



**Policies and Procedures for NAVTA
Recognition of Veterinary Technician Specialties**
Revised November 2012

On February 21, 1994, the Executive Board of the National Association of Veterinary Technicians in America formed the Committee on Veterinary Technician Specialties (CVTS) and adopted the following policies and procedures for recognition of a veterinary technician specialty.

Mission, Vision and Values: Strengthen and expand the operations of the specialty academies in order to:

- Provide resources to Veterinary Technicians with VTS status to assist in promotion of their specialty
- Include representation of the veterinary technician specialties to the Committee on Veterinary Technician Specialties
- Provide networking and support to organizations/individuals trying to start a veterinary technician specialty academy
- Promote veterinary technician specialization to the veterinary community and the public as a whole

**Section I
Purposes of the Committee**

The purposes and duties of CVTS are to:

- a. Establish and evaluate criteria for determining whether a proposed specialty fills a recognizable need and represents a distinct area of specialization in veterinary technology.
- b. Obtain information and opinion from the profession and allied partners concerning recognition of the proposed specialty.
- c. Furnish advice and assistance to those groups submitting petitions for establishment and recognition of specialty organization.
- d. Review petitions to assure that essential requirements established by the CVTS are fulfilled.
- e. Make appropriate recommendations to the NAVTA Executive Board concerning granting of NAVTA recognition.
- f. Receive and review reports from all recognized specialty groups who have received provisional and full recognition as a specialty academy. Receive and review annual reports from provisionally recognized specialty groups each year.
- g. Determine through annual reports and biennial reviews that the procedures for credentialing and examination are administered fairly by the specialty group.

Section II Committee Make-up

Membership and voting privileges on the CVTS will be limited to:

- a. Chairperson- NAVTA President appointed NAVTA member. Chairperson serves for a two year term and may be reappointed twice.
- b. Current President-Elect of NAVTA
- c. Three veterinary technicians, who are NAVTA members, appointed by the NAVTA Executive Board. Each member will be appointed for a two year term and may be reappointed twice.
- d. Immediate Past President of NAVTA
- e. One non-voting member from each of the recognized specialty academies**note- expenses will be the responsibility of the individual academy**

Section III How a Specialty Group Becomes Recognized

These procedures must be followed for obtaining recognition by NAVTA as a veterinary technician specialty academy:

- a. An established veterinary technician specialty society or association, seeking NAVTA recognition as a Veterinary Technician Specialty Academy must:
 1. Form an organizing committee which would be responsible for the development of the Academy.
 2. Appoint a member of the organizing committee to act as the liaison to the NAVTA CVTS.
 3. Submit a letter of intent to the NAVTA office which identifies committee members and appointed liaison. If the organizing committee fails to submit a petition within 12 months from the time that their letter of intent was received by NAVTA CVTS, then the organizing committee must send an updated letter stating their continued intentions.
- b. The organizing committee is responsible for developing the specialty academy. This includes completing the petitioning process to CVTS as outlined in this document and all other work necessary to begin credentialing specialists in the designated area.
- c. The members of the organizing committee must:
 1. Be NAVTA members.
 2. Be veterinary technicians who have graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program AND/OR are credentialed as veterinary technicians in the United States or Canada.

3. Be recognized as exceptionally qualified specialists in their field with a minimum of seven years of experience of the past 10 years in the specialty with no less than 75% of time spent being devoted to the specialty.
Exceptionally qualified specialists are defined as individuals who produce scholarly work within the specialty area. Examples of scholarly work must include a combination of teaching, lecturing, peer reviewed work, research, or consulting.
 4. Only be added or replaced under extenuating circumstances once the petitioning process has begun.
- d. Curriculum vitae or detailed resume with work experience forms must be submitted for all members of the organizing committee, with all forms following the same standard format.
 - e. A formal petition must be submitted. (A template and guidelines for the petition must be obtained from NAVTA and/or the CVTS Chairperson). One professionally bound, paginated copy of the entire petition must be submitted to the NAVTA office along with one complete electronic copy. The application fee must accompany the petition to NAVTA.
 - f. All petitions submitted will be reviewed by CVTS and recommendations made to the Executive Board. Petitions for specialty academy recognition must be submitted by April 1 to the NAVTA office. Petitions not received by April 1st will not be considered until the following year.
 - g. Initial recognition of the specialty academy will be termed provisional recognition. Provisional recognition will not exceed a period of 10 years.
 - h. After a minimum of ten years of provisional recognition, the provisional academy can be considered for full recognition.

Section IV

Criteria for Full Recognition

The specialty academy may remain on provisional recognition until achieving full recognition or for a period not to exceed 10 years. A petition may be submitted to the CVTS requesting full recognition by January 15th of the year of the request. Full recognition will be granted providing the following criteria are met:

- a. That the organization is fully functional and fulfilling its stated objectives.
- b. That annual reports have consistently been filed and accepted on time by CVTS. (One email reminder to group is deemed acceptable)
- c. That the Academy continues to have strong development and growth as an organization.
- d. That the specialty has administered their specialty examination for a minimum of 5 years.
- e. That the Academy continues to provide evidence of ongoing review of their credentialing examination to reflect evolving technology and industry standards.
- f. That CVTS has no other material concerns or recommendations pending.

Section V
Content of Petition

Contents of the petition for a new specialty organization must contain all of the following:

- a. Requirements through education, training, and experience to qualify an individual for specialty examination.
- b. Document that the candidates of the specialty academy organization will meet the following criteria:
 1. Be credentialed veterinary technicians
 2. Meet the education, training, and experience requirements established by the specialty Academy
 3. Candidates seeking specialty credentialing must be current members in good standing of the National Association of Veterinary Technicians in America (NAVTA)
- c. Provide detailed criteria of all of the following:
 1. Established education requirements
 2. Established experience requirements
 3. Detail the unique skills and knowledge specific to this specialty
 4. Acceptable passing scores on comprehensive examinations administered by the specialty organization
- d. Provide detailed plans for assuring that members can obtain required continuing education.
- e. Evidence that the examination validates the specialty's standards including details of how this is achieved.
- f. Plan for promptly notifying candidates concerning any deficiencies in credentials or examination.
- g. A formal appeal process for candidates in case of adverse decision.
- h. Identify all Executive Board members and organizing committee members as outlined above in Section III c.
- i. The group must be legally incorporated as a not-for-profit educational organization within a state, province, or the District of Columbia; and provide legal documentation to this effect.
- j. Documentation of support by an existing veterinary specialty academy. The role the supporting veterinary specialty group will play should be outlined.
- k. Justification that the organization plays a role in fulfilling a recognizable need.
- l. A copy of the specialty organization's constitution and bylaws.

Section VI
Title Designation

- a. Veterinary technicians who have met all requirements as stipulated by a recognized Academy shall be known as Veterinary Technician Specialists, VTS, with the specialty designated thereafter.

Section VII

Reporting Requirements:

- a. Provisional and Full Recognition:
 1. Annual Reports: specialty academies are required to make an annual report to the CVTS. Required reporting format can be found on the NAVTA website at www.navta.net. The annual report is due to the CVTS chair and NAVTA office by January 15 of the following year.
 2. All specialty academies must notify CVTS of any changes to the Executive Board or CVTA - NAVTA liaison within 30 days of the change.

Section VIII

Withdrawal of Recognition

CVTS may recommend withdrawal of recognition of the specialty organization to the NAVTA Executive Board.

Causes for withdrawal of recognition or change of status may be but are not limited to, the following:

- Failure to meet the criteria for specialty organizations.
- Actions by a specialty organization that violate veterinary technician code of ethics (www.navta.net).
- Failure to submit required reports by established deadlines.
- Failure to achieve full recognition within 10 years of initial provisional recognition.

Section IX

Appeal Rights

- a. If an applicant group is denied provisional status, if a provisional group is denied full recognition, or if a group is the subject of revocation of full or provisional status, the group shall have the right to appeal the decision of the Committee to the Executive Board of NAVTA pursuant to the procedures mentioned below.
 1. The appellant group must submit written notice to the Chairperson of the CVTS within 21 calendar days of the date of delivery of the notice of the decision. The appellant group must submit its grounds of appeal and basis for a new decision to the Chairperson of the CVTS within 30 days after delivering the notice of appeal. The Chairperson has the duty to promptly notify all members of the NAVTA Executive Board of any notice of appeal and any subsequent statement of grounds.
 2. Within 30 days after the appellant group submits its grounds of appeal, the CVTS shall provide the Executive Board with the justification for its initial decision, or, if CVTS agrees with the appellant, then it will notify the Executive Board that it is changing its decision.
 3. If there is no agreement between the CVTS and the appellant group, then the Executive Board shall review the submissions and reach a decision. The Executive Board may hold a hearing at a time and place convenient for the Executive Board, but it is not required to hold a hearing.
 4. The decision of the Executive Board is the final decision of NAVTA, and there are no further appeal rights.
- b. The time limits set forth in this section may be changed in a particular case upon the mutual agreement of the parties.

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