

Committee of Veterinary Technician Specialties:
Letter of Intent Submittal Form



The CVTS will use this form **and** Letter of Intent to determine if the organizing committee and proposed Academy qualifies to form a newly recognized Veterinary Technician Specialty Organization (VTSO), or a newly recognized Veterinary Technician Subspecialty (VTSS) within a currently existing VTSO. After reviewing, the CVTS may reply with recommendations for new VTSO and VTSS, or may deny the group's submission in its entirety. There is no appeal to the decision of the CVTS but feedback will be provided to improve/resolve concerns.

The cover letter for the intent form should include as much supporting information as possible. This may include, amongst other things, the following items.

- Mission statement
- Explanation for need of the Academy
- Plans for how to grow the Academy
- Proposed financial budget/plans
- Plans for management structure
- How their Academy is unique from the current groups
- What methods have been used to determine if a sufficient number of qualified and interested technicians exist to form a new recognized VTSO or VTSS?

Any additional questions? Please contact the Chair of CVTS at NAVTA CVTS@gmail.com

- This form is to demonstrate the intent to establish either (choose one):
 - A proposed new veterinary technician/nurse specialty
 - A subspecialty for an already recognized veterinary technician/nurse Academy
- Please list the planned name for the proposed Academy or subspecialty:

- Is the proposed Academy currently supported by an Allied Association, Special Interest Group, or Specialty Society within the same specialty? If so, please list the name of the organization and when they were established.

- Does the organizing committee have the written support of an AVMA approved veterinary specialty College? Please list the specialty College name:

Note: veterinary specialty colleges that are already supporting another recognized Academy are not permitted to support a second proposed Academy. (A related group or association does not automatically imply a recognizable need for an Academy)

- Please list other certificate programs or certifications similar to the proposed academy or subspecialty:

- Please attach a list of Organizing Committee members (a minimum of TEN, maximum of 12). All members must be listed, including all the information required by Section V of the 2018 CVTS Guidelines. All members are required to read the latest version of the CVTS Guidelines <https://www.navta.net/page/specialties>

- Proposed Academy or Subspecialty appointed liaison to NAVTA/CVTS:

Name: _____ Contact email: _____