



## **Policies and Procedures for NAVTA Recognition of Veterinary Technician Specialties**

Revised May 2009

On February 21, 1994, the Executive Board of the National Association of Veterinary Technicians in America formed the Committee on Veterinary Technician Specialties (CVTS) and adopted the following policies and procedures for recognition of a veterinary technician specialty.

Mission, Vision and Values: Strengthen and expand the operations of the specialty academies in order to:

- Provide resources to Veterinary Technicians with VTS status to assist in promotion of their specialty
- Include representation of the veterinary technician specialties to the Committee on Veterinary Technician Specialties
- Develop and support continuing education programs for veterinary technician specialists
- Provide networking and support to organizations/individuals trying to start a veterinary technician specialty academy
- Promote veterinary technician specialization to the veterinary community and the public as a whole

### **Section I**

#### **Purposes of the Committee**

The purposes and duties of CVTS are to:

- a. Establish and evaluate criteria for determining whether a proposed specialty fills a recognizable need and represents a distinct area of specialization in veterinary technology.
- b. The CVTS will attempt to obtain information and opinion from the profession and allied partners concerning recognition of the proposed specialty.
- c. Furnish advice and assistance to those groups submitting petitions for establishment and recognition of specialty organization.
- d. Review petitions to assure that essential requirements established by the CVTS are fulfilled.
- e. Make appropriate recommendations to the NAVTA Executive Board concerning granting of NAVTA recognition.
- f. Receive and review reports from all recognized specialty groups who have received provisional and full recognition as a specialty academy. Receive and review annual reports from provisionally recognized specialty groups each year. After a minimum of ten years of provisional recognition, the provisional academy can be considered for full recognition.
- g. Determine through annual reports and biennial reviews that the procedures for credentialing and examination are fairly administered by the specialty group.

## **Section II**

### **Committee Make-up**

Membership and voting privileges on the CVTS will be limited to:

- a. Chairperson- NAVTA President appointed NAVTA member. Chairman serves for a two year term and may be reappointed twice.
- b. Current President-Elect of NAVTA
- c. Three veterinary technicians, who are NAVTA members, appointed by the NAVTA Executive Board. Each member will be appointed for a two year term and may be reappointed twice.
- d. Immediate Past President of NAVTA
- e. One non-voting member from each of the recognized specialty academies\*\*note- expenses will be the responsibility of the individual academy\*\*

## **Section III**

### **How a Specialty Group Becomes Recognized**

The following procedures must be followed for obtaining recognition by NAVTA as a veterinary technician specialty academy:

- a. An established veterinary technician specialty society or association, seeking NAVTA recognition as a Veterinary Technician Specialty Academy must:
  1. form an organizing committee which would be responsible for the development of the Academy;
  2. appoint a member of the organizing committee to act as the liaison to the NAVTA CVTS;
  3. submit a letter of intent to NAVTA office which identifies committee members and appointed liaison. If the organizing committee fails to submit a petition in the year that their letter of intent was sent to NAVTA CVTS, then the organizing committee must send an update letter stating their continued intentions.
- b. The organizing committee is responsible for developing the specialty academy. This includes completing the petitioning process to CVTS as outlined in this document and all other work necessary to begin credentialing specialists in the designated area.
- c. The members of the organizing committee must:
  1. be NAVTA members.
  2. be veterinary technicians who have graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are legally credentialed as veterinary technicians in the United States or Canada.
  3. be recognized as exceptionally qualified specialists in their field with a minimum of seven years of experience in the specialty with no less than 75% of time spent being devoted to the specialty.

*Exceptionally qualified specialists are defined as individuals who produce scholarly work within the specialty area. Examples of scholarly work may include a combination of teaching, lecturing or publishing, peer reviewed work, research, or consulting.*
  4. have qualifications far exceeding those proposed necessary for candidates desiring to take the certifying examination of the organization.

5. only be replaced under extenuating circumstances once the petitioning process has begun.
- d. Curriculum vitae or detailed resume with work experience forms must be submitted for all members of the organizing committee, with all forms following the same standard format.
- e. A formal petition must be submitted. (A template and guidelines for the petition may be obtained from the CVTS Chairperson) A professional, paginated bounded copy of the entire petition must be submitted for each of the committee members on CVTS as well as a copy for the NAVTA office. Also, an electronic version created in Microsoft Word must be submitted to the CVTS Chairperson. An application fee of \$250 must accompany the petition to NAVTA.
- f. All petitions submitted will be reviewed by CVTS and recommendations made to the Executive Board. Petitions for specialty academy recognition must be submitted by April 1 to the NAVTA office.
- g. Initial recognition of the specialty academy will be termed provisional recognition. Provisional recognition will not exceed a period of 10 years.
- h. Full recognition indicates that the organization is fully functional and fulfilling its stated objectives.

#### **Section IV Criteria for Full Recognition**

The specialty academy will remain on provisional recognition until achieving full recognition or for a period not to exceed 10 years. A petition may be submitted to the CVTS requesting full recognition. Full recognition will be granted providing the following criteria are met:

- a. That the organization is fully functional and fulfilling its stated objectives.
- b. That annual reports have consistently been filed and accepted by CVTS.
- c. That the Academy continues to have strong development and growth as an organization.
- d. That there is a continued interest of veterinary technicians to apply as candidates.
- e. That the specialty has administered their specialty examination for a minimum of 5 years.
- f. That the Academy continues to review their credentialing examination to reflect evolving technology and industry standards.
- g. That CVTS has no other material concerns or recommendations pending.

#### **Section V Withdrawal of Recognition**

As a result of findings upon review of specialty organization reports, or after appropriate investigation of a complaint by a third party, CVTS may recommend withdrawal of recognition of the specialty organization to the NAVTA Executive Board.

Causes for withdrawal of recognition or change of status maybe but are not limited to the following:

- Failure to meet the criteria for specialty organizations.
- Actions by a specialty organization that violate the NAVTA code of ethics.

- Failure to submit required reports by established deadlines.
- Failure to achieve full recognition within 10 years of initial provisional recognition.

## **Section VI**

### **Content of Petition**

Contents of the petition for a new specialty organization must contain all of the following:

- a. Requirements through education, training, and experience to qualify an individual for specialty examination.
- b. Document that the candidates of the specialty organization will meet the following criteria:
  1. be veterinary technicians who have graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are credentialed as veterinary technicians in the United States or Canada
  2. meet the education, training, and experience requirements established by the specialty organization.
  3. Candidates seeking specialty credentialing must be members of the National Association of Veterinary Technicians in America (NAVTA).
- c. Provide detailed criteria of all of the following:
  1. established education requirements
  2. established experience requirement
  3. acceptable passing scores on comprehensive examinations administered by the specialty organization
- d. Provide plans for continuing education requirements.
- e. Examination validates the specialty's standards.
- f. Plan for promptly notifying candidates concerning any deficiencies in credentials or examination.
- g. A formal appeal process for candidates in case of adverse decision.
- h. Identify all Executive Board members and organizing committee members as outlined above in Section III c.
- i. The group must be legally incorporated as a not-for-profit educational organization within a state or the District of Columbia; and provide legal documentation to this effect.
- j. Documentation of support by an existing veterinary specialty academy. The role the supporting veterinary specialty group will play, if any, should be outlined.
- k. The organization must justify its role in fulfilling a recognizable need as determined by needs assessment survey.
- l. A copy of the specialty organization's constitution and bylaws.
- m. Provide a list of resources for possible facilities and programs available for advanced training.

## **Section VII**

### **Title Designation**

- a. Veterinary technicians who have met all requirements as stipulated by a recognized Academy, shall be known as Veterinary Technician Specialists, VTS, with the specialty designated thereafter.

## **Section VIII**

### **Reporting Requirements**

- a. Provisional Recognition:
  1. Annual Reports: each Provisionally recognized specialty organization is required to make an annual report to the CVTS. Required reporting format can be found on the NAVTA website at [www.navta.net](http://www.navta.net). The annual report is due to the NAVTA office by December 15.
  2. Specialty academy must notify CVTS of any major changes within 30 days of the change.
- b. Full Recognition:
  1. Biennial Reports: each fully recognized specialty is required to submit a report of its status and activities every other year. Required reporting format can be found on the NAVTA website at [www.navta.net](http://www.navta.net). The report is due to the NAVTA office by December 15.
  2. Specialty academy must notify CVTS of any major changes within 30 days of the change.

## **Section IX**

### **Appeal Rights**

- a. If an applicant group is denied provisional status, if a provisional group is denied full recognition, or if a group is the subject of revocation of full or provisional status, the group shall have the right to appeal the decision of the Committee to the Executive Board of NAVTA.
- b. The appellant group must submit written notice to the Chairman of the Committee within 21 calendar days of the date of delivery of the notice of proposed adverse action. The appellant group must submit its grounds of appeal and basis for a new decision to the Chairman of the Committee within 30 days after delivering the notice of appeal. The Chairman has the duty to promptly notify all members of the NAVTA Executive Board of any notice of appeal and any subsequent statement of grounds.
- c. Within 21 days after the appellant group submits its grounds of appeal, the CVTS shall provide the Executive Board with the justification for its initial decision, or, if CVTS agrees with the appellant, then it will notify the Executive Board that it is changing its decision.
- d. If there is no agreement between the CVTS and the appellant group, then the Executive Board shall review the submissions and reach a decision. The Executive Board may hold a hearing at a time and place convenient for the Executive Board, but it is not required to hold a hearing.
- e. The decision of the Executive Board is the final decision of NAVTA, and there are no further appeal rights.
- f. The time limits set forth in this section may be changed in a particular case upon the mutual agreement of the parties.