

**ACADEMY OF LABORATORY ANIMAL VETERINARY
TECHNICIANS AND NURSES, INC.**

CONSTITUTION

**ARTICLE I
NAME**

Section 1.01. Name. This organization shall be known as the Academy of Laboratory Animal Veterinary Technicians and Nurses, Inc. hereinafter referred to as the “Academy.”

**ARTICLE II
INCORPORATION**

Section 2.01. In General. The Academy is incorporated in the State of Maine as a not-for-profit mutual benefit corporation under the laws of the State of Maine, 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.

Section 2.02. Term. The term for which the Academy is organized shall be perpetual. However, if dissolution of the Corporation should occur, Upon the dissolution of the corporation, after the proper payment of expenses and the satisfaction of all liabilities, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2.03. Charitable Purpose. 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

Adopted April 6th, 2021 after full Academy vote.

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 EXPANDED STATEMENT OF PURPOSE

Section 3.01. 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 3.02. 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 3.03. Objectives. The Academy shall endeavor to:

- 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 that may be modified in the future by a two-thirds (2/3) majority vote of the Board and a two-thirds (2/3) majority vote of active Academy members:
 - a. Research Clinical Nursing, with species categories of “Traditional”, “Non-Traditional” species;
 - b. Research Surgeon; and
 - c. Research Anesthetist.
- D. Promote continued professional development, continuing education, and clinical standards for veterinary technicians/nurses in Laboratory Animal Medicine.

ARTICLE IV CERTIFICATIONS GRANTED

Section 4.01. 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) in conjunction with Laboratory Animal Medicine (LAM), dependent on the applicants State or Country's credentialing titles or within the legal title protected legislation after her/his/their name. The name of the practice category will be further defined in parentheses as follows: (i) VTS or VNS (LAM - Research Clinical Nursing) (Traditional or Non- Traditional); (ii) VTS or VNS (LAM - Research Anesthetist); (iii) VTS or VNS (LAM - Research Surgeon).

Section 4.02. VTS/VNS (Laboratory Animal Medicine). VTS or VNS (LAM) shall be further classified as one of the following:

- A. Charter Member, VTS or VNS (Laboratory Animal Medicine): Veterinary technicians or nurses having qualifications in the specialty as outlined by the NAVTA CVTS as an organizing committee member and individuals acting as Academy deputies.
 - i. Charter status will be granted to organizing committee members at the time the Academy is officially recognized by NAVTA.
 - ii. 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. Deputy status will not be conferred beyond the initial formation of the Academy.
- B. Active Member, VTS or VNS (Laboratory Animal Medicine): A veterinary technician or 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 or 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. The individual will receive a certificate and the title of "Honorary VTS or VNS (Laboratory Animal Medicine)" in his/her practice category. Nominations for Honorary status must be made in writing by at least two VTS or 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. 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 5 years who has reached the age of 62 and who is no longer actively

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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 5.01. Academy Administration. The Board of Directors of the Academy (the “Board”) shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Board will consist of, at most, eight (8) directors, and shall include at a minimum, five (5) directors composed of the Executive Director, Past-President, President, Vice-President, and Treasurer. Therefore, three at-large board seats are available and may be comprised from the three practice category members. 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 Board 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 6.01. 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 Board.

Section 6.02. President. The Vice-President shall automatically become President at the termination of their predecessor’s term of office.

Section 6.03. Past-President. The President shall automatically become Past-President at the completion of the term of President.

Section 6.04. Election of Vice-President, Treasurer and Members at large. 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 6.05. Executive Director. An Executive Director will be appointed by the Board. The term of the appointment will be determined by the Board. The Executive Director is not a voting member of the Board (except during the first two years following provisional recognition, after which time the Past-President will replace the Executive Director as a voting member). The Executive Director may be a tie breaking vote.

Adopted April 6th, 2021 after full Academy vote.

ARTICLE VII COMMITTEES

Section 7.01. Committees. The Academy shall have committees as specified by the Board.

Section 7.02. Committee Appointments. The President, with approval of the Board, 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 Board, shall appoint the chairperson and members of the committees from within the Organizing Committee members, Charter members and Honorary members.

ARTICLE VIII AMENDMENTS

Section 8.01. Amending to the Constitution. Proposed amendment(s) to the Constitution shall be submitted to the Board for study ninety (90) days before the distribution of a mail or secure electronic ballot to the membership. No later than the 90th day, the proposed amendment(s) shall be distributed to the entire membership with a recommendation by the Board providing at least 30 days to collect and count the ballots of the eligible voting members. An affirmative vote shall require a two-thirds (2/3) majority of those eligible voting members who respond.

ACADEMY OF LABORATORY ANIMAL VETERINARY TECHNICIANS AND NURSES, INC.

BYLAWS

ARTICLE I MEMBERSHIP

Section 1.01. Composition of the Academy of Laboratory Animal Veterinary Technicians and Nurses (the “Academy”). The Academy shall be composed of credentialed veterinary technicians or 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 Academy’s Constitution.

ARTICLE II THE BOARD OF DIRECTORS

Section 2.01 The Board of Directors. The Board of Directors of the Academy (the “Board”) shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Board will consist of no fewer than five (5) and no more than eight (8) directors. The Executive Director and the following elected officers: Past-President, President, Vice-President, and Treasurer shall serve automatically as directors and the three (3) remaining seats may be filled by members representing each of the three (3) practice categories.

Section 2.02. Vacancies. Vacancies on the Board 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 2.03. Meetings. The annual meeting of the Board 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 three members of the Board. Not less than three (3) days’ notice of the time and place of any special meeting and not less than fourteen (14) days’ notice of the time and place of the regular meeting shall be given by mail, e-mail, or fax addressed to each Director member at his or her residence or place of business as it shall appear in the official records of the Academy. Five voting members of the Board present in person or on a conference call or video platform shall constitute a quorum for the transaction of any business.

Section 2.04. Resignation. Any member of the Board 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 Board so that nominations can be made at the next Board meeting. If the President resigns, it is the duty of the Vice-President to notify the Board.

ARTICLE III DUTIES OF OFFICERS AND DIRECTORS

Section 3.01. President. The President shall: Serve for two (2) years with a term limit of two consecutive terms; automatically become Past-President at the termination of her or his term of office as chair; preside over all meetings of the Academy and the Board; coordinate activities of all Academy committees; appoint, with the approval of the Board, all standing and ad hoc committee members and chairpersons.

Section 3.02. Vice-President. The Vice-President shall: Serve for two (2) years; Automatically become President at the termination of his or her predecessor's term of office; assume the responsibilities of the President if the President is unable to perform the duties of his or her office, and have a term limit of two consecutive terms.

Section 3.03. Past-President. The Past-President shall: Serve for two (2) years; 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 and will have a term limit of two consecutive terms depending on the President's term and Academy needs.

Section 3.04. Executive Director. The Executive Director shall: Serve for a term determined by the Board; maintain the general records of the Academy and file all required reports pertaining thereto including the non-profit status; attend all meetings of the Academy; record and keep all original notes, minutes and records of all official Academy meetings and sessions for five (5) years or until the Board approves of their disposal; maintain archival copies of all publications, documents, and other records of the Academy; handle all correspondence on behalf of the Academy; present a report of the activities of the office at the annual meeting of the Board and at such other times as determined by the Board; and serve as the liaison to NAVTA; and prepare Academy yearly report. Act as a financial auditor and key appointee over the Academy bank accounts.

Section 3.05. Treasurer. The Treasurer shall: Serve for two (2) years; Be an automatic member of the finance committee; oversee the financial records of the organization and prepare them for audit when requested; prepare and present an annual operating budget to the Board at each Annual Meeting of the Board; 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 Board; carry out other duties as determined by the Board; prepare and submit bills for audit; deposit all funds in the name of the Academy in a federally insured bank approved by the Board; turn over all funds, properties and records to her or his successor; collect Academy dues and pay Academy expenses as directed by Board; maintain the financial records of the organization and prepare them for audit when requested; maintain a file of all vouchers and invoices accompanying them for a period of not less than five (5) years; and have a term limit of two consecutive terms.

Section 3.06. Members at Large. Members at Large shall: 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; assist with the business of the Academy by participation on committees; and have a term limit of two consecutive terms.

ARTICLE IV COMMITTEES

Section 4.01. Permanent Committee List. The Academy shall have the following standing committees: Nomination/Election, Credentials Approval, Examination, Renewal, Appeals and Continuing Education Committee. The Board may specify additional committees. Committee chairs and members have a term limit of two consecutive terms.

Section 4.02. Appointments. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Board. 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. 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 4.03. Committee Composition. 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. The term of office for the chairperson shall be three years and they must have at least one year of prior experience on a committee (except for the first chairperson). Committees shall be appointed not less than six months prior to the election date. Each committee shall present a slate of officers, composed of Academy members, to the Nomination/Elections Committee prior to the election as specified in Section 6.03 and 6.04 of these Bylaws. Elections shall be conducted according to Section 6.04 of these Bylaws.

Section 4.04. Credentials Approval Committee (CAC). The CAC 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. 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 CAC (except for the first chairperson). The duties of the CAC shall be: (i) Provide, through the Executive Director of the Academy, information and application forms to prospective applicants; (ii) Evaluate and certify eligibility of applicants requesting examination by the Academy; (iii) forward approved applications to the chair; (iv) notify the chair of applicants who are not deemed eligible for examination and delineate the areas of deficiency; (v) participate in developing and establishing training program criteria to ensure standardization of training requirements and provide this information through the Executive Director to all prospective candidates and institutions requesting such information; and (vi) Provide guidance and support to training program directors according to the standards and procedures adopted by the Academy.

Section 4.05. Examination Committee (EC). The EC 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. The Vice-President shall be an ex-officio member of the EC. 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 EC (except for the first chairperson). The duties of the EC shall be: (i) Preparation, administration and grading of the examinations. The EC will establish the passing scores, with approval by the Board, using current psychometric standards. The Board will also approve the method of establishing the passing scores; (ii) provide examinees with subject matter that will be covered on the upcoming examinations; (iii) report to the President the results of such examinations and make recommendations based on the proposed passing points; (iv) at least one member of the EC will monitor the written examinations as designated by the chairperson; (v) administer an oral examination if required which will be conducted by at least three (3) members of the EC as designated by the chairperson; and (vi) provide in a letter of clarification, through the Board, a written summary of deficiencies to individuals requesting such information following failure to pass examination.

Section 4.06. Renewal Committee (RC). The RC 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. 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 EC (except for the first chairperson). The duties of the EC shall be: (i) Determine the distribution of hours used to satisfy the renewal process, with approval by the Board; (ii) evaluate applications and hours for renewal; and (iii) submit reviewed applications to the Board for final approval.

Section 4.07. Appeals Committee (AC). The AC 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. 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 AC (except for the first chairperson). The duties of the AC shall be: (i) Following the procedures outlined in Section 6.05 of these Bylaws, the AC 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; and (ii) the AC shall render their recommendation(s) to the Board within thirty (30) calendar days of the date the chair of the AC receives the petitioner's file from the CAC or other applicable committee.

Section 4.08. Continuing Education Committee (CEC). The CEC shall be composed of a chairperson and at least three (3) members of the Academy. 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. The term of office for the chairperson shall be two (2) years and they must have at least one year of prior experience on the CEC (except for the first

chairperson). The duties of the CEC shall be: (i) provide recommendations to applicants and Academy members on qualifying continuing education; (ii) develop professional relationships with non-research focused veterinary conferences to provide laboratory animal tracks for veterinary technicians/nurses; and (iii) coordinate continuing education sponsored by the Academy.

Section 4.09. Nomination/Election Committee (NEC).

The NEC shall organize general and special elections for the Academy. They will collect nomination and create an informational pamphlet for voters on nominees. They shall create, disseminate and count official ballots.

Sections 4.10. Additional Committees. The Board 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 Board.

**ARTICLE V
DUES, FEES, AND FISCAL MATTERS**

Section 5.01. Fiscal Year. The fiscal year of the Academy shall be from January 1 to December 31st.

Section 5.02. Dues. Dues for members of the Academy shall be established by the Board annually. Dues become payable on January 1 of each calendar year. Dues are delinquent March 1st and if not paid by May 1st membership will be inactivated. Inactive members lose their VTS or 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 Board will set the reactivation fee.

Section 5.03. Application Fee. The application fee for the VTS/VNS (Laboratory Animal Medicine) examinations will be set by the Board. Fees are non-refundable.

Section 5.04. Examination Fee. The examination fee for the VTS/VNS (Laboratory Animal Medicine) examinations will be set by the Board for all eligible candidates qualifying for the examinations. Fees are non-refundable.

Section 5.05. Operating Budget. The Board shall approve the annual operating budget for the Academy.

**ARTICLE VI
CONDUCT OF BUSINESS**

Section 6.01. Annual Meeting of the Members. 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 Board. 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 6.02. Voting Members. Active Academy members who are current in their dues are eligible to attend business meetings of the Academy and vote.

Section 6.03. Quorum. A quorum for business meetings of the Academy shall consist of the members present that are eligible to vote. Constitutional changes must be approved by a 2/3 vote of the Board and of active members.

Section 6.04. Election of Directors. The election of Vice-President, Treasurer, and, if the Board so authorizes, 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. The proposed slate of offices shall be presented by the Board to the members at least ninety (90) days prior to the election. The Board may solicit recommendations for additional nominations from the membership. The election shall be held no less than sixty (60) days prior to the annual business meeting of the Academy. Electronic or mail ballots may be used. The ballots 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 of by electronic means. 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 6.05. Mail or Electronic Ballots. Mail or secure electronic ballots may be utilized in the event that the Board prior to the next annual meeting desire membership approval on an issue. To conduct voting, the motion, where appropriate, that is approved by the Board 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 7.01. Credential Requirements.

A. In general, credential requirements dictate that each applicant, before they are 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:

- i. Must be a credentialed veterinary technician or nurse in the United States or other country. Applicants from States or Provinces in the USA or Canada that do not require credentialing are still required to take the VTNE or other veterinary technology/nursing exams rendering a credential. Applicants that come from countries that do not have any form of credentialing will be evaluated on a case-by-case basis.
- ii. The Board can vote on specific candidates for unrecognized programs or foreign credentialing;
- iii. 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 the administering association; and
- iv. After becoming credentialed to practice as a veterinary technician or nurse, meet training requirements as specified:
 - a. A minimum of three (3) years (6,000 hours) of experience in laboratory animal practice with a minimum of 70% of that time (4000 hours) spent in the applicable practice or specific category;
 - b. All experience must be completed within four (4) years of the application;
 - c. 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.
 - d. 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.
 - e. Proof of attendance, name of speaker, topic and length of talk is required for organized conference seminars. Lecture or lab providers for the continuing education course must be from:
 - i. A Doctor of Veterinary Medicine;
 - ii. A credentialed technician or nurse with any of the already approved NAVTA VTS specialty designations;
 - iii. 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; and
 - iv. A credentialed technician/nurse with a credential from the Academy of Surgical Research, only for the first 5 years of the Academy, until (2022).

B. Documentary Evidence for Credentialing. Provide documentary evidence of advanced competence in laboratory animal medicine through:

- v. 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 or nurse at an advanced level. The CAC 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.
- vi. 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.
- vii. 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.
- viii. One letter of recommendation from any of the following; an ALAVTN Academy member, a Diplomate of an AVMA recognized veterinary specialty college, a member of another NAVTA approved VTS/VNS academy, a veterinarian or credentialed technician or nurse with a certification from the International Veterinary Association of Pain Management.
 - a. For the first five years of the Academy, starting in 2016, 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 veterinary technician or nurse with a certification from the Academy of Surgical Research.
 - b. An additional letter of recommendation sent separately to the Academy from any of the above or a Doctor of Veterinary Medicine (DVM or VMD).
- ix. Submission of five (5) examination questions for future use.

Section 7.02. Applicant Procedure. Applicant procedures for applicants to sit for the examination to attain the VTS/VNS (Laboratory Animal Medicine) requires that an application and application fee must be sent to the Executive Director by a date specified by the Board. 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.

The CAC will determine application acceptance. Applicants will be notified of results no less than four (4) months preceding the scheduled examination. 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 7.03. Examination.

A. In General. Applicants approved by the CAC and the Board, 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. Examinations will be given at least once every other year. Examinations will be prepared and administered by the EC. Passing scores will be proposed by the EC and approved by the Board. The examinations will at least be in multiple-choice format and will reflect the professional activities expected of a specialist in the field. The EC may include oral examination, essay or short answer questions, latent image, computer simulations, or use audiovisual aids as part of the testing process. 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.

B. Failure of Examination. A minimum passing score as established by the EC and approved by the Board must be achieved to obtain VTS/VNS (Laboratory Animal Medicine) status. 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. Applicants who fail the examination:

- i. Will, upon written request through the Executive Director to the Board 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;
- ii. May sit for the examination up to two (2) additional times;
- iii. May reapply after failing the examination three (3) times by repeating the entire application process as stated in Section 7.01.

C. The examination may be postponed once, for one year at the request of the candidate. Candidates must request in writing (electronic or paper) to the chair of the EC their desire to postpone their examination date. Requests must be received no later than thirty (30) days prior to the examination date. 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. Emergency postponement requests must be sent electronically to the Executive Director up to and including the day of examination administration. Specifications for postponement and emergency postponement will be determined by the Board and the EC. A fee of \$25.00 must be paid to the treasurer if the examination is postponed.

Section 7.04. Recognition. 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. Final approval for VTS/VNS (Laboratory Animal Medicine) status must be granted by the Board. 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 Board. 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 7.05. Appeals.

A. Procedure and Time Lines. 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. Upon receipt of an appeal, the Executive Director shall notify the President and the chair of the AC. They will notify the CAC within fifteen (15) calendar days of receiving the notification of the appeal. The chair of the CAC shall submit to the AC a written statement indicating the reasons for rejecting the petitioner's application. The complete application file of the petitioner will be provided for the AC to review. The AC shall review the appeal and render their recommendation(s) to the Board within thirty (30) calendar days of the date the chair of the Appeals AC receives the petitioner's file from the CAC. The Board will render a decision on the appeal upon the recommendation of the AC and notify the petitioner of the decision within fifteen (15) calendar days of receipt of the recommendation of the AC.

B. Finality. The decision of the Board shall be final. Failure of the examination cannot be appealed. 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 AC and the petitioner will be notified of the appeals process and timeline. The procedure for the appeals process will be included with all application forms.

Section 7.06. Renewal. Renewal of VTS/VNS (Laboratory Animal Medicine) recognition may be obtained by active and charter members of the Academy by either of the following methods:

A. Written Request. Active members may write to the Agency requesting renewal of the member's certification and additionally submit five (5) examination questions. The member shall also complete 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:

- iv. Relevant, RACE approved online CE can make up to forty percent (40%) of total CE hours.
- v. 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.
- vi. 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.
- vii. Members can obtain ten (10) recertification points per recertification period for being an active member of an Academy committee (i.e. credentials, appeals, exam, recertification, etc.). You must serve on the committee for at least two (2) years.
- viii. 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.
- ix. 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.
- x. 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

B. Re-Examination. Members seeking renewal may alternatively do so by retaking the applicable VTS/VNS (Laboratory Animal Medicine) examination.

C. Active committee members that fail to comply with mandated tasks of the committee will have 20 recertification points deducted from their renewal request.

Section 7.07. Memberships. 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).

ARTICLE VIII DISCIPLINE

Section 8.01. Revocation of Specialty Status. Certificates of recognition remain the property of the Academy and shall be revoked when (i) the issuance of such a certificate or its receipt violates the provisions of the Academy's Constitution or Bylaws; (ii) the VTS/VNS (Laboratory Animal Medicine) recipient fails to maintain acceptable standards of competence in veterinary medicine as determined through investigation by the Board; or (iii) The VTS/VNS (Laboratory Animal Medicine) recipient fails to complete the renewal process by the stated deadline or does not maintain their veterinary technician or nurse credential while being an active member of the Academy.

Section 8.02. Conduct. 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 Board. 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 Board. The Board 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 8.01. Amending the Bylaws. Proposed amendments to the Bylaws shall be submitted to the Board for review thirty (30) days before a scheduled meeting of the Board. Proposed amendments shall then be voted upon. An affirmative vote shall require a two-thirds (2/3) approval from all Board members.

2020 Policy Updates:

*** Due to the current coronavirus pandemic the ALAVTN BOD has voted for a change in CE hours for the 2021 ALAVTN application packet. For the 2021 application we will allow 40 of the 60 required CE hours to come from online sources or other means from qualified educators.*

All online CE hours must be on lab animal topics or topics that can be extrapolated for use in the lab animal setting. There is no change in qualifications of speakers in order to receive credit from our previous application instructions. A CE certificate is required for proof of attendance for all webinars or online CE courses.

Please note this change is in effect ONLY for the 2021 ALAVTN application packet. If the need arises, we will re-evaluate things for future application packets. **

***UPDATED** Due to the current coronavirus pandemic the ALAVTN BOD has voted for a change in CE hours for the 2021 ALAVTN recertification packet. For the 2021 recertification packet **we will allow all CE hours** to come from online for the years of 2020 and 2021.*

All online CE hours must be on lab animal topics or topics that can be extrapolated for use in the lab animal setting. There is no change in qualifications of speakers in order to receive credit from our previous application instructions. A CE certificate is required for proof of attendance for all webinars or online CE courses.

Please note this change is in effect ONLY for the 2021 ALAVTN recertification packet. If the need arises, we will re-evaluate things for future application packets. **