

# **AIMVT APPLICATION PART 1 INSTRUCTIONS**



## **2024 APPLICATION YEAR FOR EXAMINATION IN 2025**



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 August 2022 demonstrated an overall application acceptance rate of 35%, averaged over the 2016-2021 application period.

AIMVT understands that the VTS application process can be a daunting task. The most successful applicants surround themselves with a supportive team of individuals. One member of your team should be an AIMVT mentor; we believe that the help of an Academy mentor can be very beneficial for applicants. If you would like to be paired with a mentor, please visit the [Mentorship](#) page. In addition, we have [application tips](#) from past applicants 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](#)

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Part 1 of the application must be submitted **NO LATER THAN 11:59 pm PT March 15, 2024**.

***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

<b>AIMVT APPLICATION PART 1 CHECKLIST .....</b>	<b>4</b>
<b>PROFESSIONAL HISTORY AND EMPLOYMENT .....</b>	<b>5</b>
<b>CREDENTIALING REQUIREMENTS BY COUNTRY/REGION: .....</b>	<b>6</b>
UNITED STATES APPLICANTS: .....	6
CANADIAN APPLICANTS:.....	6
BRITISH APPLICANTS:.....	6
IRISH APPLICANTS:.....	6
AUSTRALIAN APPLICANTS:.....	6
NEW ZEALAND APPLICANTS: .....	6
OTHER INTERNATIONAL APPLICANTS:.....	7
<b>Experience hours calculation method: .....</b>	<b>7</b>
An example of an experience hours calculation: .....	8
<b>CONTINUING EDUCATION .....</b>	<b>9</b>
<b>AIMVT UNIVERSAL ADVANCED SKILLS .....</b>	<b>11</b>

## 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](#)
  - Knowledge sign-off
  - Waiver and Indemnity Agreement
  - Part 1 Application Payment (\$USD25)

## PROFESSIONAL HISTORY AND EMPLOYMENT

The minimum work experience required to apply for certification as a VTS in Internal Medicine is at least three years **AND** 6,000 hours as a **credentialed** veterinary technician (CrVT) in the field of Internal Medicine. This experience must be completed within the five years immediately prior to application.

In addition to the completion of the Professional History and Employment section of the Part 1 Application Form, further verification of work hours may be required in the form of pay stubs or a letter from your employer(s) if the Credentialing Committee has any questions in regards to the hours reported. AIMVT firmly believes in the integrity of our applicants and has been comfortable accepting reported work hours on the honor system. Do not prove us wrong!

Of the 6,000 hours (**minimum**) of work as a credentialed veterinary technician in the field of veterinary internal medicine required to qualify for application, the applicant must have a **minimum of 4,500 CONTACT hours in their specific specialty area**. We recognize that, since the COVID pandemic, some applicants may be working at home for some portion of their time, perhaps doing call-backs or other specialty-specific work. These hours **will** count towards the total minimum required hours (6,000) working in IM as a CrVT but **will NOT** count towards the specialty-specific required hours (4,500). Those 4,500 (minimum) hours must be **CONTACT** hours, meaning the applicant is in direct contact with patients in the veterinary practice.

For the application year (October 1 - September 30), applicants must be **IN THE PRACTICE IN PERSON** in order to work on and collect the appropriate cases needed to apply.

## CREDENTIALING REQUIREMENTS BY COUNTRY/REGION:

### UNITED STATES APPLICANTS:

You 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, it is not required 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:

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

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

### BRITISH APPLICANTS:

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

### IRISH APPLICANTS:

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

### AUSTRALIAN APPLICANTS:

In Western Australia, contact the [Veterinary Surgeons' Board](#) to complete your 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 your country does not currently issue licenses or other registration for veterinary support team members, and you have completed a college-level course in Veterinary Technology or Veterinary Nursing, you may qualify for the Veterinary Technician National Examination (VTNE). The American Association of Veterinary State Boards (AAVSB) is the organization that administers the VTNE and determines if graduates are qualified to take the examination via the [Program for Assessment of Veterinary Education Equivalence \(PAVE\)](#). PAVE for Veterinary Technicians defines an "international veterinary technician/nurse graduate" as a veterinary technician/nurse whose degree was conferred outside of the United States and Canada by a recognized post-secondary, professional school of veterinary technology/nursing or equivalent program. A "recognized" school is one that is officially approved by, and meets the educational requirements for credentialing per, the government of its country.

International applicants may qualify to sit for the VTNE via the PAVE program. After successful passage of the VTNE, they may apply for their credential in one of the states or regions that accepts PAVE reciprocity. Once the credential is issued, applicants may begin accruing both work experience and continuing education credits in order to qualify for their AIMVT application.

#### Experience hours calculation method:

For purposes of the application, AIMVT allows a **MAXIMUM** of 40 hours per week and 50 weeks per year to count towards work hours.

First, application reviewers calculate the total number of weeks worked using the start and end dates entered in the Part 1 application form. Then, the reviewer divides the number of weeks by 52 to determine the number of years worked. Next, the reviewer will deduct two (2) weeks per full year of work to ascertain the total number of weeks worked. Then, the reviewer will multiply the number of weeks worked in internal medicine (general or specialty-specific) by 40 hours per week. This must be equal to or greater than **6,000**. Finally, they will multiply the total hours worked by the percentage of time the applicant reports working in their specific specialty. This must be equal to or greater than **4,500**.

An example of an experience hours calculation:

<b>Practice Name</b>	<b>Practice type (surgery, GP, specialty IM, etc.)</b>	<b>Average # of hours worked per week</b>	<b>% of time in specialty</b>	<b>Start / end date</b>
Anywhere Animal Specialty Hospital	Specialty SA IM	42	100	June 2020 to present
Elsewhere Animal Hospital	General	44	60	Feb 2019 to June 2020

Anywhere Animal SH:

- 197 weeks = 3.8 years
- Subtract 7.6 weeks to account for 50 wks/yr = 189.4 weeks
- $189.4 \text{ weeks} \times (40 \text{ hrs/wk}) \times (100\%) = 7,576 \text{ hours in specialty}$

Elsewhere AH:

- 69.2 weeks = 1.3 years
- Subtract 2.6 weeks to account for 50 wks/yr = 66.6 weeks
- $66.6 \text{ weeks} \times (40 \text{ hrs/wk}) \times (60\%) = 1,598 \text{ hours in specialty}$

TOTAL HOURS in specialty = 9,174



## CONTINUING EDUCATION

The applicant must have a minimum of 40 hours of continuing education (CE) taken or attended within five years of the application date. Over-submission of hours is encouraged in cases of disqualification of any CE submitted deemed as unacceptable or not relevant by the Credentialing Committee.

The content of qualifying CE must meet the definition of Internal Medicine and the applicant's specialty:

- 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% of the required CE hours must be in the applicant's specialty (minimum of 28 CE hours). Up to 30% of the CE hours may be in general internal medicine topics. To determine if the CE is internal medicine, it is often useful to check the credentials of the speaker – look for Diplomates in Internal Medicine, or VTS members of AIMVT as presenters. Be sure to evaluate the content of the CE to evaluate and confirm that it is an internal medicine topic, particularly when looking for specialty-specific CE.

RECOVER CPR certification may be included as general IM CE. Fear Free certification is **NOT** acceptable as either general IM CE nor specialty-specific CE. Management and wellness topics will also be **DISQUALIFIED**. CE attended prior to the applicant's receipt of their credential as a veterinary technician will be **DISQUALIFIED**. Additionally, the applicant may **NOT** submit their own lectures or presentations for CE credit.

All CE must be completed within the five years immediately preceding the application submission deadline. 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.

A detailed listing of individual lectures attended is required, along with proof of attendance of each CE lecture or conference submitted for credit. Scanned copies of attendance certificates must be uploaded as part of the Part 1 application requirements. Further verification of CE attendance such as receipts or proceedings may be required. Online CE is acceptable, as long as it is presented by a VTS or Diplomate and meets the other above-listed criteria.

## AIMVT UNIVERSAL ADVANCED SKILLS

All candidates seeking specialization as a VTS in Internal Medicine must provide documentary evidence of advanced competence in their specialty through clinical experience, as demonstrated by mastery of advanced skills. Many applicants have questions about what **MASTERY** means, especially in regards to the attestation of their mastery of the Academy's advanced skills.

**"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.**

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.

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.

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, or AVECCTN 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 Logs submitted with the part 2 application.

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