

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 passed the AALAS or CALAS Registered Laboratory Animal Technician credential level or higher.
  - 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 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 practice 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 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 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 with the AALAS certification of RLATg or CMAR, CALAS certification of RMLAT, or a credentialed technician 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 (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, 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 (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.