



CVTS Annual Report Guidelines

Year _____

Name of Academy: _____

Address: _____

Website: _____

Contact Person: _____

Email: _____ Phone: _____

Please include the following information in your report:

- Current Executive Board and Committee Chairpersons. Include position, name, address, phone number and emails of each.
- Changes, additions or deletions to academy operation procedures
- Current requirements for application to the academy
- Current list of charter members and full members
- Changes to the testing procedures of the academy
- Results of the examination process.
- Changes of support from the Veterinary Specialty Board
- List continuing education events in which the organization is involved
- List of meetings of the academy held within the last year

Please return the form along with eight hard copies of the report and one electronic copy in PDF or Word format. You may include a CD or email to info@navta.net.

NAVTA
CVTS Reporting
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(703) 823-7237 fax