



CVA Program Handbook

Missouri Veterinary Medical Association



MVMA CVA Program - Our Purpose

The Certified Veterinary Assistant program is designed to educate and train employees, recognize achievements, and build a stronger veterinary support workforce. The MVMA vision is to assist our members in training, employing, and retaining qualified and productive employees. MVMA is dedicated to helping CVA's succeed in their education and at their workplace. We believe that students learn best through hands on experience and this program was specifically structured to promote job-related education.

It is our vision to see this program expand and reach all areas of Missouri. We want to help our members build and maintain successful veterinary practices and through the CVA program we can help expand the knowledge, competency, and integrity of individuals in those practices.

CVAs and RVTs

Registered Veterinary Technicians (RVTs) are vital members of the veterinary clinic team and hold important roles in the clinic. CVAs do not eliminate the need for RVTs. As licensed veterinarians should supervise and be assisted by RVTs, we believe it is appropriate and highly effective for RVTs to supervise many activities of the CVA.

The teamwork of CVAs and RVTs working together can provide a valuable and highly productive partnership resulting in a unified animal health-care team.

CVA Certification Benefits

Certificate: A professional certificate is awarded to all successful applicants for CVA certification. This personalized certificate designates the individual's name, date, and level of certification achieved.

Recognition: The individual's knowledge and skills are formally recognized and communicated to clients and peers.

Uniform Training: The practice owner can use the CVA program as an entry level, or ongoing training program to standardize the training and level of competence among all veterinary assistants.

Patch and Pin: Newly certified CVAs receive an iron-on patch and lapel pin signifying their Certified Veterinary Assistant designation.

Title: As a Certified Veterinary Assistant, using the CVA designation after your name is encouraged.

Verification of Certification: The MVMA maintains a permanent registry of all CVA's who have completed and maintained their certification status. We will respond to all employer inquiries to verify an individual's certification and active status.

Promotion of Certification as an Employer Benefit: The MVMA will continually promote to member veterinarians the value of employing CVAs. We believe the MVMA CVA program certificate will become the standard entry level employment credential across Missouri for veterinary clinic positions.

Portability of Employee Qualifications: Achieving CVA status, at any level, will greatly enhance employment chances at a new veterinary clinic. Veterinarians across the state recognize and appreciate the skills and abilities represented by each level of certification. CVA's are also a great asset to Registered Veterinary Technicians and are capable of assisting them in a variety of situations.

Discounts on Continuing Education: Individuals who hold current CVA certification and are employed by an MVMA member, will be allowed to register for continuing education at any MVMA-sponsored seminar or conference at member rates.

MVMA Quarterly: Individuals that maintain active CVA certification and provide an email address will receive the online MVMA Quarterly magazine and periodic updates from the MVMA.

Training and Certification Process

The online program and testing for each level is conducted by Animal Care Technologies (ACT). ACT will notify the MVMA when the online curriculum has been completed, testing has been passed, and a supervisor (DVM or RVT) has validated the skills. Upon passing the final test of the designated CVA level, a CVA PPE (Pending Practice Experience) status will be achieved. Once the required amount of experience hours have been met, the CVA Experience Verification Form (found at the back of this handbook) needs to be submitted to the MVMA and the supervisor (DVM or RVT) must confirm on the ACT online program that work experience has been completed. The active involvement of a supervisor is necessary for proctoring and verifying skills throughout the student's learning as they progress through the program.

The ACT program is offered online and consists of units that the student must work through before taking the final test. Each unit involves a varying amount of sections on different topics, ranging from animal restraint, to surgical instruments, and more. At the end of each unit, there are certain skill validations that the student's supervisor must check off before proceeding. Also at the end of each unit is a short test that has questions pertaining to that specific unit. Once all units have been completed, then the student may take the final test. The student's supervisor must proctor the final test and a minimum score of 70% is required to pass. Re-testing at an additional charge is available.

Upon notification from ACT, verification of work experience required, and verification the candidate is 16 years or older, the MVMA issues the initial certification.

CVA Levels

The CVA program has three certification levels: Level I, Level II, and Level III. These levels are to be achieved in sequential order, build upon the previous level, and have work experience requirements as listed below. Each test is taken through the ACT CVA program. A minimum score of 70% on each test is required to pass.

Level I: **500 hours**

Must meet the minimum experience hours, complete the Level I online program, and pass the Level I test.

Level II: **1000 hours** (CVA Level I hours do not roll over into Level II required hours)

Must be a CVA I, meet the minimum experience hours, complete the Level II online program, and pass the Level II test.

Level III: **No additional hours required.**

Must be a CVA II, complete the Level III online program and pass the Level III test.

CVA PPE Certification

The MVMA recognizes each student as a CVA-PPE after completing the ACT CVA online program. Each individual must submit the CVA Experience Verification Form (found at the back of this handbook) to the MVMA once the required amount of hours has been met.

CVA experience hours must be completed within the first year of becoming a CVA PPE. Your hours can be gained through volunteering or employment at a clinic. If hours are not completed within those first 12 months, your status will become inactive. However, if you become employed by a veterinarian before the end of those 12 months, the experience hours can be used to earn CVA I status even if you will extend past those first 12 months to reach the required amount of experience hours.

MVMA member veterinarians will only need to fill out the Experience Verification Form before mailing it to the MVMA. Non-member veterinarians will need to have the form notarized before mailing it to the MVMA to ensure the program's integrity.

Once the required hours have been fulfilled and you have submitted the CVA PPE form to the MVMA, you have then earned CVA I status. Annual renewal in June each year and two hours of C.E. will be required to maintain an active status.

High School and Community College Programs

School-based veterinary programs can incorporate all aspects of the CVA program in a classroom setting. The MVMA recognizes that high schools and community colleges can provide a well designed and highly organized course taught in conjunction with qualified professional educators. Contact your high school or community college to see

if the CVA program is currently being offered or if it could be part of your school's curriculum.

Students that take the CVA program through a school may be eligible to count a maximum of 200 hours toward their required experience hours. The veterinarian associated with the school can submit the Experience Verification Form if they deem that the hours involve animal contact, clinic exposure, or activity equivalent to this level of practical experience. The remaining 300 hours can be fulfilled through volunteering or employment at an animal clinic where a veterinarian is involved. The CVA Experience Verification Form must be sent to the MVMA once the remaining hours are complete.

Students receive CVA I status once all hours have been completed and the Experience Verification Form has been submitted to the MVMA.

Continuing Education

CVA's are required to achieve two hours of approved continuing education each renewal year. For C.E. opportunities, visit the Practice Staff page on the MVMA website at www.movma.org. It is not required to submit CE hours to the MVMA, but it is the CVA's responsibility to document and track their own hours by completing the CE Records Form (found at the back of this handbook) and keeping it in their personal file. CVA's may be subject to a possible audit by the program and documentation of CE hours is required. Failure to provide documentation will result in an inactive status.

The MVMA is providing webinars that can count towards the CE requirement. These webinars can be found on the MVMA website.

Annual Renewal Requirements

CVA I, II, and III renewal is required annually in June and has a renewal fee of \$35. If your initial certification is less than 12 months from June, renewal will not be due until the following June. Renewal forms are sent out in May and it is the CVA's responsibility to mail the renewal form and the \$35 renewal fee to the MVMA by **June 30**. Failure to submit renewal will result in an inactive status.

Inactive Status

If you have an inactive status and want to become an active CVA again, you will be required to re-test for certification. Contact the MVMA to re-activate CVA status.

The MVMA reserves the right to change any aspect of the CVA program at any time.



Continuing Education Records MVMA CVA I, II, III

****Keep this form to document your C.E. hours****
For your own records

C.E. Activity	Credit Hours
Total Hours =	

Continuing Education

MVMA CVAs are required to achieve 2 credit hours within the 12-month period June through May. It is the CVA's responsibility to keep track of their C.E. activities.

Approved C.E. includes Animal Care Technology veterinary related courses, MVMA or Missouri Veterinary Medical Board approved courses, Missouri Veterinary Technician Association approved courses, RACE approved courses, MVMA webinars, or other learning experiences as approved by the MVMA Veterinary Technician and Practice Staff Committee.

****IF you have been audited, please fill out the remaining information and mail the **entire** form to****

**MVMA, 2500 Country Club Drive
Jefferson City, MO 65109-1190**

CVA NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS (required): _____

CVA Signature

Date



MVMA CVA-PPE Experience Verification Form

****Submit this form only if you have completed the required amount of hours****
This form is to remove the PPE (Pending Practice Experience) status.

CVA Experience Requirement

Level I: 500 hours

Must meet the minimum experience hours, complete the Level I online program, and pass the Level I test.

Level II: 1000 hours

Must be a CVA I, meet the minimum experience hours, complete the Level II online program, and pass the Level II test.

Level III: No additional hours required.

Must be a CVA II, complete the Level III online program and pass the Level III test.

High School and Community College Programs

If the CVA program has been taken through a participating high school or community college, a maximum of 200 hours can count towards the overall experience hours needed. The veterinarian associated with the school must approve the amount of hours acceptable, up to 200, and submit this form. Once the remaining hours have been completed, this form must be submitted again with approval from the current supervising veterinarian.

CVA Name: _____ Email Address (required) : _____

Address: _____

City: _____ State: _____ Zip: _____

_____ CVA Signature

_____ Date

Veterinarian Name: _____	MVMA Member? Yes or No (If no, this form must be notarized)
--------------------------	---

I hereby verify that (CVA-PPE name) _____ has gained experience under my supervision in the amount of _____ hours within the past year, and I would be willing and able to provide documentation of these hours of experience if requested by the MVMA.

****MVMA members do not need to get this form notarized. Please fill out the gray box, sign and date below****

Signature of Veterinarian: _____	Date: _____
----------------------------------	-------------

NOTARY PUBLIC EMBOSSEUR OR BLACK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	
USE RUBBER STAMP IN CLEAR AREA BELOW.		

MO 375-0264 (5-07)

Mail completed form to: **MVMA, 2500 Country Club Drive, Jefferson City, MO 65109-1190**

