

AIMVT APPLICATION PART 1 INSTRUCTIONS



2026 APPLICATION YEAR FOR EXAMINATION IN 2027



Thank you for your interest in veterinary technician specialty (VTS) credentialing in veterinary internal medicine. Our mission is to promote the interest in and advance the skills of Veterinary Technicians within the disciplines of veterinary internal medicine by providing cutting edge continuing education, working with veterinarians to advocate superior patient care, client education, and consumer protection. The AIMVT will further the recognition of credentialed specialty technicians as leaders in the profession of veterinary internal medicine nursing.

Eligibility requirements for examination are detailed in the AIMVT [Constitution](#) and [Bylaws](#). Although meticulous and comprehensive, they are intended to assure the public and the profession that technicians certified by AIMVT are truly qualified and deserving. Please note that an analysis performed in March 2025 demonstrated an overall application acceptance rate of 41.2%, averaged over the 2016-2024 application period; the overall acceptance rate in 2024 was 56.3%.

AIMVT understands that the VTS application process can be a daunting task. The most successful applicants surround themselves with a supportive team of individuals, including your fellow applicants, whom you can connect with via the [AIMVT Applicants Facebook group](#). In addition, we have [application tips](#) from past applicants on our website that you may find helpful. The Credentialing Committee has recorded several [webinars](#) as well.

The AIMVT Executive Board has adopted a two-part application process. These instructions are for Part 1 of the application which includes applicants' [professional history](#), proof of credentialing, proof of attendance at [continuing education](#), and [mastery of AIMVT's universal VTS advanced skills](#). Because application requirements change year to year, be sure you are referring to the correct application instructions for your planned application year.

Part 1 of the application must be submitted ***NO LATER THAN 11:59 pm PT March 15, 2026.***

It is imperative that applicants carefully read and fully understand these requirements. Submitted applications will be reviewed for completeness and adherence to these instructions. If any deficiencies are noted, the application will be denied.

TABLE OF CONTENTS

AIMVT APPLICATION PART 1 CHECKLIST	4
PROFESSIONAL HISTORY AND EMPLOYMENT	5
Time and Hours Requirement:.....	5
Documentation and Verification:	5
Contact Hours Requirement:	5
In-Person Practice Requirement During Application Year:.....	5
CREDENTIALING REQUIREMENTS BY COUNTRY/REGION:.....	6
UNITED STATES APPLICANTS:	6
CANADIAN APPLICANTS:.....	6
UNITED KINGDOM (England and Scotland) APPLICANTS:	6
IRISH APPLICANTS:	6
AUSTRALIAN APPLICANTS:.....	6
NEW ZEALAND APPLICANTS:	6
OTHER INTERNATIONAL APPLICANTS:.....	7
Experience hours calculation:	7
Maximum allowable hours per week and year	7
Step-by-step experience hours calculation process	7
Example of experience hours calculations:	8
CONTINUING EDUCATION	10
Evaluating CE Content.....	11
Acceptable CE Examples	11
Disqualified CE Categories	11
Examples of Accepted vs. Disqualified Topics	12
AIMVT UNIVERSAL ADVANCED SKILLS	13

AIMVT APPLICATION PART 1 CHECKLIST

- Completed [AIMVT Application Part 1 Application](#) including:
- A digital copy of the applicant's diploma if applicable (i.e., if the applicant graduated from an AVMA-accredited veterinary technology program)
 - Digital copies of the applicant's credential to practice as a veterinary technician for **every year** of [work](#) submitted as part of the application
 - Digital copies of certificates of attendance for [continuing education](#) classes submitted as part of the application
 - [Mastery of AIMVT's Universal advanced skills](#)
 - Advanced Knowledge sign-off
 - Waiver and Indemnity Agreement
 - Part 1 Application Payment (\$USD25)

PROFESSIONAL HISTORY AND EMPLOYMENT

To be eligible for certification as a VTS in Internal Medicine through AIMVT, applicants must meet the following minimum work experience criteria:

Time and Hours Requirement:

Applicants must have completed at least three years and a minimum of 6,000 hours of work as a credentialed veterinary technician (CrVT) in the field of veterinary Internal Medicine (IM). Hours worked in general veterinary practice, emergency, or surgery (e.g., soft tissue, orthopedic) will **NOT** count towards the requirement for AIMVT. All experience must be accrued within the five years immediately preceding the application deadline.

Documentation and Verification:

Applicants must complete the Professional History and Employment section of the Part 1 Application Form. If the Credentialing Committee has questions regarding reported hours, additional documentation—such as pay stubs or a letter from your employer(s)—may be requested.

AIMVT values the integrity of its applicants and has historically accepted reported hours on the honor system. We trust each applicant to uphold that standard.

Contact Hours Requirement:

Of the required 6,000 hours, at least 4,500 hours must be direct contact hours in your specialty area. These are defined as hours spent providing hands-on patient care within a veterinary practice setting. AIMVT recognizes that some specialty-specific tasks (e.g., client call-backs, remote consultations) may be performed from home, especially in the wake of the COVID-19 pandemic; therefore, remote work hours may count toward the total 6,000 hours, but **WILL NOT COUNT** toward the required 4,500 direct contact hours.

In-Person Practice Requirement During Application Year:

For the application year (October 1, 2025 – September 30, 2026), applicants must be actively working in-person within a veterinary practice. This ensures that candidates are able to collect appropriate cases and maintain direct patient contact necessary for the application process.

CREDENTIALING REQUIREMENTS BY COUNTRY/REGION:

To apply for AIMVT certification as a VTS in Internal Medicine through AIMVT, applicants must hold a valid credential in veterinary technology or nursing issued by a recognized regulatory authority in their country or region. Below are the current requirements by location:

UNITED STATES APPLICANTS:

Applicants must hold a credential as a veterinary technician (CVT/LVT/LVMT/RVT) issued by a veterinary regulatory authority of one of the fifty US states. Currently, AIMVT does not require that applicants be credentialed by the regulatory authority of the state in which they live and/or practice, though this may be a requirement in the future.

CANADIAN APPLICANTS:

Applicants must hold a credential issued by your provincial veterinary regulatory authority.

- [Alberta](#)
- [Atlantic Provinces](#)
- [British Columbia](#)
- [Manitoba](#)
- [Ontario](#)
- [Quebec](#)
- [Saskatchewan](#)

UNITED KINGDOM APPLICANTS:

Applicants must be enrolled in the [Royal College of Veterinary Surgeons' \(RCVS\) Veterinary Nurse register](#).

IRISH APPLICANTS:

Applicants must be registered with the [Veterinary Council of Ireland](#).

AUSTRALIAN APPLICANTS:

In Western Australia, applicants must contact the [Veterinary Surgeons' Board](#) to complete their registration.

In other Australian states, voluntary registration with the [Veterinary Nurses' Council of Australia](#) will meet this requirement.

NEW ZEALAND APPLICANTS:

Voluntary regulation and registration are in place in New Zealand for veterinary technicians and nurses working in clinical veterinary practice. You may join the register via the [Allied Veterinary Professional Regulatory Council of New Zealand](#).

OTHER INTERNATIONAL APPLICANTS:

If the applicant's country does not currently issue licenses or other registration for veterinary support team members, and the applicant has completed a college-level course in Veterinary Technology or Veterinary Nursing, AIMVT will require:

- Detailed program information, including a list of completed courses; AND
- Confirmation that the degree was issued by a government-approved institution that meets national educational standards for credentialing.

AIMVT reserves the right to require international applicants to enroll in and graduate from an AVMA-accredited distance education program in veterinary technology and subsequent passage of the United States' Veterinary Technician National Exam.

Experience hours calculation:

To ensure consistency and fairness in evaluating eligibility, AIMVT uses a standardized method to calculate qualifying work hours for VTS (Internal Medicine) applicants. Please review the following guidelines carefully:

Maximum allowable hours per week and year

AIMVT allows a **MAXIMUM** of 40 hours per week and 50 weeks per year toward your total experience hours. This accounts for standard work schedules and allows for vacation, holidays, and other time off.

Step-by-step experience hours calculation process

Application reviewers will use the following method to verify your reported experience hours:

1. Determine the total number of weeks worked
 - This is based on the start and end dates entered in the Part 1 application form.
2. Convert weeks to years
 - Total weeks are divided by 52 to determine the number of years worked.
3. Deduct time off per year
 - Reviewers will deduct two (2) weeks per full year of work to account for time off, yielding the adjusted number of weeks worked.
4. Calculate total veterinary IM hours
 - The adjusted number of weeks worked in internal medicine is multiplied by the reported percentage of time worked in IM per week. This includes specialty-specific hours.
 - This result must be equal to or greater than **6,000**.

5. Calculate specialty-specific hours

- The total IM hours are multiplied by the reported percentage of time worked in the applicant’s specific specialty.
- This result must be equal to or greater than **4,500**.

Example of experience hours calculations:

SAIM:

Practice Name	Practice type (surgery, GP, specialty IM, etc.)	Average # of hours worked per week	% of time in general IM	% of time in specialty	Start / end date
Anywhere Animal Specialty Hospital	Specialty (IM, oncology, neurology, cardiology)	42	100	100	3/16/2020 – 9/9/2022
Elsewhere Animal Hospital	General practice	44	60	60	9/19/2022 – 3/15/2025

Anywhere Animal SH:

- 129.6 weeks = 2.5 years
- Subtract 5 weeks to account for 50 wks/yr = 124.6 weeks
- 124.6 weeks x (40 hrs/wk) x (100%) = 4,984 hours in specialty and general IM

Elsewhere AH:

- 129.7 weeks = 2.5 years
- Subtract 5 weeks to account for 50 wks/yr = 124.7 weeks
- 124.5 weeks x (40 hrs/wk) x (60%) = 2,992.8 hours in specialty and general IM

TOTAL HOURS in general IM = 7,976.8

TOTAL HOURS in specialty = 7,976.8

Neurology:

Practice Name	Practice type (surgery, GP, specialty IM, etc.)	Average # of hours worked per week	% of time in general IM	% of time in specialty	Start / end date
Anywhere Animal Specialty Hospital	Specialty (IM, oncology, neurology, cardiology)	48	100	80	3/16/2020 – 10/6/2023
Better Specialty Hospital	Specialty (neurology, surgery)	44	100	80	10/23/2023 – 3/15/2025

Anywhere Animal SH:

- 185.6 weeks = 3.6 years
- Subtract 7 weeks to account for 50 wks/yr = 178.6 weeks
- 178.6 weeks x (40 hrs/wk) x (100%) = 7,144 hours in general IM
- 178.6 weeks x (40 hrs/wk) x (80%) = 5,715.2 hours in neurology

Better SH:

- 72.7 weeks = 1.4 years
- Subtract 2.8 weeks to account for 50 wks/yr = 69.9 weeks
- 69.9 weeks x (40 hrs/wk) x (100%) = 2,796 hours in general IM
- 69.9 weeks x (40 hrs/wk) x (80%) = 2,236.8 hours in neurology

TOTAL HOURS in general IM = 9,940

TOTAL HOURS in specialty = 7,952

CONTINUING EDUCATION

To qualify for AIMVT certification as a VTS in Internal Medicine, applicants must demonstrate a commitment to ongoing professional development through targeted continuing education. CE must meet RACE (Registry of Approved Continuing Education) certification requirements or its equivalent (as determined by the AIMVT Credentialing Committee), in addition to the criteria listed above. Please visit [The AAVSB](#) for more information on RACE certification. AIMVT considers CE that is accepted by state or country licensing authorities to be equivalent to RACE certification.

Applicants must complete **a minimum of 40 hours of continuing education (CE)** within the five years immediately preceding the application date. CE must be **focused on veterinary internal medicine**, with content relevant to both general IM and the applicant's **specific specialty area**.

- All specialties of AIMVT include:
 - Advanced knowledge of wellness and preventative medicine;
 - Detailed knowledge of complex, acute and chronic disease states;
 - Thorough knowledge of the anatomy, pathology, and pathophysiology of animals.

- Small Animal Internal Medicine (SAIM): The specialty branch of veterinary medicine concerned with non-surgical diseases in small animals.

- Large Animal Internal Medicine (LAIM): The specialty branch of veterinary medicine concerned with the study, care, and treatment of medical and surgical diseases in large animals.

- Cardiology: The specialty branch of veterinary medicine concerned with the study of the structure, function, and disorders of the heart and circulatory system in both health and disease.

- Neurology: The specialty branch of veterinary medicine concerned with:
 - The study, care, and treatment of medical and surgical diseases of the nervous system, including the central, peripheral, and autonomic systems.
 - The study, care, and treatment of medical and surgical neuromuscular disorders and diseases.

- Oncology: The specialty branch of veterinary medicine concerned with the study of the physical, chemical, and biological properties of cancer and tumors, including the origin, development, diagnosis, treatment, and prevention of malignant neoplasms.

A minimum of 70% (28 hours) of the required CE must be in the applicant's specific specialty. Up to 30% (12 hours) of CE may cover general internal medicine topics. Over-submission of CE hours is strongly encouraged to account for potential disqualification of any CE deemed irrelevant or unacceptable by the application reviewers and the Credentialing Committee.

Evaluating CE Content

- Review the credentials of the speaker/presenter – look for Diplomates in Internal Medicine, or VTS members of AIMVT as presenters.
- Assess the actual content of the CE and ensure the topic is clear to the reviewer. If a “clever” title was used, please include a subtitle specifying the subject on the application form.
- Review the advanced knowledge list to ensure that the CE is specialty-specific:
 - [Cardiology advanced knowledge list](#)
 - [Large animal IM advanced knowledge list](#)
 - [Neurology advanced knowledge list](#)
 - [Oncology advanced knowledge list](#)
 - [Small animal IM advanced knowledge list](#)

Acceptable CE Examples

- RECOVER CPR certification may be included as general IM CE.
- Online CE is acceptable if presented by a VTS or Diplomate and meets all listed criteria.
 - DVC MRCVS is **NOT** equivalent to a Diplomate of a recognized specialty veterinary College (e.g., ACVIM or ECVIM).
- CE presented by Diplomates or VTS members of other specialty Academies may be accepted if the topic is directly relevant to veterinary IM or the applicant's specialty, specifically.
 - Example: A CE on anesthesia for brain tumor removal may qualify as neurology or oncology-specific CE
- A note for Oncology applicants: CE regarding end-of-life, patient quality of life, and hospice/palliative care is acceptable as part of the 30% general veterinary IM requirement.

Disqualified CE Categories

- Fear Free certification
- Management, wellness, or personal development.
- CE attended prior to the credentialing as a veterinary technician
- The applicant's own lectures or presentations.
- Topics that are pertinent to other specialty Academies.

A detailed listing of individual lectures attended is required, along with proof of attendance for each CE lecture or conference submitted for credit. Scanned copies of attendance certificates must be uploaded to the Part 1 application form. Further verification of CE attendance such as receipts or proceedings may be required.

Examples of Accepted vs. Disqualified Topics

Understanding what qualifies as general internal medicine CE, specialty-specific CE, or non-IM CE is essential for a successful AIMVT application. Misclassification is most common among Small Animal Internal Medicine (SAIM) applicants, but can occur across all specialties. Here are some examples:

- Trauma, shock, toxicology: these are ECC topics and not veterinary IM topics. CE submitted in these topics would be disqualified.
- Anesthesia: anesthesia CE specifically for IM procedures (e.g., endoscopy, neurosurgery, large animal procedures, cath lab procedures, etc.) would be accepted. Anesthesia for emergencies, orthopedics, or soft tissue procedures would be disqualified.
- Exotics CE: may be accepted if specialty-specific. For example, if the CE is focused on the cardiac anatomy of birds, it would be considered cardiology specific. If the CE is focused on chemotherapy for exotic species, it would be considered oncology specific. Exotic species are NOT included in LAIM or SAIM.
- Vaccines: this is considered a general practice topic, not veterinary IM. However, immunology would be considered general veterinary IM CE.

AIMVT UNIVERSAL ADVANCED SKILLS

All candidates seeking certification as a VTS in Internal Medicine must provide documentary evidence of advanced clinical competence in their specialty. This is demonstrated through **MASTERY** of the Academy's advanced skills, as outlined in the specialty-specific skills lists.

"Mastery" is defined as the ability to perform the skill with a high degree of success in different species and patients, with different disease conditions, and with minimal to no coaching or supervision.

Mastery reflects not just repetition, but consistency, confidence, and clinical judgment. The skills lists are **NOT** a checklist. These are *not* skills an applicant performs once in order to get someone to "sign them off". The Academy's lists are *not* training lists; they represent the culmination of the applicant's career as a credentialed Veterinary Technician.

Any skill that is signed off and attested to as **MASTERED** signifies that an applicant has performed the skill *over and over and over again* - **not** once or twice - and that the applicant can consistently and successfully perform the skill in many different patients and many different disease presentations. Another way to consider mastery is that **THE APPLICANT** is the go-to person in your practice to teach the skill to others.

We rely on **YOUR** integrity, and the integrity of the people signing off on your skills (your attestants), to ensure that you have **TRULY MASTERED** any advanced skill that is attested to. We are counting on **YOU** to maintain the high standards and excellent reputation of our Academy. Every signature is a reflection of our shared commitment to excellence, honesty, and the reputation of AIMVT.

A **MINIMUM** of 90% of the Universal Advanced Skills must be mastered for part 1 of the AIMVT application. Mastery is attested to by someone who has also mastered this skill and will affirm your mastery with their signature. The credentials required for the attestant depend on how much time the applicant spends working in their specialty:

- Option 1: if the applicant works 75% or more in their specialty, **any** DVM, Diplomate, or a VTS member of AIMVT, AVTAA, AVST, AVTCP, AVECCTN, or ALAVTN may attest to their mastery of the Advanced Skill.
- Option 2: If the applicant works 55 – 74% of their time in their specialty, only a Diplomate or VTS in their specialty may sign off on their mastery of the Advanced Skill.

Applicants are required to cite a **MINIMUM** of 50% of their mastered AIMVT Universal Advanced Skills within the case census submitted with the part 2 application.

The Universal Advanced Skills submission form can be found by clicking [HERE](#).