

Instructions to Applicants for Candidacy to take the Examination with the Academy of Veterinary Behavior Technicians

General Information

The Academy of Veterinary Behavior Technicians (AVBT) would like to congratulate you for preparing to submit your application to sit the examination to become a Veterinary Technician Specialist in Behavior. AVBT's goal is to verify veterinary technicians certified as specialists represent the right combination of knowledge and skills to work and excel in veterinary behavioral medicine. The requirements set forth by the Academy are intended to be challenging, rigorous, and achievable for those who are properly qualified. VTS Behavior are veterinary technicians first. **You must work in conjunction with a veterinarian who treats behavior patients in order to fulfil the requirements to complete this application.** A VTS Behavior represents true excellence in the profession of veterinary behavioral medicine and possesses the knowledge and skills necessary to serve clients, patients, veterinary practices, colleagues, and the public. Veterinary behavior technicians are committed to preserving animal and human welfare, and will use and recommend methods which protect the physical and emotional welfare of both humans and animals at all times.

Application Schedule

Examinations are held in EVEN numbered years

- 1) Letter of Intent. The letter of intent should be submitted via email by January 31st, 2024.
- 2) Application Packet. The application packet must be submitted via email by midnight Eastern Standard Time on February 28th, 2024.
- 3) The Application Agreement, Application Fee \$50 USD, and Statement of Ethics are due to the Treasurer by February 28th, 2024 (see below).
- 4) Packets will be reviewed by the Credentials Approval Committee. Applicants will be notified whether their packet has been accepted or denied no later than May 1st, 2024.
- 5) Accepted Candidates must pay the examination fee by May 15th, 2024.
- 6) Accepted Candidates to sit for the exam will be sent details about the date, time, and process of sitting for the examination no less than ninety (90) days prior to the exam date. The exam is generally held in October of even years, but this date is subject to change during each exam cycle.
- 7) The examination is conducted online via a secure online examination service. Applicants must provide their own computer and reliable internet access to sit for the examination.
- 8) After the examination, candidates will be notified of their score within ninety (90) days after the examination is completed.
- 9) Candidates who are admitted to the Academy must pay annual dues by January 31st, 2025.
- 10) Candidates who are admitted to the Academy are required to volunteer by serving on one or more committees or the Council of Regents within their first 5 years as a VTS.
- 11) Recertification is required every 5 years. Details available at www.avbt.net and are updated annually.

Application Packet Components

Cover Letter

The cover letter expressing the desire to be considered as a candidate.

The cover letter must include the name and contact information for the licensed veterinarian or credentialed veterinary technician you have chosen as your Skills Assessment Supervisor (S.A.S) Any SAS who is not a veterinarian or veterinary technician must be approved *before application submission* by the Examination Committee.

Signed Application Agreement and Statement of Ethics

The Application Agreement and Statement of Ethics are posted at www.avbt.net

The Application Fee \$50 USD should be sent via PayPal to avbttreasurer@avbt.net

The Application Agreement and Statement of Ethics should be *emailed* to the AVBT Treasurer Debbie Martin at dmartinrvt@gmail.com

A second copy of the Application Agreement and Statement of Ethics must accompany the electronically submitted Application Packet.

Curriculum Vitae

Proof of Graduation

Include proof of graduation from an AVMA-CVTEA Accredited Veterinary Technician Program. *

Acceptable proof includes transcripts or a graduation certificate.

** If you are a credentialed technician having passed the VTNE or your country's equivalent based on legal eligibility routes other than graduating from an AVMA Accredited Program, include an explanation about this instead of Proof of Graduation.*

Proof of Licensure or Credentialing

You must be credentialed, licensed, registered, or certified to practice as a veterinary technician in good standing within your jurisdiction.

Proof of licensure is a copy of your current license clearly displaying your name and the expiration date.

Exceptions to proof of licensure include only municipalities where there is *no available option* for credentialing, licensing, registration, or certification. If you practice in a state or province

with voluntary credentialing, you *must* be credentialed and provide a copy of this active credential clearly displaying your name and expiration date.

British Columbia (RVT), New Hampshire (CVT), Rhode Island (CVT), Connecticut (CVT), New Jersey (CVT), Vermont (CVT), Florida – FVTA & FVMA (CVT), Newfoundland and Labrador (EVTA) (AHT), Wyoming (CVT), Massachusetts (CVT), Prince Edward Island (EVTA), (AHT), Minnesota (CVT), Quebec (ATSAQ) (RVT)

Proof of a Professional Membership

Proof of membership in a professional *veterinary* organization. Examples include state, provincial, or national veterinary technician organization.

Letters of Recommendation

Two (2) letters of recommendation are required. Letters of recommendation must be from a VTS (Behavior), DACVB, or a supervising veterinarian with whom you treat behavior cases.

Completed Skills Assessment Form (SAF)

You must complete no fewer than 95% of the mandatory skills on the list.
You must complete no fewer than 85% of all skills on the list.

Some skills require video submission. Read the submission instructions carefully.

- Every skill must be dated and initialed by your Skills Assessment Supervisor (SAS)
- You may have more than one SAS
- SAS who are not VTS (Behavior), DACVB, or Veterinarians who actively treat behavior cases with you must be pre-approved by AVBT *before* application submission
- SAS are encouraged to annotate the SAF with details about the skill observed
- Your SAF must include the contact information for every SAS so the Committee may easily contact them if clarification is required

Time Sheets (2)

Prevention Time Sheet

Intervention Time Sheet

A minimum of three (3) years of work experience as a credentialed veterinary technician in animal behavior. This includes a minimum of four thousand (4,000) hours.

The *minimum* time allowed to accumulate four thousand hours (4,000) hours is 3 years. March 1, 2021 - February 28, 2024.

The *maximum* time allowed to accumulate four thousand hours is within 5 years of your application date. March 1, 2019 – February 28, 2024.

- A minimum of 1,000 of the total hours must be intervention based requiring a veterinarian's diagnosis and supervision of treatment by the veterinarian.
- A maximum of 3,000 of the total hours may be prevention based, not requiring a veterinarian's diagnosis.
- Sufficient detail must be provided regarding the specific skill performed during entries.
- Hours may be segmentally logged by the day, week, or month.
- The *maximum* reporting segment is one month per entry.
- Prevention and Intervention Time Sheets must include the sum of total hours.
- Example time sheets are posted at www.avbt.net

Continuing Education – Proof Required

- A minimum of forty (40) hours of continuing education related to **veterinary** behavior.
- General animal training CE does not count toward the minimum hours required.
- CE hours must be within 5 years of the application date. March 1, 2019 – February 28, 2024.
- Acceptable example sources: Veterinary conferences and symposia, veterinary sponsored CE providers, veterinary school and technician school Continuing Education presentations (not curricula), *veterinary* topics presented at ClickerExpo or APDT Conference.
- A maximum of 28 CE hours can be counted from any single source/event.
- Provide a list of each lecture or session attended including the title of the presentation and the name of the educator.
- Acceptable proof of attendance: Payment receipt, attendance badge with your name, Certificate of Completion with your name.
- Questions about whether a CE course or source is valid should be directed to the Credentials Approval Committee before January 1, 2024.

Case Logs

Intervention Case Log (Required)

Prevention Case Log (Optional)

- Case logs must include at least fifty (50) cases.
- Cases in the log must occur within a single 12-month period (e.g. Jan 1-Dec 31, Apr 1-Mar 31, etc.)
- The 12 contiguous months of cases must occur within three (3) years of the application date. For 2024 Examination, this means between March 1, 2021 and February 28, 2024.
- Cases may be either all intervention, or a combination of intervention and prevention.
- Intervention Log: 75% to 100% of cases (38 to 50 cases) must be intervention, requiring a veterinarian's diagnosis.
- Prevention Log: 0% to 25% of cases (0-12 cases) may be prevention, not requiring a veterinarian's diagnosis.
- Example case log entries are available at www.avbt.net

Case Reports (5)

- **Case reports must represent the original work of the applicant.**
- Case reports must be from cases within the Case Log.
- Case reports must be appropriately referenced in-text to support assertions.
- A minimum of three (3) case reports must be intervention, requiring a veterinarian's diagnosis.
- A maximum of two (2) case reports may be prevention, not requiring a veterinarian's diagnosis.
- An example Case Report is available at www.avbt.net

Case reports must include, at minimum:

- Complete signalment of patient
- Statement of presenting complaint
- Behavior history
- Significant physical and laboratory findings
- Behavioral diagnosis (if applicable)
- Previous treatments attempted (applied by client or another person)
- Prescribed treatment plan
- Description of treatment plan as presented to the client (language at the client level of understanding)
- Your contributions to the case and treatment plan
- Method of communication between yourself and the veterinarian
- Method of communication between yourself and the client
- All medications and supplements the patient is taking.
- Medication dosages should be listed in mg/kg and include the drug name (not the trade name)
- Follow up care including application of prescribed treatment plan including home visits, hospital visits, and telemedicine appointments.
- General follow up assessment (if home visit, include family interactions and observable behavior)
- Response to current treatment plan
- Observations and discussion pertaining to follow up
- Goals for next follow up care
- Results
- Discussion- The discussion is your opportunity to showcase your knowledge. You may include:
 - Reasoning behind selection of treatment recommendations
 - Assertions about why interventions were successful or unsuccessful
 - Conclusions you determined during the case
- List of references corresponding with the in-text citations

Client Education Resource

- Submit one example of client education material on a veterinary behavior topic which represents ***your original work.***

- Examples would include a handout, online publication, article, or tutorial, or a video designed for clients.
- Provide online resources as a link and written resources as a document included in the application packet