January 1, 2020

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 January 1, 2020

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 January 1, 2020 which are summarized below.

CHANGES TO THE STANDARDS OF ACCREDITATION
- No changes were made to the AVMA CVTEA Standards of Accreditation.

CHANGES TO THE INSTRUCTIONAL RESOURCES AND EQUIPMENT LIST – APPENDIX H
- Removed “Cardiac Monitor” as a required piece of equipment from the Clinical Equipment section because it was determined that an ECG fulfills the same requirement.

CHANGES TO THE VETERINARY TECHNOLOGY STUDENT ESSENTIAL AND RECOMMENDED SKILLS LIST – APPENDIX I
- Amended the skill regarding obtaining object data for birds (Section 9) to provide further clarification as follows:
  
  Demonstrate the ability to perform a physical exam and accurately record results, obtain objective data on birds*, reptiles, amphibians, and ferrets.

CHANGES TO THE SELF-STUDY REPORT
- No changes were made to the AVMA CVTEA Self-Study Report.

CHANGES TO OTHER SECTIONS OF THE P&P
The Committee made the following changes to other sections of the P&P:

Section VI – Standard Operating Procedures for Accreditation of Programs Educating Veterinary Technicians
- **Participation of Site Visit Observers**: amended the AVMA CVTEA Site Visit Observer policy to require that new program directors are eligible to attend as a guest observer on a site visit once an application for initial accreditation has been submitted.
- **SOP for an Accreditation Site Visit, item C3b**: amended the AVMA CVTEA Evaluation Site Team Criteria for veterinary technicians. The Committee changed the language that veterinary technicians appointed to a site team must not be graduates of the program being evaluated and to allow out-of-state credentialed veterinary technicians who are graduates of an AVMA CVTEA-accredited veterinary technology program to serve on a site team not within their state.
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, 2016 – June 30, 2019 should currently be posted for all programs in the following format:

<table>
<thead>
<tr>
<th>Number of first-time candidates that have taken the VTNE</th>
<th>July 1, 2016 – June 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-year VTNE pass percentage</td>
<td>%</td>
</tr>
</tbody>
</table>

VTNE is calculated as follows: X/Y * 100=Three year pass percentage whereby X is the number of first time candidates that passed the VTNE and Y is the number of first-time candidates that have taken the VTNE.

ACCREDITATION FEES
Invoices for the 2020 AVMA CVTEA Annual Accreditation Fee were distributed via the AVMA CVTEA Online Accreditation System by Armature [https://cvtea.avma.org/](https://cvtea.avma.org/). Online payment is not yet available; however, you may download your invoice. Invoices are found under the DOCUMENTS tab. You may fax payment to 847-252-2525. Failure to pay the annual accreditation fee by April 15 of the assessed calendar year will result in a $500 penalty fee. Programs with unpaid annual accreditation fees as of July 1 of the year due may result in Administrative Probation. Administrative Probation accreditation may result in a penalty fee up to double the annual accreditation fee.