



We will be accepting applications for all categories for the 2019 cycle. You may only apply for one category at a time. If you apply this year under one category you will NOT be allowed to apply in a different species or practice category for the next 3 years if the application is accepted. Only well qualified applicants should apply.

Application submission deadline: January 1st, 2019 at 12am PST

Acceptance or denial emails will be sent: April 1st, 2019

Exam Date: During National AALAS Conference, specific date and time TBD

The Academy of Laboratory Animal Veterinary Technician and Nurses goal is to assure the laboratory/research animal profession and the public, that an ALAVTN recognized VTS or VNS (LAM) with one of its practice categories possesses the knowledge, skills and experience needed to practice at an advanced level of competency and skill.

Although the Academy requirements are rigorous, they are not designed to be obstacles to prevent candidates from becoming a VTS or VNS and are in line with other already established clinical specialty academies.

Eligibility requirements for the examination are defined in the ALAVTN constitution and bylaws, which are available on the website. Certifying exams administered by the Academy include:

Nursing in one of the following categories:

Traditional Lab Animal Species: (Mammals) To include but not limited to mice, rats, gerbils, hamsters, guinea pigs, chinchilla, ferrets, rabbits, primates, hedgehogs, naked mole rats, possums, felines, canines, squirrels, prairie dogs, naked mole rats.

Non-traditional Lab Animal Species: (Non-mammals) Avian species such as, but not limited to chickens, turkey, quail, pheasants, pigeons, ravens, crows, doves, owls, finches. Reptile/ Amphibian species such as, but not limited to iguanas, corn snakes, bull frogs, axolotls, tiger salamanders.

Fish species such as, but not limited to dog fish, zebra fish, carp, trout, salmon
Crustacean species such as, but not limited to ghost shrimp and cray fish

Large Animal Lab Animal Species: Goats, pigs, sheep, bovine, horses, llama, mule, donkeys, alpaca and deer.

Practice categories in one of the following:

Research Anesthesia: Advanced level anesthesia provided in the research setting. The exam will focus on mammalian species of small and large animals, but may include some non- mammalian questions. This is only for applicants that spend 70% of their time providing advanced level anesthesia for intense cases. Applicants that provide basic anesthesia monitoring and induction techniques for minimally invasive cases will not qualify or have a very difficult time completing the skills list.

Research Surgeon: This candidate will have spent 70% of their time performing surgery as a primary surgeon. The exam will only cover mammalian anatomy, physiology and techniques. Applicants that do not enter a body cavity will have a difficult time completing the skills list.

All forms included in the packet **MUST** be used for the application

submission. They are available for individual download. Unless otherwise stated **ALL** forms must be typed or word- processed, Times New Roman or Calibri font style, 12-point sized font, 1 inch margins and scanned or saved into an appropriate format such as PDF format, named as indicated in the instructions for each form, then uploaded to the applicant's personal Dropbox account (Free Dropbox accounts are available). Document file links from Dropbox are to be sent to the current Academy **Credentialing Committee Chairperson**. Please refer to the Academy website for a current listing.

(send the Dropbox link to Stephen Cital at alavtn@gmail.com, Subject: FirstName.Dropbox (e.g. MariaRojas.Dropbox))

Include only the information requested. Extraneous documents will not be accepted and may result in the application being rejected. This is a professional application and all efforts should be made to ensure it is an example of high quality work. Only use the forms provided and follow instructions for the **CURRENT** application year; previous year's application forms and instructions are not valid and will not be accepted.

The following is a checklist for the ALAVTN Application packet:

- Proof of NAVTA membership
- Professional Experience and History
- Copy of license
- Copy of RLATg, CMAR or RMLAT active certificate or email stating eligibility
- Waiver and Release
- Continuing Education Completed
- Letters of recommendation
- Case Log Guidelines

- Case Report Guidelines
- Completed skills list for practice category

Work Experience:

- 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 (Traditional, Non-Traditional, Large Animal, Research Anesthetist or Research Surgeon). All experience must be completed within four (4) years of the application.

- Work experience must be documented and will be verified with information provided on the Work Experience summary form or by contacting listed references. A minimum of 3 years (4000 hours) must be documented in this form.

- Only list experience working as a **credentialed** veterinary technician, defined as having passed the VTNE and/or state veterinary technician credentialing exam or an approved foreign exam, in the five years prior to application submission date. Work prior to this will **not** be accepted. Provide all employers, even part time or per diem, where cases reflected in your case logs will be used.

The ALAVTN reserves the right to ask for verification of any hours claimed on the professional experience and history form. If there are any changes on this form (e.g. name, address, employment status) after application submission, then applicants **MUST** contact the Credentialing and Case Committee Chair before the applicant receives notification of examination eligibility.

If any documents indicate a maiden name, then **BOTH** the maiden and married name must be indicated on the information and experience form. Indicate the maiden name in parenthesis after your full name. Be sure to fill out all sections or it will be rejected. Designate which group of patients (Traditional, Non-Traditional, Large Animal) or practice

category (Anesthesia or Surgery) constitutes the majority of your experience (> 70% of your work experience).

List your employment history for your current **primary job(s) first**. Include all employers for the last 5 years. Gaps between employment greater than 1-month should be explained and may affect the total number of hours necessary negatively.

Be sure to send a check for the application fee. We will hopefully have a PayPal option soon. The fee is \$50 and is non-refundable, even if your application does not get accepted. **If the application is accepted there will be an additional \$150 exam fee.**

Save this form as **yourfirstname.lastname.workhistory**. The file should be saved as a .pdf or .doc or docx file. Do not enter more text than the text box will accommodate without changing

the box size. Unless otherwise stated **ALL** forms must be typed or word-processed, Times New Roman or Calibri font style, 12-point sized font.

Credential Requirements:

Applicants must be a graduate of an AVMA approved Veterinary Technology Program **and/or** legally credentialed to practice as a veterinary technician/nurse in a state within the United States, province of Canada or other country. Below are the acceptable credentials we will accept from a country outside of the USA. Please contact the ALAVTN for specific information about credentialing if a country is not listed.

United Kingdom (UK): must submit a copy of the RCVS certificate. Candidates must hold a license to practice as an RVN and be in good standings with the RCVS. At this time the RCVS diploma is not required.

Australia: must submit a copy of the Certificate IV in veterinary nursing or a Bachelor of Applied Science in Veterinary Technology. At this time a diploma in veterinary nursing is not required.

Canada: must be credentialed to work as a veterinary technician in your province. This requires that you take and pass the VTNE.

For all of the above a scanned copy (**.pdf**) of the **current** license must be included. If the current license does not indicate the original date of credentialing, documentation must accompany the license, which includes the date. Graduates of an AVMA approved Veterinary Technology

program must submit a scanned copy of the diploma as proof of graduation along with the name of the school. If a state does not issue a paper license and has a voluntary credential process, an official letter from the state Veterinary Medical Board or state Veterinary Technicians Association stating the original date of credentialing and that the applicant is in good standing to legally practice as a veterinary technician must be included. Canceled checks and other documents will not be accepted as proof. *(If marriage or divorce has caused a name change, please provide proof of that event; marriage certificate, etc.)*

If you live in a state (CT, HI, D.C., UT), commonwealth (e.g. Puerto Rico) or island (e.g. U.S. Virgin Islands) that has non-regulated jurisdictions without voluntary credentialing

for veterinary technicians then at minimum you must be a graduate of an AVMA approved Veterinary Technology program AND pass the VTNE. In this case, the pass date of the VTNE will serve as the original date of credentialing. For more information, please see <https://www.aavsb.org/vtne/>.

Applicants must provide a copy of an active certificate for the AALAS designation of RLATg or CMAR certifications. For Canadian applicants one must provide a copy of an active certificate for the CALAS RMLAT certification. If an applicant does not already have these certifications they must provide proof in the form of an email from either association of their eligibility to take the exam. The exam must be taken within one year of their ALAVTN

test date.

Save your license as **yourfirstname.lastname.license** and diploma (if applicable) as **yourfirstname.lastname.diploma**. These files can be saved as jpg or pdf files.

Continuing Education:

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 using the continuing education form:

- 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.
- Topics must be diverse and clinical medicine based. Topics covering management, operations, or having a majority of CE in a specific topic (i.e. breeding or enrichment) may result in application rejection.
- The name of the speaker, topic and length of talk is required for organized conference seminars or online platforms. The CE Certificate provided by the organization or speaker must be provided as proof of attendance for each conference attended. Cancelled checks or other documents will not be accepted as proof of attendance.
- Lecture or lab providers for the continuing education course **must** be from:
 1. A Doctor of Veterinary Medicine (Future applications may require the veterinarian to be a boarded specialist).
 2. A **credentialed** technician or nurse with any of the already approved NAVTA VTS specialty designations. Or, a credentialed veterinary technician/nurse with the Certified Veterinary Pain Practitioner (CVPP) credential.

3. 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.

4. A **credentialed** technician with a credential from the Academy of Surgical Research, only for the first 5 years of the Academy.

Journal or article reading:

The title of article or online CE course, the name of the qualified 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. Each article will count as 0.25 CE hours; therefore 4 articles will count as 1 CE hour. We will **not** accept more than 20 CE hours from this type of CE. A scanned copy of the title page of the article must be provided. We must be able to verify the author and their credentials, the title of the article and the full reference from where the article came from. Failure to provide this information will result in the CE hours being rejected. The CE Certificate provided by the organization or speaker must be provided as proof of attendance for each conference attended. Cancelled checks or other documents will not be accepted as proof of attendance.

In evaluating the CE resources, the credential committee is looking for diversity in the percentage of CE obtained from in-house, online, externship, and meeting/conference attendance, therefore **no more than 30% (20 hours)** of in-house, online, externship and journal articles combined CE will be accepted. An externship may count for 10 of these 20 hours, if applicable. If more than 30 hours total of in-house, online, externship or journal article CE are submitted, they will not contribute towards the total hours needed.

Diversity in the topics of CE should also reflect the species or practice category you are applying for. Example if you are applying for the Traditional Species category 70% or greater should be on topics that include the species covered in that category.

If you are applying for the Anesthesia or Surgery category, your CE

should reflect 70% or greater credits in those topics.

Continuing Education Definitions

Nationally recognized meeting: A gathering of people for the purpose of providing continuing education in the field of veterinary medicine. National meetings are announced in journals typically read by professionals in the field of veterinary medicine. There is an expectation that continuing education at a nationally recognized meeting will be provided by lecturers or instructors who are considered experts in the subject they are discussing. You will need an official CE certificate.

Local meeting: A gathering of people for the purpose of providing continuing education in the field of veterinary medicine. Local meetings are announced by state/city organizations. There is an expectation that continuing education at a local meeting will be provided by lecturers or instructors who are considered experts in the subject they are discussing. You will need an official CE certificate.

Please be aware: the people providing instruction may not meet the ALAVTN requirements for acceptable CE.

In-House training: Continuing education provided for people who work at a particular practice or institution. This type of continuing education is not open to the veterinary profession at large and lecturers or instructors often work at the practice or institution. You must be currently employed at the facility providing the in-house training. You may hire an outside speaker to come talk to your practice as part of in-house training.

Please be aware: The people providing instruction may not meet the ALAVTN requirements for acceptable CE. If part of your CE is In-House (meetings accessible only to technicians inside your facility) you will need an official CE certificate or a **signed** letter from the person supervising your attendance. The CE certificate or letter should detail where and when the training took place, the name and diplomat status of the CE provider, the objectives and goals, a statement of your

satisfactory performance and the total hours provided. (1 hour of lecture = 1 hour of CE)

On-Line training: Requires an official CE certificate or a **signed** letter from the person supervising your attendance in the program. The CE certificate or letter should detail when the training took place, the name and diplomat status of the CE provider, the objectives and goals of the training program, a statement of your satisfactory performance and the total hours provided.

Externship: Continuing education from an ALAVTN approved program in which a person pays to spend time at another facility (specialty or university) and participates in multiple round sessions as well as hands on experience. This type of continuing education is not open to the veterinary profession at large and is usually restricted to 1-2 participants at a time.

Contact ALAVTN for approval of a specific externship program BEFORE including it in your application packet. This type of CE requires a CE certificate or a signed letter from the person supervising your attendance to the program. The CE certificate or letter should detail where and when the training took place, the name and diplomate status of the CE provider(s), the objectives, and goals of the program, a statement of your satisfactory performance and the total hours provided.

Save this form as **yourfirstname.lastname.CE**. The file should be saved as a .pdf or .doc or docx file. Do not enter more text than the text box will accommodate without changing the box size. Unless otherwise stated **ALL** forms must be typed or word-processed, Times New Roman or Calibri font style, 12-point sized font.

Case Log: Candidates must submit a case log of at least **50** cases (but not more than 60) completed from **January 01, 2019 – December 31, 2019** that meet the ALAVTN requirements for the species or practice category one is applying for.

The first 50 cases in the case logs are considered your core logs. There must be at minimum 50 acceptable cases. You may choose to submit an additional 10 cases that will be used if some of your 50 core cases are thrown out. If only 50 cases are submitted, a single unacceptable case could result in the application being rejected. The case log should be used to demonstrate your experience in laboratory animal medicine and your mastery of advanced nursing/research skills, advanced anesthesia skills or surgical expertise depending on which category one is applying for. **All 60 case logs may be used to demonstrate your mastery of the core and supplemental skills.** Do not enter more text than the text box will accommodate without changing the box size. Unless otherwise stated **ALL** forms must be typed or word-processed, Times New Roman or Calibri font style, 12-point sized font. **Each log box will accommodate 150-160 words.**

The case log should provide a brief summary of the nursing care, advanced anesthesia or surgical expertise you provided for the patient (e.g., drugs administered, surgical technique and approach, abnormal parameters and steps taken to correct (if needed), procedures performed) and how you dealt with potential research variables medical intervention may have. **All cases included in the applicant's log must be completed at one of the facilities where the applicant is employed AND has listed on their work history form or while under the supervision of the employer at a different location.**

The case log should reflect a diversity of species (no less than 2) and procedures to which you have experience providing medical or research based care. No less than 70% of your cases must be from the species category you are applying for. If you work with species listed in the "Traditional Lab Animal Species" list and also species covered in the "Large Animal" list you must choose only one of the nursing categories and the case logs must reflect a minimum of 35 accepted case logs for the nursing category you choose. If you have more than 70% of species not covered in the category you are applying for the application will be denied. If you are applying for the anesthesia or surgery category you

may use any species in your case logs.

Note: A majority of the exam questions for the anesthesia and surgery category will be on mammalian anatomy and physiology.

If you use a case to show a particular skill you MUST describe the skill (e.g. list the context in which you used the skill) in the case summary.

The case log form will hold 3 cases per page. The case summaries should be brief and to the point. The form will adjust font to fit. All drugs can be abbreviated to the first 5 letters of the name. An approved abbreviation page is located on the website. Please **ONLY** use these abbreviations for the case logs. If other abbreviations are used and the content cannot be verified it could lead to the rejection of that case log.

You may list a case in your log that was **not** managed or heavily influenced by you if it is needed to represent a skill from your skills list. Please designate this case log as “Skills Only” at the start of the case summary; it will **not** be counted as one of your 50 acceptable cases, but can be used to demonstrate the mastery of a skill. The case summary must describe the context in which the skill(s) was used. The “Skills Only” case logs **WILL** count toward the maximum total of 60 case logs. You will need to download the **BLANK** case log form and save it to your desktop.

Save this document frequently as you fill it in. Save as **yourfirstname.lastname.caselog.pdf**.

Advanced Skills Form

The ALAVTN requires that a licensed veterinarian, medical doctor for up to 40% (29 skills total) of the skills (Only one MD may sign your skills list) or a VTS who has mastered the skill, attest to your ability to perform the task. Your testifier **must** sign at the bottom of the form to validate their initials throughout the form. Skills will be rejected if a signature is not present to confirm the initials. **Mastery is defined as**

being able to perform the task safely, with a high degree of success, and without being coached or prompted. Mastery requires having performed the task in a wide variety of patients and situations. The applicant must demonstrate mastery of **80%** of the skills in the core section and **50%** in the supplemental section (when required) for whatever species or practice category one is applying for.

The skills you have mastered must be described in your case logs.

Simply listing a particular skill in a case log is NOT acceptable and the skill will not be counted as mastered. Select **ONE** case log that best represents each signed skill and write a brief description of how that skill is performed. (Example: Femoral sheath placement. Description: a 9Fr sheath was placed in the right femoral artery using the Seldinger technique.) You **must** include **ONE** case log number in the allotted space on the skills list. Do NOT put “ALL” in the column for skills that are done on every patient.

These forms will need to be scanned once all signatures have been obtained. The combined

skills list should be saved as **ONE pdf file** consisting of ALL pages of the combined skills list (core and supplemental).

This file should be saved as **yourfirstname.lastname.skills**.

Case Reports Instructions

Select four cases from your case log that best demonstrates your expertise in nursing care or research case management to submit as case reports. For the nursing categories you may include one case report for an anesthetic event. It will only be accepted with an anesthesia monitoring form provided by the ALAVTN or your facilities monitoring form with the same information on the ALAVTN form. A complete case log **must** be filled out for each of the four case reports. The case log number that pertains to the report should be documented at the top of the report. This information will be used to confirm that the case is entered

as part of your case log. The case reports should demonstrate your knowledge, skills and abilities in **advanced** medical or research case management. All drug amounts should be listed as dose (mg or mcg) or dosage (mg/kg or mcg/kg). All values included in the reports should contain the appropriate units (e.g. HR: 56bpm, MAP: 84mmHg, TP: 7.6g/dL, etc.).

The case report should describe, in detail, how the patient was evaluated and managed. It is important that the information in your case report be clearly understood. Present each case in a logical manner, check your spelling and grammar; use generic drug names, and define any abbreviations. It is important to show that you participated in the evaluation and management of the patient and were not just an observer. Consider some of the following ways of demonstrating your knowledge and experience:

- Show how your observations, physical examination and history taking assisted the veterinarian or investigator with the case or research protocol.
- Explain why an observation was important or why you asked a certain question during the case.
- Describe how an observation and response by you helped to avoid a complication.
- Describe the procedures you performed or with which you assisted. Explain why the procedure was performed.
- Explain your reasoning for the physiological monitoring used.
- Explain how you helped determine whether the patient's anesthetic plan and pain management strategy was effective if applicable.
- Explain how your observations and monitoring helped the

veterinarian modify the patient's or treatment.

- Explain your role in planning the patient's care and variables it may cause the project.
- Briefly show your understanding of the problem being treated.
- Explain your contingency plans for all anticipated problems.
- Describe an appropriate pain management and enrichment plan.

Do not enter more text than the text box will accommodate without changing the box size. Unless otherwise stated **ALL** forms must be typed or word-processed, Times New Roman or Calibri font style, 12-point sized font, **1.5 line spaced with no less than 0.5-inch page margins and no more than five 8.5 x 11 inch pages in length.**

Case reports that do not meet these requirements will be rejected. The case reports must be the original work of the applicant.

For the anesthesia or surgical category applicants must include a legible, scanned **copy of the anesthesia record or surgical report** for each of the four case reports. You may use your facility's anesthetic record. If you choose to use your facility's record it must provide the same information contained on the ALAVTN Anesthesia record by adding an addendum for the parameters or information not covered on your facilities anesthesia sheet.

Surgical reports should include approach, techniques, suture patterns, suture or ligature types used, devices used, complications, potential complications and final outcome. The case reports for both the anesthesia and surgical category must also include a postoperative pain management plan if it was a survival procedure. **Please be careful to BLACK OUT / DELETE any data such as: ID numbers, address, phone numbers, etc. sensitive to your facility or the project.**

The case reports should be saved as **yourfirstname.lastname.casereport1-4**. Save these reports as word

files or pdf files.

Case Report Layout

1. Applicant Name, Date and Case log number

(put the information above in the header for your case reports)

Patient Signalment: Species, Age, Sex, Weight

2. Summary of the patient's physical status on presentation and research protocol the animal will undergo.

Patient Name and/or ID#

Pertinent physical examination findings Pertinent laboratory test results.

Pertinent previous

history (e.g. study staging, past anesthetic complications, drug reactions, etc.) Current history of presenting complaint or research related effects. Current medication, diagnosis or ASA physical status rating (III – V +/- E) where applicable.

Letters of Recommendation: You must obtain **two letters** of recommendation for the application.

- One letter must be from a **diplomate** of one of the American or European veterinary colleges or a VTS member (any academy).

- The second letter must be from your supervising veterinarian or a human medical doctor.

- If you do not work with a diplomate from one of the American or European veterinary colleges or a VTS, one more letter, for a total of 3, can be submitted from either a medical doctor or another veterinarian. You must also explain in your application your circumstance if this method is used. The letters should include details on training, ethical behavior and quality of

skills. **ALL letters of recommendation MUST be signed by the letter writer.** If the letter writer chooses, they may submit their letter of recommendation directly to the ALAVTN email with the subject line reading “Credentials Committee LOC- Name of Applicant” If the applicant submits the letters of recommendation then they should be saved as **yourfirstname.lastname.letter1, yourfirstname.lastname.letter2, etc.** These files can be saved as word or pdf files. Letters submitted by the applicant will be rejected if NOT signed by the letter writer.



**Letter for supervising Veterinarian, Medical Doctor or Veterinary Technician/Nurse
Specialist mentor:**

This letter has been presented to you by a credentialed veterinary technician currently employed at your facility who has an interest in pursuing membership in the Academy of Laboratory Animal Veterinary Technicians and Nurses (ALAVTN). In order to achieve this objective your technician or nurse will complete a two-step process of submitting an application packet for approval by the credentials committee and sitting for a written examination. Successful completion of both steps will earn your technician/nurse the title of Veterinary Technician Specialist in Laboratory Animal Medicine (VTS-LAM). A technician with VTS (LAM) certification demonstrates superior knowledge in the care and management of research or clinical cases while promoting patient and staff safety, excellent animal welfare, research integrity and professionalism.

The application process is especially time consuming and your technician will need your support and guidance throughout the process. I recommend that you read the entire application packet to become familiar with the areas in which your technician will require your assistance. Listed below are some areas of the application that are particularly important as well as some suggestions and guidelines to assist you in helping your technician prepare an application for submission.

All cases contained in the case log must be performed **within the year** prior to the application submission deadline of December 31st.

All cases must be performed at the facility where the technician is employed or while under the supervision of the employer at a different location.

Allow your technician to manage complicated cases from start to finish. The technician should be able to formulate an anesthetic or pain management drug protocol, recommend emergent care options, review research protocols for veterinary care excellence that is specific for each patient and project with the understanding as to why they selected each particular drug; their plans for

intervention, monitoring and pain management; anticipated complications and research variables.

The ALAVTN requires that a licensed veterinarian, medical doctor or VTS member attest to the technician's ability to **master** the required percentage of **skills** in the combined skills section.

Mastery is defined as being able to perform the task safely, with a high degree of success and without being coached or prompted. Mastery requires having performed the task in a wide variety of patients and situations.

- Look over the skills list completely and **only** sign off on a skill if you feel confident that your technician meets the definition of mastery.
- All signed skills must be described in the case logs.
- Assist your technician in acquiring new skills for the application process.

Send your technician to at least one national meeting a year to give them ample exposure to the most current information.

On behalf of the ALAVTN, I would like to thank you for supporting your technician or nurse through the application process. If you have any questions, please do not hesitate to contact me at matacital@gmail.com

Sincerely, Stephen Cital RVT, SRA, RLAT, VTS-LAM ALAVTN Credentials Committee
Chair