

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 public that AEVNT certified technicians possess the knowledge, skills and experience to provide superior nursing care scientifically and humanely to the equine patient. Requirements for 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 making application. 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.

Instructions for Application to the Academy of Equine Veterinary Nursing Technicians

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

1. Letter of Intent to apply - interested applicants to send a simple email letter to info@aevnt.org stating an intent to apply for the academy. A mentor will then be assigned to each applicant to guide them through the application process and assist in preparation for the examination. The earlier you send in your letter of intent, the earlier a mentor can help you through the application process. Due no later than **March 15th 2018**.
2. Provide the AEVNT with APPLICANT INFORMATION. This will include personal information including; name, contact information, education, credentials and licensure
3. Must **sign** and submit the provided WAIVER, RELEASE, AND INDEMNITY AGREEMENT.
4. Must submit your valid, current veterinary technology credentials. Cancelled checks or other documents will not be accepted as proof. Confirmation of graduation date and first date of credentialing must be evident from these documents.
5. Must provide a CV (curriculum vitae) in accordance with the provided guidelines.

Must provide employment history. Please note that you must have a minimum of 3 years (5000hrs) of credentialed work experience, with at least 75% (3750 hours) specializing in equine veterinary nursing. Your work experience must be current and within 3 years of the application. Please use the provided EMPLOYMENT HISTORY worksheet to submit this information. You may make additional copies as needed for submission. Maternity leave, workers comp leave, FMLA leave, sick and vacation time should be considered and do not count towards overall work experience hours.

6. You must complete the ADVANCED SKILLS FORM that is provided. The skills are to be acknowledged and signed for by either a VTS-EVN, or a licensed practicing veterinarian that is either a member of the AAEP or a diplomat working in an equine practice. All qualified candidates must show proficiency in 100% of skills in Category 1 and 75% of the skills in categories 2-13 listed (which is equal to 146 skills out of the total remaining 193 skills). Please print and use the provided worksheet. Remember, contact information and signatures are required from both you and those validating your proficiency on the advanced skills form. The committee looks for correlation between the signed skills list and the procedures listed in the brief case logs. Failure to show a reasonable amount of correlation between case logs and skills list can result in an application denial.
7. You must obtain two LETTERS OF RECOMMENDATION. Please print two copies, placing the recipient's name at the top and filling in the shaded area with your information. Give the form along with a pre-addressed, stamped envelope to your selected references. Remind them to complete, seal and return your letter of recommendation to the specified address prior to April 15th, 2018. You will receive confirmation of the delivery on each letter and if your letters have not been received by May 1st, you will be sent an additional notice. Please be aware that the recommendations can only be made by a VTS, a licensed practicing veterinarian that is a current member of AAEP or a diplomat in equine practice. All letters are intended for the AEVNT application review committee only and will remain confidential.
8. You must submit a detailed CONTINUING EDUCATION RECORD. The continuing education should reflect topics related to equine veterinary nursing. The continuing education must be RACE approved or equivalent, and official proof of attendance documents are required. Cancelled checks or other documents will not be accepted as proof. A minimum of fifty (50) continuing education hours must be completed within the last three (3) years immediately prior to submitting this application. Of the 50 CE hours, NO MORE than 10 CE hours can be obtained through on-line courses and no more than 10 CE hours can be obtained in-house. At least ten (10) hours must be obtained within one year prior to the May 1st application deadline (with a maximum of 2 of those 10 hours from online courses). It is required that the CE reflects the advanced skills, and is provided by either a VTS, a veterinarian that is an AAEP member or a diplomat in practice. Please use the form provided and complete each section fully. You may use additional pages as needed for submission. CE that does not meet the above requirements (ie practice management, emergency critical care or other topics may be considered on a case by case basis by the review committee or board.
9. You will need to submit a CASE LOG with information about the cases that you worked on during the year immediately preceding the application submission. 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. Use the brief case log form provided and limit each case to the space provided on the form. Do not attach additional pages for individual cases. You must have fifty (50) acceptable cases. It is highly recommended 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. The case logs must be typed and placed in chronological order prior to

submission. The first day to start gathering cases for the 2018 exam year is May 1st 2017. The committee looks for correlation between the signed skills list and the procedures listed in 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 brief case report provided in the application documents.

10. 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. The case report should be a minimum of 1500 words and should not exceed 3000 words. It should be typed in 12pt Times New Roman font, double spaced with 1" margins. The reports should follow the case from presentation though status at the time the report was written followed by the outcome. The reports should 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. Please do not use abbreviations that are not widely known. All abbreviations must be spelled out upon initial usage or include a glossary at the end of your application. Please provide units for all blood work values and medications. All medications must be listed by their generic names with dosages and frequencies noted. Case reports must be original work. Spelling and grammar must be correct. Please review the sample case report provided in the application documents.

The deadline for the application submission is **May 1st 2018** and the candidate will receive confirmation that the application has been received. The application fee is \$40.00 (non-refundable) is due at the time the application is submitted, payable via paypal or by check to the treasurer. Applications received after the deadline will not be accepted. **Applications for 2018 will be accepted on an electronic jump drive containing 9 PDF documents:**

Document 1: Applicant info form, Signed Waiver, CV, credentials and work history for submitted as one PDF file

Document 2: CE record form and all accompanying CE documents submitted as one PDF file

Document 3: Advanced skills list submitted as one PDF file

Document 4: All brief case logs submitted as one PDF file

Document 5-9: Each detailed case report submitted as individual PDF files

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 Sept 1st of the application year.

Once your application has been accepted, you will be eligible to sit for the examination. You will be advised of the exam format and should study from the list of references provided on the website. The proposed examination date will be December in conjunction with the AAEPV/AAEP Annual convention located in San Francisco, Ca in 2018. The fee for sitting the examination is \$100.00

(non-refundable) and payable by October 1st of the application year. The results will be available before the end of the convention and candidates will be notified of results when available.

Payments for the application fee and exam fee can be paid online via paypal or by check/money order to AEVNT and sent to the current treasurer.

If there are any questions during the application process, please feel free to email the AEVNT committee at info@aevnt.org.

Address for application submission:

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