



Academy of Equine Veterinary Nursing Technicians

Application Instruction Packet

The Academy of Equine Veterinary Nursing Technicians (AEVNT) thanks you for your interest in becoming a Veterinary Technician Specialist in Equine Veterinary Nursing – VTS (EVN). Our primary goal is to assure the veterinary profession, and the public, that AEVNT certified technicians possess the knowledge, skills, and experience necessary to provide superior nursing care scientifically, and humanely, to the equine patient. Requirements for the eligibility are clearly defined in the AEVNT constitution and bylaws. Although rigorous, the requirements are not designed to be obstacles to prevent applicants from becoming certified. They are merely intended to assure the veterinary profession and public that the technicians certified are truly qualified. Applicants are strongly urged to read through the established requirements prior to starting the application process. All current forms must be used for application and are available for downloading online at www.aevnt.org located under the “Apply” tab. Please use only the forms provided. Do not modify any forms. With exceptions of signatures, all forms must be typed or word-processed. No handwritten forms will be accepted. This is a professional application; therefore, spelling, grammar, correct medical terminology and presentation will be considered during the reviewing process.

Below you will find the instructions for application to the AEVNT. Please make note of ALL the requirements and deadlines.

Letter of Intent (LOI)

Required submission to be completed and emailed to info@aevnt.org that includes a space for your intended submission year.

The provided, fillable form has a section for a brief introduction of yourself. Please include: where you work, how long you have been an equine technician, etc.

Letters are due no later than **March 15th** of the application year. For example, if your application packet is due May 1st, 2027, LOI must be submitted by March 15th, 2027.

You may also request a mentor to help guide you through the application process. The earlier you submit the longer you are paired with your mentor for guidance. However, **mentors are limited to those in the 1-year preceding application submission.**

Applicant Information

This fillable document provides the AEVNT with your personal information including, but not limited to: name, contact information, education, credentials, and licensure.

Waiver, Release, and Indemnity Agreement

Sign and submit the provided document with your application packet.

Proof of Credentials & Education

Photocopies of current veterinary technology credentials and proof of graduation from an accredited veterinary technology/nursing program must be submitted with application packet.

A diploma will suffice as proof of graduation.

Cancelled checks or other documents will not be accepted as proof.

Confirmation of graduation date and consecutive years of credentialing must be evident from these documents to confirm required work experience.

Curriculum Vitae

CV must be provided and should follow standard guidelines.

Employment History

Must provide employment history via provided fillable document. You may make additional copies as needed for submission.

Your work experience must be current and immediately preceding application submission.

Minimum accumulation requirement: 4 years (8,000 hours) of credentialed work experience, with **at least** 70% (5,000 hours) specializing in advanced equine veterinary nursing.

Maternity leave, workers comp leave, FMLA leave, sick and vacation time should be considered and do not count towards overall work experience.

Advanced Skills List

Skills on the AEVNT Advanced Skills List are to be acknowledged and signed for by either: **VTS-EVN** or a licensed practicing veterinarian. The veterinarian must be either: a **member of AAEP or a diplomat working in equine practice**. Contact information and signatures are required from both you and those validating your proficiency.

All qualified candidates must show proficiency in **100% of skills** in category 1.

All qualified candidates must show proficiency in **75% of skills** in categories 2-13. This is 145 skills out of the remaining 193 skills.

****Failure to show reasonable correlation between Advanced Skills List and Case Logs can result in application denial.**

Letters of Recommendation (LOR)

You must obtain a minimum of **two (2)** letters of recommendation.

Letters must be submitted by **March 15th** of your application year.

Recommendations are preferred from a VTS or a Veterinary Diplomat in equine practice but will also be accepted from an AAEP member veterinarian.

Letters must come directly from the author and will not be accepted via the applicant. All letters are intended for the AEVNT application review committee only and will remain confidential.

Letters may now be submitted either online or mail:

- Online forms may be filled out and submitted through Google forms via the link found at www.aevnt.org under “Apply”.
- If submitting via mail provide your reference with the printed form, and stamped and addressed envelope. The form must be filled out and mailed by the author. Address can be provided if needed, contact info@aevent.org.

You will be notified anytime there is a letter submission on your behalf to provide confirmation of submission. If letters are not received by May 1st of your application year you will be sent an additional notice.

Continuing Education Record

You must submit the detailed fillable form provided along with required official proof of attendance documents. Canceled checks or other documents will not be accepted.

A minimum of **fifty (50)** continuing education hours must be completed within the last **three (3)** years immediately prior to submitting this application.

*No more than 10 of the 50 CE hours can be obtained through online courses.

*At least **ten (10)** hours must be obtained within one year prior to May 1st application. (A **maximum of 2** of these hours may be online)

Must be RACE approved or equivalent.

The continuing education should reflect topics related to equine veterinary nursing and is required to reflect advanced skills. CE should be provided by either a VTS, a veterinarian that is an AAEP member, or a diplomat in practice.

Definitions of continuing education options:

Online courses: Classes offered online with pre-recorded lectures or classes. This does not include conferences and lectures that are offered virtually in real-time.

(Ex: VIN, VSPN, VetGirl on the Run, Vet Tech Team Training)

Virtual Conferences: Conferences offering lectures virtually in addition to in-person offerings. CE credits from those conferences will be accepted as normal CE credit and not be counted toward online course credit.

*Exception: AEVNT's Equine Vet Tech Happy Hour sessions, as long as it was presented by a VTS, will not count toward your online course total even though there is no associated conference.

In-House CE (RACE approved): Counts as regular CE, but is limited to 25 hours.

In-House CE (not RACE approved): This category encompasses presentations like resident rounds, sales related CE, etc. It must be provided by a VTS, an AAEP member veterinarian, or a diplomat in practice. This category is limited to 5 hours.

CE that does not meet the above requirements (i.e. practice management, Fear Free Handling courses, Body Works, or other therapy courses, small animal emergency critical care, or other topics) may be considered on a case-by-case basis by the review committee or board. It is recommended that you contact the committee in advance to submitting such CE.

Case Logs

You must submit a minimum of **fifty (50)**, but no more than **seventy-five (75)**, case logs. These contain information about cases you have worked on over the year immediately preceding application submission.

You must have fifty (50) acceptable cases. It is highly recommended that you submit more than 50 cases in the instance that some of the cases are not accepted. Please do not submit more than 75 cases.

These case logs are to give a brief overview of the case, and provide information such as signalment, presenting complaint, diagnosis, treatment, the nursing procedures you performed and assisted with and the final outcome of the patient.

The first day to start gathering cases is one year prior to your application submission year.

Ex: May 1st, 2027 submission = collect cases May 1st, 2026 – May 1st, 2027

The case logs must be typed into the provided fillable worksheet and placed in chronological order prior to submission. The case log is limited to the space provided on the brief case log fillable form.

Do not attach additional pages for individual cases.

The committee looks for correlation between the signed skills list and the procedures listed on the brief case logs. Failure to show a reasonable amount of correlation between case logs and skills list can result in an application denial.

Please review the sample case log.

Case Reports

You must submit **five (5)** detailed case reports reflecting equine veterinary nursing. These case reports should be selected from your existing brief case logs and include all information covered within that log.

Case reports must be original work.

Document specifications: Times New Roman font, 12-point size, double spaced, 1-inch margins. The case report should be a minimum of 1,500 words, but should not exceed 3,000 words. Spelling and grammar must be correct.

The reports should follow a case from presentation through status at the time the report was written or the final outcome. The reports should also contain the advanced nursing skills that you performed as well as assisted with. They should also demonstrate your expertise in the management of a variety of equine patients requiring advanced equine nursing skills.

All abbreviations must be spelled out upon initial usage or include a glossary at the end of your application. Please do not use abbreviations that are not widely known. An acceptable list of abbreviations can be found in the AA EVT's Equine Manual for Veterinary Technicians.

Please provide units for all blood work values and medications.

All medications must be listed by their generic names with dosages and frequencies noted.

Please review the sample case report provided.

Application Submission

The deadline for application submission is **May 1st of your application year, 8 AM CST**. The candidate will receive confirmation from the board that the application has been received within 24 hours.

The application fee is **\$50.00** and is non-refundable. Fee is due at the time the application is submitted and can be paid via PayPal or by check to the AEVNT treasurer. Information for mailing a check can be obtained by emailing info@aevnt.org.

Applications received after the deadline will not be accepted.

Applications

will be accepted via email or Google Drive. The application should contain the following 9 PDF documents:

Document 1: Applicant Information form, signed Waiver, CV, credentials, and work history. These documents should be submitted as **one** PDF file.

Document 2: CE record form and all accompanying CE documents. These documents should be submitted as **one** PDF file.

Document 3: Advanced Skills List submitted as **one** PDF file.

Document 4: Case Log document submitted as **one** PDF file.

Document 5-9: Each detailed Case Report submitted as **individual** PDF files.

Submitting via email or otherwise on the exact due date does not ensure the application meets the deadline. Any technical difficulties retrieving the documents will count against overdue status. Therefore, it is recommended to send your application in early to get confirmation of receipt.

Email for application submission: info@aevnt.org

Acceptance

Candidates will be notified of the committee's decision by July 1st of the application year.

If your application is **not** accepted, an appeal can be made in writing to the application committee by August 1st of the application year. The appeal decision will be made by September 1st of the application year.

Examination

Once your application is accepted you will be eligible to sit for the examination. Upon acceptance, details will be provided to you about testing onsite or remotely.

The proposed examination date will be in December in conjunction with AA EVT/AAEP Annual Convention.

You will be advised of the exam format and should study from the list of reading material provided on the website.

The examination fee is **\$150.00** and is non-refundable. It is to be paid by October 1st of the application year via PayPal or by check to the AEVNT Treasurer. Information on mailing a check can be obtained via info@aevnt.org.

Results will be available 4-6 weeks after completion of the examination. Candidates will be notified of their results via email.

Fee Structure Review

All fees are non-refundable and can be paid via PayPal or check to the AEVNT treasurer.

\$50.00 application fee, due at the time of application submission.

\$150.00 examination fee, only paid upon acceptance of application by the committee, must be paid by October 1st of application year.

\$50.00 yearly dues, only paid upon notification of a passed score on the examination.

If there are any questions throughout this application process, or to obtain the address for mailing checks or Letters of Reference, please email info@aevnt.org.