A classification assigned to a recognized veterinary technician specialty organization (VTSO) that meets most, but not all, of the established criteria for continued full recognition.
- M. Provisional recognition—A classification assigned to a new veterinary technician specialty organization (VTSO), or veterinary technician subspecialty (VTSS) that has not applied for full recognition or has not met all the criteria pertaining to complete formalization of its structure and objectives.
- N. Veterinary Technician Specialist (VTS) A veterinary technician who is certified in a medical skill set by a NAVTA-recognized veterinary technician specialty academy.
- G. Society—An organization of veterinary professionals and others having a common interest in a discipline of veterinary medicine. A society usually has as its objective the encouragement of scholarship, through educational programs, among those interested in the discipline. A society is not a recognized specialty certifying organization.
- O. Subspecialty—A recognized veterinary technician subspecialty, a VTSS.
- P. Veterinary technician specialty organization (VTSO)—A NAVTA recognized veterinary technician specialty organization that meets the standards established by the CVTS for certification of veterinary technicians in a specialized field of veterinary technology.

Prior revisions

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