



## Academy of Internal Medicine for Veterinary Technicians

### Applicant Instructions For

#### CONFIDENTIAL LETTER OF RECOMMENDATION

*Two letters of recommendation from a VTS (Internal Medicine), or a Diplomate of the American College of Veterinary Internal Medicine.*

- Until there are sufficient numbers of the aforementioned, letters of recommendation will be accepted from the following: VTS members of AVTAA, AVTCP, or AVECCT; Diplomates in Anesthesia/Analgesia (DACVAA), Emergency & Critical Care (DACVECC), Surgery (DACVS), Clinical Practice (DABVP), or Radiation Oncology (DACVR-O).*
- If neither Diplomate nor VTS is available, the Academy will accept one of the two required letters of recommendation from a licensed DVM with a letter from them stating that no Diplomate or VTS is easily available for the candidate to utilize. (AIMVT Bylaws: Article 3, Section 4f)*

1. Print the [Confidential Letter of Recommendation form](#).
2. Fill in your Name and Address at the top.
3. Give the form to your selected reference, as indicated in the bylaws above.
4. Remind the reference that they are to send the form directly to AIMVT either via US mail to the address indicated, or via email to [LettersOfRecommendation@AIMVT.com](mailto:LettersOfRecommendation@AIMVT.com) when it is complete.
5. Remind the reference that the due date for their letter of recommendation is September 1 of the application year.
6. You will receive notice when a letter of recommendation is received by the AIMVT Credentialing Committee.
7. You will receive notice after September 1<sup>st</sup> if the AIMVT Credentialing Committee has **NOT** received both of your letters of recommendation.
8. The deadline for final submission of all application materials, including the letters of recommendation, is 11:59 p.m. PT on September 30<sup>th</sup> of the application year.
9. No late applications or late recommendation letters will be accepted.