

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 2010 -2011 forms **must** be used for application and are available for downloading online at [www.aevnt.org](http://www.aevnt.org) located under the Academy 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 and presentation will be considered during the reviewing process.

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## **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. Provide the AEVNT with **APPLICANT INFORMATION**. This will include personal information including; name, contact information, education, credentials and licensure.

\*\*Notification of intent to submit an application and sit for the 2011 examination must be received via email to [aevnt2010@gmail.com](mailto:aevnt2010@gmail.com) no later than January 1, 2011. Notification of cancellation must also be received via email to [aevnt2010@gmail.com](mailto:aevnt2010@gmail.com) no later than April 1, 2011. \*\*\*

2. Must complete and submit the provided **WAIVER, RELEASE, AND INDEMNITY AGREEMENT**.
3. Must photocopy and 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.
4. Must provide a **CV (CURRICULUM VITAE)** in accordance with the provided guideline.

5. Must provide employment history. Please note that you must have a minimum of 3 years (5000 hours) of work experience, with at least 75 percent (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.
6. You must complete the **ADVANCED SKILLS FORM** that is provided. Please note that candidates must show proficiency in categories 1-4, as well as 12-13, as these are deemed essential for the equine veterinary nursing specialist. Candidates must also be proficient in at least 75 percent of the remaining 10 categories. The skills are to be acknowledged and signed for by either a VTS-EVN, or a veterinarian that is either a member of the AAEP or a diplomat working in an equine practice. 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.
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 1, 2011. You will receive confirmation of delivery on each letter and if your letters have not been received by March 1, 2011, you will be sent an additional notice. Please be aware that recommendations can only be made by a VTS-EVN, a veterinarian that is either a member of the 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 equine veterinary topics that relate to nursing. The continuing education must be RACE approved or the equivalent, and proof of attendance documents are required. Cancelled checks or other documents will not be accepted as proof. A minimum of fifty (50) continuing education (CE) hours must be completed within the last three (3) years immediately prior to submitting this application. At least ten (10) hours having been completed within one year prior to May 1<sup>st</sup> application deadline. It is required that the CE reflects the advanced skills, and is provided by either a VTS-EVN, or a veterinarian that is an AAEP member or a diplomat in equine practice. Please use the form provided and complete each section fully. You may make additional copies as needed for submission.
9. You will need to submit a **CASE LOG** with information about the cases that you worked on during the year immediately preceding 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 that you both performed as well as assisted with, and finally the outcome of the patient. Please print and photocopy the case log form provided with the application, and number the cases as well as pages. Limit each case to the space provided on the printed log 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 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 will be May 1, 2010.

10. You must submit five **DETAILED CASE REPORTS** reflecting equine veterinary nursing. These case reports should be selected from your existing case log and include all information covered within the log. The case report should be a minimum of 1500 words and should not exceed 3,000 words. It should be typed in Times New Roman font, 12 point, double spaced with 1" margins. The reports should follow the case from presentation through status at the time the report was written followed by 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. 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.

Once the application is complete and ready for submission, you must make four copies of the application to send. Four copies are necessary so that the members of the committee can review your applications simultaneously to expedite the process. The applications should be presented separately in professional looking binders (1" - 2 or 3 ring binders / folders with brads) and mailed to the address provided. We highly recommended you send your package using some form of delivery confirmation. The application fee is \$40.00 (non-refundable). The deadline for the application submission is May 1, 2011, and the candidate will receive confirmation that the application has been received. Applications received after the deadline will not be accepted. Once the application is received, the review process will begin. Candidates will be notified of the committee's decision by July 1, 2011. If your application is not accepted, an appeal can be made in writing to the application committee by August 1, 2011. The appeal decision will be made by September 1, 2011.

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 November 14, 2011 in conjunction with the AAEP Annual Convention located in San Antonio, Texas. The fee for sitting the examination is \$100.00 (non-refundable). The results will be available before the end of the convention, and candidates will be notified of results when available.

If there are any questions during the application process, please feel free to email the AEVNT committee at [aevnt2010@gmail.com](mailto:aevnt2010@gmail.com).