



Memorandum

1931 N. Meacham Rd.
 Suite 100
 Schaumburg, IL
 60173-4360
 phone 847.925.8070
 800.248.2862
 fax 847.925.1329
 www.avma.org

Date: January 30, 2012
To: AVMA CVTEA Accredited Programs in Veterinary Technology and others interested in AVMA CVTEA accreditation
From: AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
Cc: Dr. Karen Martens Brandt, Dr. Kenneth A. Clever, Ms. Julie Horvath
 AVMA Center for Veterinary Medical Education Accreditation
Re: Updated *Accreditation Policies and Procedures (P&P) Manual of the AVMA CVTEA* – January 2012

The AVMA CVTEA has released an updated publication of the *Accreditation Policies and Procedures (P&P) Manual* which are summarized below. Changes made in this edition are primarily grammatical except where noted below.

Replace the following sections updated January 2012 in your P&P Binder:

- Cover page reflecting January 2012 date
- Table of Contents
- Section III – CVTEA Roster
- Section VI – Standard Operating Procedures for Accreditation of Programs Educating Veterinary Technicians
- Appendix A – Statement on Safety
- Appendix B - Guidelines for the use of Animals in veterinary Technology Teaching Programs
- Appendix G – Self-Study Report

Summary of Changes:

- CVTEA Roster – updated to reflect the addition of Ms. Debbie Whitten, LVT to the CVTEA
- Section VI – Standard Operating Procures for Accreditation of Programs Educating Veterinary Technicians – this section was updated to reflect the new accreditation fees that took effect January 1, 2012
- Appendix A – Statement on Safety, under item e – Emergency Preparedness as follows: *Emergency Preparedness* – A plan ~~must~~ should be in place to address safety issues in the event of any natural or other disaster
- Appendix B - Guidelines for the use of Animals in veterinary Technology Teaching Programs – updated the references to reflect current editions of the Guide for the Care and Use of Laboratory Animals and the anticipated new edition of the AVMA Guidelines for Euthanasia
- Appendix G – Self-Study Report
 - Amended question VIII (Students) Letter “C”. A duplicate question was replaced by a question regarding student enrollment options
 - Added questions specific to distance education programs where appropriate

This memo and the entire P&P manual is found online at
http://www.avma.org/education/cvea/cvtea_pp.asp

Please feel free to call 800/248-2862 ext. 6624, 6609, or 6676 for questions or concerns.