

**AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
Initial Application Material and Feedback**

PROGRAM NAME: [Click here to enter text.](#)

INITIAL REVIEW OF THE PROGRAM AND SCHEDULING OF A SITE VISIT IS NOT A GUARANTEE OF ACCREDITATION NOR DOES IT GRANT ANY TEMPORARY ACCREDITATION STATUS

Step 1: Prior to the enrollment of students, the program director (or Academic Dean) should file an Application (Appendix E) as well items 1a through 1e below:

For Office Use Only: Step 1 Date Received: [Click here to enter a date.](#)

Step 1 Date Submitted (Insert date you are sending to AVMA)

[Click here to enter a date.](#)

1a. Provide evidence of Institutional accreditation by submitting a letter from your Institutional accreditor that states the accreditation status and effective dates

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

1b. Rationale for program: Explain in narrative format below

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

1c. Provide the membership roster and charge of Advisory Committee. Include what the representative category on the advisory committee is for each person; for example, veterinarian, public, industry, etc.

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

1d. Date a program director will be hired

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

1e. Date full-time equivalent veterinarian and full-time equivalent credentialed veterinary technician will be on staff

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

Additional Comments from AVMA CVTEA Staff (DATE):

Step 2 (This information is due prior to student enrollment in veterinary technology specific coursework)

For Office Use Only: Step 2 Date Received: [Click here to enter a date.](#)

Step 2 Date Submitted (Insert date you are sending to AVMA)

[Click here to enter a date.](#)

2a. Date students were first enrolled and anticipated date of first graduating class

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2b. Attach or type below a list of program faculty with date of hire and credentials. *Indicate which state(s) veterinarian and veterinary technicians are licensed in.*

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2c. Provide below or attach the Program curriculum outline with suggested course sequence and descriptions

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2d. Provide a narrative description of facility to be used for primary clinical instruction

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2e. Provide an example of standardized criteria used for evaluation of student acquisition of essential skills. *This is your step-by-step criteria used to evaluate hands-on skills*

Program Responses:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2f. Describe how student acquisition of essential skills will be evaluated and documented.

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2g. Provide a description of clinical resources available to the program (see Standard V) *Include resources for small and large animals*

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

2h. Provide Membership of the Institutional Animal Care and Use Committee (IACUC) and attach an example of an IACUC approved animal care and use protocol

Program Response:

(For Office Use Only) AVMA CVTEA Staff Commentary (DATE):

Additional Comments from AVMA CVTEA Staff (DATE):