July 1, 2017

NOTICE OF UPDATE TO THE
AMERICAN VETERINARY MEDICAL ASSOCIATION (AVMA)
COMMITTEE ON VETERINARY TECHNICIAN EDUCATION AND ACTIVITIES (CVTEA)
ACCREDITATION POLICIES AND PROCEDURES (P&P) MANUAL
Effective July 1, 2017

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) has released an updated publication of the Accreditation Policies and Procedures (P&P) Manual of the AVMA CVTEA effective July 1, 2017 which are summarized below.

CHANGES TO THE STANDARDS OF ACCREDITATION
(additions underlined, deletions struckthrough)

1. Amended Standard section 4b to broaden the Standard and clarify equipment expectations as follows:
   - 4b. All clinical facilities for primary learning must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided. Program must have access to all items listed in the Equipment and Instructional Resource List, Appendix H, over the sum total of all primary learning sites.

2. Amended Standard section 10e to clarify that memoranda of understanding for program personnel should be separate from a facility-use agreement:
   - 10e. Successful completion of all required skills found in the Veterinary Technology Student Essential and Recommended Skills List, Appendix I must be evaluated and documented by program personnel who use standard criteria that reflect contemporary veterinary practice. Program personnel should be a credentialed veterinary technician or veterinarian. Program personnel must have a signed agreement with the parent institution, complete training in evaluating essential skills, and regularly communicate with the program director. This agreement is in addition to any facility MOU required per Appendix C.

No changes were made to the INSTRUCTIONAL RESOURCES AND EQUIPMENT LIST – APPENDIX H.

CHANGES TO THE VETERINARY TECHNOLOGY STUDENT ESSENTIAL AND RECOMMENDED SKILLS LIST – APPENDIX I.

The Committee amended the verbiage for the following skill regarding radiographic logs for clarification.

Complete radiographic logs for non-digital systems, reports, files and records*
CHANGES/CLARIFICATION TO THE SELF-STUDY REPORT

- Section IV Physical Facilities and Equipment, Question A – clarification provided on definition of “primary learning sites”. Programs must provide a narrative description and photographic evidence of all primary learning sites which includes any location where hands-on essential skills are being assessed by the program.

ESSENTIAL SKILL GUIDANCE

The Committee periodically receives questions for clarification or guidance on the expectation of skill completion. The following guidance is provided because of inquiries received as an information item:

- Sterile gloving is expected when students are assisting in surgery and students should be gowned and gloved when handling and passing instruments or assisting with care of exposed tissues and organs.
- The Committee does not consider an iStat handheld chemistry analyzer to meet the required equipment of a clinical chemistry analyzer laboratory equipment.

CHANGES TO CVTEA STANDING SUBCOMMITTEES

The Future Focus Subcommittee (FFS) moved from an ad hoc to a standing subcommittee. The FFS is a five-member committee responsible for addressing current and potential future issues affecting the veterinary technology profession including, but not limited to, the Committee’s ability to meet its charge, improvement of the accreditation process, and monitoring issues impacting the veterinary technology profession.

ONLINE ACCREDITATION SYSTEM

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) is pleased to announce that it has partnered with Armature Solutions Corporation (Armature) to implement the use of an online accreditation management system for the accreditation of veterinary technology programs.

The online accreditation management system will provide a secure, online platform for accredited institutions to manage all the information needed for the accreditation process, including self-study reports, annual/interim reports, and progress of addressing accreditation issues. The strength of the system is the ability to generate, manage, and share all the information associated with accreditation in one secure database. It is estimated that full implementation of the system will be completed by the end of 2018.

CVTEA ANNUAL ACCREDITATION FEE 2018

Invoices for the 2018 Annual Accreditation fee will be mailed out in September. The fee for 2018 will be $1,350. This fee is based on cost recovery of 50% of the annual direct and indirect costs of accreditation over and above site visit expenses.
REMINDER – SUBTANTIVE CHANGE REPORTING

As a reminder, the following regarding reporting Substantive Changes was implemented January 1, 2017. The following are issues that require pre-approval by CVTEA:

- Changes in courses that represent a significant departure in either content or method of delivery.
- Changes in name of degree or addition of any degree or credential level offered.
- Changes in the clock hours (student contact hours) for completion.
- Change in required credit hours of 10 percent or more for degree completion.
- Enrollment increase change of 10 percent or more of program maximum capacity of students.
- Change in number of cohorts admitted each academic year.

In addition, the CVTEA changed the reporting timeframe for reporting other substantive changes from 60 days to within 30 days of implementation.

REMINDER – STANDARD 11d COMPLIANCE

As published effective July 2016, in the Accreditation Policies and Procedures of the AVMA CVTEA, Standard 11d requires that CVTEA accredited programs with at least three years of VTNE data results must achieve a three-year pass percentage for first-time test takers of 50% or higher. Implementation was delayed until September 1, 2017 to provide programs time to come into compliance. As a result, all CVTEA accredited programs with at least three years of VTNE data are required to submit copies of VTNE testing results no later than September 23, 2017. The reporting must include Official CVTEA School Reports from the American Association of Veterinary State Boards (AAVSB) dated between July 1, 2014 to June 30, 2017. The CVTEA is requesting the Official CVTEA School Reports as these reports provide data on the program’s first-time test takers including pass percentages and domain score results. A letter requesting this information will be sent direct to each program.

REMINDER – VTNE REPORTING TO THE COMMUNITY

VTNE data for all programs must be updated by September 1st of each calendar year on the institution’s website. Therefore, data representing the three-year pass percentage July 1, 2014 – June 30, 2017 should be posted by September 1, 2017 in the following format:

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2014 – June 30, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of eligible first-time candidates</td>
<td>#</td>
</tr>
<tr>
<td>Number of first-time candidates that have taken the VTNE</td>
<td>#</td>
</tr>
<tr>
<td>Three-year VTNE pass percentage</td>
<td>%</td>
</tr>
</tbody>
</table>

REMINDER – ANNUAL ACCREDITATION SURVEY

Programs are responsible for completing an annual survey for accreditation purposes. The response deadline is typically March 30 of each year.