

Academy of Veterinary Surgical Technicians Application Checklist

PLEASE INCLUDE A COPY OF THIS CHECKLIST IN YOUR APPLICATION PACKET
YOU MUST PLACE EACH ITEM BELOW IN YOUR APPLICATION PACKET
IN EXACTLY THE FOLLOWING ORDER:

- 1. Professional History and Experience Form. **(Form 1)**
- 2. Photocopy of your current in-date license, registration, or certification and photocopy of your diploma (if applicable) from an AVMA approved program.
- 3. Case Log of at least 50 cases, but not more than 75. **(Form 2)** Include the AVST Abbreviation List.
- 4. Four Case Reports – include the Case Log number.
- 5. AVST Small Animal Advanced Surgical Skills Form. **(Form 3)** Include a copy of the ethylene oxide or hydrogen peroxide gas sterilization certificate for skill #36
- 6. Waiver, Release and Indemnity Agreement. **(Form 4)**
- 7. Continuing Education Record for each meeting attended. **(Form 5)**
 - a. At least 40 hours, but not more than 20 hours from in-house/online.
 - b. Proof of attendance should follow each meeting page.
 - c. Providers credential status must be listed for all speakers.
- 8. Include your letter of intent and curriculum vitae, and two letters of recommendation. One of the letters must be from an ACVS/ECVS diplomate or a VTS member (any academy). The second letter must be a veterinarian testifier from your skills list.
- 9. Include the \$50.00 application fee made out to the AVST. Provide a **copy of your PayPal receipt** if you paid the application fee online or include a **check** for \$50.00 payable to “AVST Treasurer.” If enclosing a check as payment, please put it in a separate envelope labeled “AVST PAYMENT” and place it on top of the 5 copies of your application packet.
- 10. FIVE (5) copies of your application packet professionally bound or secured in a binder.

Mail all copies of your application packet to:

ACADEMY OF VETERINARY SURGICAL TECHNICIANS

**6516 MONONA DR. # 246
MADISON, WISCONSIN 53716**

All applications must be postmarked on or before February 1, 2021.