

ACADEMY OF LABORATORY ANIMAL VETERINARY TECHNICIANS AND NURSES

CONSTITUTION

**ARTICLE I
NAME**

This organization shall be known as the Academy of Laboratory Animal Veterinary Technicians and Nurses, hereinafter referred to as the “Academy”.

**ARTICLE II
INCORPORATION**

Section 1. The Academy is incorporated with the Society of Laboratory Veterinary Technicians as a not-for-profit educational organization under the laws of the State of Pennsylvania, operated exclusively for one of the purposes specified in Sec. 501(c) (6) of the Internal Revenue Code, or any corresponding section of any future federal tax code. The Academy shall pursue individual 501(c) (6) status when the stability of the Academy is further established.

Section 2. The term for which the Academy is organized shall be perpetual. However, if dissolution of the Corporation should occur, after the proper payment of expenses and the satisfaction of all liabilities, its property shall be distributed evenly among the Society of Laboratory Animal Veterinary Technicians.

Section 3. Notwithstanding any other provision of this certificate, the Academy is organized exclusively for educational and charitable purposes and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(6) of the Code. The Academy is not formed for pecuniary profit or for financial gain and no part of its assets, income or profit shall inure to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons, except that the Academy shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of one or more of its tax-exempt purposes. No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation, except to the extent permitted by the Code pursuant to an election under Section 501(h) of the Code or otherwise, and the Academy shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. In any taxable year in which the Academy is a private foundation as described in Section 509(a) of the code, the Academy shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Code, and the Academy shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code, retain any excess business holdings as defined in Section 4943(c) of the Code, make any investments in such manner as to subject the Academy to tax under Section 4944 of the Code, or make any taxable expenditures as defined in Section 4945(d) of the Code or corresponding provisions of any subsequent Federal tax laws.

ARTICLE III
STATEMENT OF PURPOSE

Section 1. Mission Statement

To promote excellence by specialization in veterinary technology/nursing in the distinct field of Laboratory Animal Medicine by demonstrating advanced proficiency of skill level and knowledge base. To provide and encourage exceptional animal welfare and medical care for animals used in laboratory animal settings. To promote respect and treat all species of research animals with the utmost dignity.

Section 2. Purpose

The Academy will provide a process by which a veterinary technician/nurse may become recognized as a Veterinary Technician Specialist (VTS) or Veterinary Nurse Specialist (VNS) in Laboratory Animal Medicine with specific species or skill categorizations. The Academy will also provide continuous opportunity for members to enhance their knowledge and skills in the veterinary research setting. The veterinary technician/nurse, who becomes recognized as a VTS or VNS (Laboratory Animal Medicine) with their defined discipline, demonstrates superior knowledge in the medical care and management of a broad range of clinical disciplines and species.

Section 2. Objectives

- A. Establish education and experience prerequisites leading to recognition in the specialty of Laboratory Animal Medicine.
- B. Examine and recognize veterinary technicians/nurses as specialists in Laboratory Animal Medicine.
- C. Award specialty recognition in nursing specific practice categories.
 - 1. Research Clinical Nursing, with species categories of “Traditional”, “Non-Traditional” and “Large Animal” species.
 - 2. Research Surgeon
 - 3. Research Anesthetist

These initial practice categories may be modified in the future by a two-thirds (2/3) majority vote of the Council of Regents and a two-thirds (2/3) majority vote of active Academy members voting under the following conditions:

- a. That it be subject to the approval of the Committee on Veterinary Technician Specialties (CVTS) of NAVTA.
- D. Promote continued professional development, continuing education, and clinical standards for veterinary technicians/nurses in Laboratory Animal Medicine.

ARTICLE IV
MEMBERSHIP

Section 1. Title

A veterinary technician who has been recognized by the Academy shall be permitted to use the term Veterinary Technician Specialist (VTS) or Veterinary Nurse Specialist (VNS)- Laboratory Animal Medicine (LAM), dependent on the applicants State or Country's credentialing titles and/or within the legal title protected legislation after her/his name. The name of the practice category will be further defined in parentheses as follows:

1. VTS/VNS (LAM- Research Clinical Nursing) (Traditional, Non- Traditional or Large Animal)
2. VTS/VNS (LAM-Research Anesthetist)
3. VTS/VNS (LAM- Research Surgeon)

Section 2. VTS/VNS (Laboratory Animal Medicine) shall be further classified as one of the following:

- A. Charter Member, VTS/VNS (Laboratory Animal Medicine): Veterinary technicians/nurses having qualifications in the specialty as outlined by the NAVTA CVTS as an organizing committee member and individuals acting as Academy deputies.
 1. Charter status will be granted to organizing committee members at the time the Academy is officially recognized by NAVTA.
 2. Charter status will be granted to the organizing committee deputies at the time the Academy is ready to administer the first examination. The awarding of "Charter" status to an individual defined as a deputy shall require approval by at least two-thirds vote of the organizing committee.
- B. Active Member, VTS/VNS (Laboratory Animal Medicine): A veterinary technician/nurse of high ethical and moral character who has fulfilled the Academy requirements for specialty recognition and examination with a passing score as specified in the Bylaws.
- C. Honorary VTS/VNS (Laboratory Animal Medicine): Honorary status may be conferred upon an individual who has made a substantial contribution to the development and progress in the laboratory animal field or the Academy of Laboratory Animal Veterinary Technicians and Nurses in a recognized practice category.
 1. The individual will receive a certificate and the title of "Honorary VTS/VNS (Laboratory Animal Medicine)" in his/her practice category.
 2. Nominations for Honorary status must be made in writing by at least two VTS/VNS (Laboratory Animal Medicine) members from any practice categories to the Council of Regents. The awarding of Honorary status to an individual shall require approval by at least a two-thirds (2/3) vote of the quorum present at the annual business meeting.
 3. Honorary members shall have all rights and privileges of Academy members except the right to vote, hold office or attend regular business meetings of the Academy.

- D. Retired Member: An applicant for Retired Membership shall be an active VTS/VNS for a minimum of 10 years who has reached the age of 62 and who is no longer actively engaged in veterinary medicine. Retired members will become non-due paying members with all the rights and privileges afforded to an active member.

ARTICLE V ORGANIZATION/ADMINISTRATION

Section 1. Academy Administration

- A. The Council of Regents (hereafter referred to as the Regents) shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Council of Regents will consist of the Executive Director and the following elected officers: Past-President, President, Vice-President, Treasurer, and one Member at large from each practice category.
- B. Until charter members are seated, the business of the Academy shall be conducted by the organizing committee. This shall include ratification of the constitution and bylaws, election of officers and other matters that pertain to the organization and administration of the Academy. When the charter members are seated, the Council of Regents will then conduct the business and affairs of the Academy until the terms defined in the Bylaws are officially over and elections are held.

ARTICLE VI OFFICERS

Section 1. Officer Makeup

The elected officers of the Academy shall be the Past-President, President, Vice-President, Treasurer and one Member at large from each practice category. The President and Past- President are non-elected officers, but sequential seats following election as Vice- President. These officers shall be voting members of the Regents.

Section 2. President

The Vice-President shall automatically become President at the termination of his/her predecessor's term of office.

Section 3. Past-President

The President shall automatically become Past-President at the completion of the term of President.

Section 4. Elections

Election of Vice-President, Treasurer and Members at large.

1. Elected officers shall begin their terms of office biennially (every two years) immediately following completion of the business meeting in the year for which they have been elected, or upon secure electronic or mail ballot.

Section 5. Executive Director

An Executive Director will be appointed by the Regents. The term of the appointment will be determined by the Regents. The appointed officer is not a voting member of the Regents (except during the first two years following provisional recognition, after which time the Past-President will replace the Executive Director as a voting member).

ARTICLE VII COMMITTEES

Section 1. The Academy shall have committees as specified by the Regents.

Section 2. Committee Appointments

The President, with approval of the Regents, shall appoint the chairperson and members of all committees after a call for nominations to academy members is made. The first year until an established academy roster is formed, the President, with approval of the Regents, shall appoint the chairperson and members of the committees from within the Organizing Committee members, Charter members and Honorary members.

ARTICLE VIII AMENDMENTS

Section 1. Amendments

Proposed amendments to the Constitution or Bylaws shall be submitted to the Regents for study ninety (90) days before the distribution of a mail or secure electronic ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation by the Board at least 30 days prior to the counting of the ballot of the eligible voting members.

Section 2. An affirmative vote shall require a two-thirds (2/3) majority of those who respond.

**ACADEMY OF LABORATORY ANIMAL VETERINARY TECHNICIANS AND
NURSES**

BYLAWS

**ARTICLE I
MEMBERSHIP**

Section 1. The Academy of Laboratory Animal Veterinary Technicians and Nurses (ALAVTN) shall be composed of credentialed veterinary technicians/nurses, who have achieved distinction in the field of laboratory animal medicine, have demonstrated high ethical and moral character, and have fulfilled the requirements for and successfully passed the examination as set forth in the Bylaws of the Academy. Members include all categories of those mentioned in the ALAVTN Constitution.

**ARTICLE II
OFFICES**

Section 1. The Regents shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Regents Officers will consist of the Executive Director and the following elected officers: Past-President, President, Vice-President, Treasurer, and one member elected at large by the Academy from each practice category.

Section 2. Following the first examination, with acceptance of members to the Academy, the Regents will be elected by the Charter and first Active members VTS/VNS (LAM).

Section 3. Vacancies

Vacancies on the Council occurring between elections shall be filled by emergency nomination and election of eligible Academy members. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.

Section 4. Meetings

- A. The annual meeting of the Regents shall be held just prior to the time and at the place designated for the Annual Business Meeting of the Academy. Special meetings may be called at any time by the President. The President must call a meeting after receiving written request of not less than four members of the Regents.
- B. Not less than five (5) days' notice of the time and place of any special meeting and not less than thirty (30) days' notice of the time and place of the regular meeting shall be given by mail, e-mail, or fax addressed to each Regent member at his or her residence or place of business as it shall appear in the official records of the Academy.
- C. Five voting members of the Regents present in person or on a conference call shall constitute a quorum for the transaction of any business.

Sections 5. Resignation

Any member of the Regents who resigns their elected position must notify the President in writing at least thirty days prior to resignation. Upon receipt of notice of resignation, the President must advise the Regents so nominations can be made at the next Regents meeting. If the President resigns, it is the duty of the Vice-President to notify the Regents.

ARTICLE III DUTIES OF REGENTS

Section 1. The President shall:

- A. Serve for two (2) years with a term limit of two consecutive terms.
- B. Automatically become Past-President at the termination of her or his term of office as Chair.
- C. Preside over all meetings of the Academy and the Council of Regents.
- D. Coordinate activities of all Academy Committees.
- E. Appoint, with the approval of the Regents, all standing and ad hoc committee members and chairpersons.
- F. Prepare Academy yearly report for CVTS.

Section 2. The Vice-President shall:

- A. Serve for two (2) years.
- B. Automatically become President at the termination of his or her predecessor's term of office.
- C. Assume the responsibilities of the President if the President is unable to perform the duties of his or her office.
- D. Be an ex-officio member of the Examination Committee.
- E. Have a term limit of two consecutive terms.

Section 3. The Past-President shall:

- A. Serve for two (2) years.
- B. Serve as acting President in case the President and Vice-President simultaneously are unable to perform their duties as President. The Past-President shall continue these duties until the next regularly scheduled business meeting or until either the President or Vice- President are able to resume the duties of President.
- C. Assume the duties of the Media Relations Representative.
- D. Will have a term limit of two consecutive terms depending on the Presidents term and Academy needs.

Section 4. The Executive Director shall:

- A. Serve for a term determined by the Regents.
- B. Maintain the general records of the Academy and file all required reports pertaining thereto including the non-profit status.
- C. Attend all meetings of the Academy.
- D. Record and keep all original notes, minutes and records of all official Academy meetings and sessions for five (5) years or until the Regents approve of their disposal.
- E. Maintain archival copies of all publications, documents, and other records of the Academy.
- F. Handle all correspondence on behalf of the Academy.
- G. Present a report of the activities of the office at the annual meeting of the Regents and at such other times as determined by the Regents.
- H. Serve as the liaison to NAVTA.

Section 5. The Treasurer shall:

- A. Serve for two (2) years.
- B. Oversee the financial records of the organization and prepare them for audit when requested.
- C. Prepare and present an annual operating budget to the Regents at the annual meeting.
- D. Present a report of the financial status of the Academy at each Annual Meeting of the Academy and at such other times as determined by the Regents.
- E. Carry out other duties as determined by the Regents.
- F. Prepare and submit bills for audit.
- G. Deposit all funds in the name of the Academy in a federally insured bank approved by the Regents.
- H. Turn over all funds, properties and records to her or his successor.
- I. Collect Academy Dues and pay Academy expenses as directed by Regents.
- J. Maintain the financial records of the organization and prepare them for audit when requested.
- K. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five (5) years.
- L. Have a term limit of two consecutive terms.

Section 6. Members at Large shall:

- A. Serve for three (3) years. Except for the first election, when two will serve for two (2) years, and one will serve for four (4) years.
- B. Assist with the business of the Academy by participation on committees.
- C. Have a term limit of two consecutive terms.

ARTICLE IV COMMITTEES

Section 1. The Academy shall have the following standing committees:

Nomination/Election, Credentials Approval, Examination, Renewal, Appeals and Continuing Education Committee. The Regents may specify additional committees. Committee Chair and members have a term limit of two consecutive terms.

Section 2. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Regents. Terms of committee members shall overlap, i.e. initial appointments shall be for scaled terms (except for the first three (3) years) and subsequent appointments shall be for fixed, scaled terms. The following shall apply to all committees unless otherwise explicitly stated:

- A. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the duration of the term.

Section 3. Committee makeup

- A. Committees shall be composed of a chairperson and at least two (2) members of the Academy. They shall be initially appointed for one year (one member), two years (one member), and three years (one member). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be three years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The Committee shall be appointed not less than six months prior to the election date.
- D. The Committee shall present a slate of officers, composed of Academy members, to the Nomination/Elections Committee prior to the election as specified in Article VI, Section 3 & 4 of the Academy Bylaws.
- E. Elections shall be conducted by the Committee according to Article VI, Section 4-B of the Academy bylaws.

Section 4. Credentials Approval Committee

- A. The Committee shall be composed of a chairperson and at least two (2) members of each practice category of the Academy or more as determined by the Committee. They shall be initially appointed for one year (two members), two years (four members), and three years (four members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 - 1. Provide, through the Executive Director of the Academy, information and application forms to prospective applicants.
 - 2. Evaluate and certify eligibility of applicants requesting examination by the Academy.

3. Forward approved applications to the Chair.
4. Notify the Chair of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
5. Participate in developing and establishing training program criteria to ensure standardization of training requirements. Provide this information through the Executive Director to all prospective candidates and institutions requesting such information.
6. Provide guidance and support to training program directors according to the standards and procedures adopted by the Academy.

Section 5. Examination Committee

- A. The Committee shall be composed of a chairperson and at least two (2) members of each practice category of the Academy or more as determined by the Committee. They shall be initially appointed for one year (two members), two years (two members), and three years (three members). Thereafter terms will be for a three (3) year period.
- B. The Vice-President shall be an ex-officio member of the Committee.
- C. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- D. The duties of the Committee shall be:
 1. Preparation, administration and grading of the examinations. The Committee will establish the passing scores, with approval by the Regents, using current psychometric standards. The Regents will also approve the method of establishing the passing scores.
 2. Provide examinees with subject matter that will be covered on the upcoming examinations.
 3. Report to the President of the Regents the results of such examinations and make recommendations based on the proposed passing points.
 4. At least one member of the Committee will monitor the written examinations as designated by the chairperson.
 5. Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the Committee as designated by the chairperson.
 6. Provide in a letter of clarification, through the Regents, a written summary of deficiencies to individuals requesting such information following failure to pass examination.

Section 6. Renewal Committee

- A. The Committee shall be composed of a chairperson and at least four (4) members of the Academy with at least one member from each practice category. They shall be initially appointed for one year (one member), two years (two members), and three years (two members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).

- C. The duties of the Committee shall be:
 - 1. Determine the distribution of hours used to satisfy the renewal process, with approval by the Regents.
 - 2. Evaluate applications and hours for renewal.
 - 3. Submit reviewed applications to the Regents for final approval.

Section 7. Appeals Committee

- A. The Committee shall be composed of a chairperson and at least three (3) members of the Academy with at least one member from each practice category. They shall be initially appointed for one year (one member), two years (one member), and three years (two members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two (2) years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 - 1. Following the procedures outlined in Article VI, Section 5 of the Bylaws, the Committee shall review all written appeals made to the Academy regarding denial of eligibility to sit for the Academy examinations, suspension of VTS/VNS status, or other adverse decisions of the Academy.
 - 2. The Committee shall render their recommendation(s) to the Regents within thirty (30) calendar days of the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or other applicable committee.

Section 8. Continuing Education Committee

- A. The Committee shall be composed of a chairperson and at least three (3) members of the Academy with at least one member from each practice category. They shall be initially appointed for one year (one member), two years (one member), and three years (two members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two (2) years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 - 1. Provide recommendations to applicants and Academy members on qualifying continuing education.
 - 2. Develop professional relationships with non-research focused veterinary conferences to provide laboratory animal tracks for veterinary technicians/nurses.
 - 3. Coordinate continuing education sponsored by the Academy.

Sections 9. Additional Committees

- A. The Regents shall have the right to appoint such committees or research groups as it shall deem appropriate, all of which are to act as advisory to the Regents.

ARTICLE
V
DUES, FEES, FISCAL
MATTERS

Section 1. The fiscal year of the Academy shall be from January 1 to December 31st .

Section 2. Dues for members of the Academy shall be established by the Regents annually. Dues become payable on January 1 of each calendar year. Dues are delinquent March 1 and if not paid by May 1 membership will be inactivated. Inactive members lose their VTS/VNS status. Their status can be restored if they pay all delinquent and current annual dues plus a fee for reactivation of their membership. The Regents will set the reactivation fee.

Section 3. The application fee for the VTS/VNS (Laboratory Animal Medicine) examinations will be set by the Regents. Fees are non-refundable.

Section 4. The examination fee for the VTS/VNS (Laboratory Animal Medicine) examinations will be set by the Regents for all eligible candidates qualifying for the examinations. Fees are non-refundable.

Section 5. The Regents shall approve the annual operating budget for the Academy.

ARTICLE VI
CONDUCT OF
BUSINESS

Section 1. The Academy shall meet annually for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the Regents. Written notice to all members shall precede the meeting date by at least thirty (30) days. The conduct of all meetings shall follow the procedures set forth in the current edition of Robert's Rules of Order when applicable and when they are not inconsistent with the Constitution and Bylaws of the Academy.

Section 2. Active Academy members who are current in their dues are eligible to attend business meetings of the Academy and vote.

Section 3. A quorum for business meetings of the Academy shall consist of the members present that are eligible to vote.

Section 4. Election of Regents

- A. Election of Vice-President, Treasurer, and one (1) Members at large shall take place biennially by mail or by secure electronic ballot. The person receiving the most votes is elected. The President casting the deciding vote shall decide a tie vote with two candidates.
- B. A proposed slate of offices shall be presented by the Nomination/Election Committee to the Regents at least ninety (90) days prior to the election. The Nomination/Election Committee will solicit recommendations for Additional nominations from the membership.

- C. The election shall be held no less than sixty (60) days prior to the annual business meeting of the Academy. To conduct a mail ballot, the ballot must be sent to all members eligible to vote. When the ballot is sent, the date of counting and the return address shall be clearly noted on the ballot.
- D. Results will be announced at the annual business meeting and the new officers will commence their terms of office at the end of the annual business meeting.

Section 5. Mail or secure electronic ballots may be utilized in the event that the Regents prior to the next annual meeting desire membership approval on an issue. To conduct a mail ballot, the motion approved by the Regents must be sent to all the members eligible to vote. When the ballot is sent, the date of counting and the return address shall be clearly noted on the ballot.

ARTICLE VII EXAMINATION, RECOGNITION, AND RENEWAL

Section 1. Credential Requirements

- A. Credential requirements dictate that each applicant, before she or he is declared eligible for examination, must demonstrate the highest standards in the art and science of contemporary veterinary nursing in laboratory animal medicine. Applicants share a common desire and willingness to deliver superior, ethical, comprehensive, and multi-disciplinary veterinary technical and nursing services in the laboratory animal medicine environment. Furthermore, applicants must be highly knowledgeable on standards set forth by the *Guide for Animal Care and Use of Laboratory Animals* and the *USDA Animal Welfare Act (most current version)*. Applicants must demonstrate high quality nursing skills, practice related experience, and the application of the sciences behind those skills in a professional manner by meeting the following criteria:
 - a. Must be a graduate of an American Veterinary Medical Association (AVMA) accredited veterinary technician school and/or be legally credentialed to practice as a veterinary technician or nurse in the United States or other country. The board of Regents can vote on specific candidates for unrecognized programs or foreign credentialing.
 - b. Be an active NAVTA member.
 - c. Applicants must already have or provide proof they are eligible for the AALAS or CALAS Registered Laboratory Animal Technologist (RLATg) or Registered Master Laboratory Animal Technician (RMLAT) credential level or higher. Applicants that are eligible for the RLATg or RMLAT exam but have not taken it, must provide proof of acceptance by their associations and pass the exam prior to sitting for any of the ALAVTN exams.
 - d. After graduating from an AVMA accredited veterinary technician school and/or becoming credentialed to practice as a veterinary technician or nurse, meet training requirements as specified:
 - 1. A minimum of three (3) years (4,000 hours) of experience in laboratory animal practice with a minimum of 70% of that time spent in the applicable practice or specific category. All experience must be completed within four (4) years of the application.

2. A minimum of sixty (60) hours of RACE, AALAS or CALAS approved advanced continuing education with a minimum of 70% in the applicable practice category within the last five (5) years.
 - a. Proof of attendance, name of speaker, topic and length of talk is required for organized conference seminars.
 - b. Lecture or lab providers for the continuing education course must be from:
 - A Doctor of Veterinary Medicine
 - A **credentialed** technician or nurse with any of the already approved NAVTA VTS specialty designations
 - A credentialed technician or nurse with the AALAS or CALAS certification of RLATg, RMLAT or CMAR, only for the first 5 years of the Academy.
 - A credentialed technician/nurse with a credential from the Academy of Surgical Research, only for the first 5 years of the Academy.
 - c. The title of article or online CE course, the name of the author or instructor, a copy of the certificate of completion, and the number of credits granted is required for CE from journal articles or online courses. A maximum of twenty (20) hours of continuing education can be achieved by online or journal article reading with accompanying certificates of completion.

B. Provide documentary evidence of advanced competence in laboratory animal medicine through:

1. Completion of the Laboratory Animal Medicine Skills Form for the applicable practice or species-specific category. Practice or species-specific skills lists will be utilized by the applicant based on their work history and setting. The skills form serves to document those skills that have been mastered by the candidate and are necessary to practice as a veterinary technician/nurse at an advanced level. The Credentials Approval Committee will provide the forms. The skill forms are subject to change based on the standard of care in veterinary medicine. Specifications for completion of the skills form will be found in the application packet for each practice category.
2. A Case Record Log is to be maintained for one year prior to submitting the application. Specifications for case record logs will be found in the credentials packet for each practice category. A minimum of fifty (50) cases must be represented for each practice category.
3. Four (4) case reports demonstrating expertise in the management and treatment of clinical cases will be submitted by the candidate. The case reports are to be selected from the case record log and must be the original work of the candidate within the last year prior to submitting. Criteria for the case reports will be found in the credentials packet for each practice category.
4. One letter of recommendation from an Academy member, a Diplomate of an AVMA recognized veterinary specialty college, a member of another NAVTA approved VTS academy, a veterinarian or credentialed technician/nurse with a certification from the International Veterinary Association of Pain Management.
 - a. For the first five years of the Academy a letter will also be accepted by a credentialed technician/nurse with the AALAS certification of RLATg or CMAR, CALAS certification of RMLAT, or a credentialed technician/nurse with a certification from the Academy of Surgical Research.

5. An additional letter of recommendation sent separately and confidentially to ALAVTN from any of the above or a doctor of veterinary medicine (DVM or VMD).
6. Submission of five (5) examination questions for future use.

Section 2. Applicant procedure for admission to examination for VTS/VNS (Laboratory Animal Medicine) status is as follows:

- A. Application and application fee must be sent to the Executive Director by a date specified by the Regents. The application fee is non-refundable, even if the applicant is not eligible to take the examination. Application packets will be provided via electronic request or available on the Academy website.
- B. The Credentials Approval Committee will determine application acceptance. Applicants will be notified of results no less than four (4) months preceding the scheduled examination.
- C. The applicant is required to sign the following agreement when application is sent:
"I hereby apply to the Academy of Laboratory Animal Veterinary Technicians and Nurses for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal and, herewith, enclose the application fee. I also hereby agree that, prior to or subsequent to my examination, the Academy may investigate my standing as a veterinary technician/nurse, including my reputation for complying with the standards of the profession and work history/duties. I assign to the Academy all rights, title to and interest in any and all such issues, questions, and ideas, which I may submit now, or in the future. I understand that, upon submission, all parts of this application become the property of the Academy. All applications will remain confidential within the parties of the Academy and its committees."

Section 3. Examination

- A. Applicants approved by the Credentials Approval Committee and the Regents, upon receipt of the designated examination fee by the stated due date, will be advised of the exam format no less than four (4) months prior to examination.
- B. Examinations will be given at least once every other year.
- C. Examinations will be prepared and administered by the Examination Committee.
- D. Passing scores will be proposed by the Examination Committee and approved by the Regents.
- E. The examinations will be in multiple-choice format and will reflect the professional activities expected of a specialist in the field. The Examination Committee may include oral examination, latent image, computer simulations, or use audiovisual aids as part of the testing process.
 1. Topics to be covered on the examinations may include but are not limited to: anesthesia/analgesia, behavior, dentistry, diagnostic imaging, general medicine (knowledge of systems and common diseases), general nursing, laboratory testing, pharmacology, animal welfare, USDA and the *Guide for the Care and Use of Laboratory Animal* regulations/standards regarding the medical treatment of research animals, surgical procedures and surgical nursing.
- F. A minimum passing score as established by the Examination Committee and approved by the Regents must be achieved to obtain VTS/VNS (Laboratory Animal Medicine) status.

1. All applicants sitting for an examination will be notified of the results of the examination by letter, postmarked on the same date, no later than sixty (60) days following the date of the examination.
 2. Applicants who fail the examination:
 - a. Will, upon written request through the Executive Director to the Regents within thirty (30) days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail within sixty (60) days of receipt of the applicant's request.
 - b. May sit for the examination up to two (2) additional times.
 - c. May reapply after failing the examination three (3) times by repeating the entire application process as stated in Article VII, Section 1.
- G. The examination may be postponed once, for one year at the request of the candidate.
1. Candidates must request in writing (electronic or paper) to the Chair of the Examination Committee their desire to postpone their examination date.
 2. Requests must be received no later than thirty (30) days prior to the examination date.
 3. Emergency situations may occur that prevent a candidate from sitting for the examination. Any situation that occurs within thirty (30) days of the date of examination would be considered an emergency postponement.
 4. Emergency postponement requests must be sent electronically to the Executive Director up to and including the day of examination administration.
 5. Specifications for postponement and emergency postponement will be determined by the Board of Regents and the Examination Committee.
 6. A fee of \$25.00 must be paid to the treasurer if the examination is postponed.

Section 4. Specialty Recognition

- A. Applicants must successfully pass the examination. If an applicant has not successfully passed the exam after the third attempt, the entire application process must be repeated.
- B. Final approval for VTS/VNS (Laboratory Animal Medicine) status must be granted by the Regents.
- C. A certificate identifying the veterinary technician/nurse as a VTS/VNS (Laboratory Animal Medicine) will be issued by the Executive Director upon direction of the Regents.
- D. A VTS/VNS (Laboratory Animal Medicine) is conferred for a period of five (5) years, beginning on the first day of the month that the examination is passed and ending on the same date five (5) years later.

Section 5. Appeals

- A. Applicants denied eligibility to sit for the examination may appeal this decision within thirty (30) calendar days of receipt of the letter of notification. The appeal must be made by written petition to the Executive Director and shall include a statement of the grounds for reconsideration and appropriate documentation.
 1. Upon receipt of an appeal, the Executive Director shall notify the President of the Regents and the Chair of the Appeals Committee. They will notify the Credentials Approval Committee within fifteen (15) calendar days of receiving the notification of the appeal.
 2. The Chair of the Credentials Approval Committee shall submit to the Appeals

Committee a written statement indicating the reasons for rejecting the petitioner's application. The complete application file of the petitioner will be provided for the Appeals Committee to review.

3. The Appeals Committee shall review the appeal and render their recommendation(s) to the Regents within thirty (30) calendar days of the date the Chair of the Appeals Committee receives the petitioner's file from the Credentials Approval Committee.
 4. The Regents will render a decision on the appeal upon the recommendation of the Appeals Committee and notify the petitioner of the decision within fifteen (15) calendar days of receipt of the recommendation of the Appeals Committee. The decision of the Regents shall be final.
- B. Failure of the examination cannot be appealed.
- C. Appeals of other adverse decisions by the Academy, including suspensions of VTS/VNS-(Laboratory Animal Medicine) status, may be made by written petition through the Executive Director. The Executive Director will notify the Appeals Committee and the petitioner will be notified of the appeals process and timeline.
- D. The procedure for the appeals process will be included with all application forms.

Section 6. Renewal

- A. Renewal of VTS/VNS (Laboratory Animal Medicine) recognition may be obtained by active members of the Academy by:

1. Writing and submitting five (5) examination questions (mandatory).

AND

2. Completion of fifty (50) hours/points of advanced continuing education, with no more than ten (10) hours from outside the applicable practice category, pertaining to clinical practice and other pertinent medical and surgical topics per five (5) year period. The hours may be obtained through attendance at organized conferences, on-line CE coursework, contributing to professional publications, conference presentations, or in-residence training. Members must have a minimum of twenty five (25) hours of practice category specific CE regardless of how they acquire their total points. As of 2016, the following distribution of hours/points is optional in addition to the minimum 25 hours/points to make the 50 hour/point total:

- a. Relevant, RACE approved online CE can make up to forty percent (40%) of total CE hours.
- b. Members can obtain fifteen (15) recertification points for writing an acceptable book chapter that is related to their practice category. This is limited to one chapter per recertification period.
- c. Members can obtain ten (10) recertification points by writing an acceptable journal article related to their practice category. The journal must be a well-known journal that is peer reviewed. This is limited to one (1) article per recertification period.
- d. Members can obtain ten (10) recertification points per recertification period for being an active member of an ALAVTN committee (i.e. credentials, appeals, exam, recertification, etc.). You must serve on the committee for at least two (2) years.
- e. Members can obtain a total of two (2) recertification points for presenting a case report at a major conference with a maximum of four (4) points per recertification period.
- f. Members can obtain one (1) point per acceptable lecture given in their species or practice category with a maximum of ten (10) points per recertification period.

- g. Members can obtain one (1) point per journal article read relating to their practice category. No more than five (5) points can be obtained per recertification period and copies of journal articles must be submitted.

OR

3. Retaking the applicable VTS/VNS-(Laboratory Animal Medicine) examination.

Section 7. Memberships

- A. Applicants to the Academy must be members of the National Association of Veterinary Technicians in America (NAVTA) for the year in which they apply.
- B. Academy members are encouraged to be members of the Society of Laboratory Animal Veterinary Technicians (SLAVT), American Association of Laboratory Animal Science (AALAS) as well as the National Association of Veterinary Technicians in America (NAVTA).

DISCIPLINE ARTICLE VIII DISCIPLINE

Section 1. Revocation of Specialty Status

- A. Certificates of recognition remain the property of the Academy and shall be revoked when:
 1. The issuance of such a certificate or its receipt violates the provisions of the Academy's Constitution or Bylaws.
 2. The VTS/VNS (Laboratory Animal Medicine) recipient fails to maintain acceptable standards of competence in veterinary medicine as determined through investigation by the Regents.
 3. The VTS/VNS (Laboratory Animal Medicine) recipient fails to complete the renewal process by the stated deadline.

Section 2. Conduct

- A. Any member accused of unethical conduct, incompetence, fraud or other charges that discredit the Academy will be investigated. Such charges must be made in writing to the Regents. If action is warranted, the accused member will be notified in writing and given full opportunity to respond in writing and through a hearing before the Regents. The Regents may recommend disciplinary action. This action will be executed following an affirmative vote of two-thirds (2/3) of the responding Academy membership. The decision is final and cannot be appealed.

ARTICLE IX
AMENDMENTS

Section 1. Proposed amendments to the Bylaws shall be submitted to the Regents for review ninety (90) days before a scheduled meeting of the Academy. Proposed amendments shall then be distributed to the entire membership at least thirty (30) days prior to said meeting of the Academy.

Section 2. An affirmative vote shall require a two-thirds (2/3) majority of the Regents.