

July 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 July 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 July 1, 2020 which are summarized below.

CHANGES TO THE STANDARDS OF ACCREDITATION

(additions underlined; deletions are ~~struckthrough~~)

Changes were made to **Standard 11 – Outcomes Assessment**.

11a. The program must develop program-specific outcome assessment instruments that assist in determining attainment of the educational goals. Such instruments shall include, but are not limited to:

- Attrition rates
- Graduate surveys
- Employer surveys
- Pass rates and domain scores of the Veterinary Technician National Examination (VTNE) as compared to the ~~national~~ average. Results from the VTNE are considered objective program-specific outcome assessment instruments.
- Applicable state examination pass rates.

~~The results of all outcome assessments must be used to improve the program. In absence of significant data from peer reviewed examinations, programs must develop objective means to assess student competency.~~

11b. CVTEA expects the institution to encourage and support the program review and evaluation process for ~~the~~ outcomes of the educational program. The results of all outcome assessments must be used to improve the program. In absence of significant data from peer reviewed examinations, programs must develop objective means to assess student competency.

11c. Programs must comply with VTNE reporting requirements. (see Reporting to the Community, section VI)

11d. The program's three year rolling average VTNE pass percentage for first time test takers must be 50% or higher. (*Compliance with 11d is expected by September 1, 2021~~0~~. Programs not in compliance at this time may be subject to ~~adverse~~ a change in accreditation status.)

CHANGES TO APPENDIX I – ESSENTIAL AND RECOMMENDED SKILLS LIST

(additions underlined; deletions are ~~struckthrough~~)

Changes were made to **Section 3 (Nursing)**

Under patient assessment:

- ~~encage and remove dogs~~ and ~~or~~ cats from cages*
- apply bovine ruminant halter*

Under Dentistry:

- Perform ~~routine dental prophylaxis~~ Comprehensive Oral Health Assessment and Treatment (COHAT) (scaling and polishing) (manual and machine)*
- Float teeth (horses/pony/donkey/mule)
- ~~Clip~~ Trim Teeth (rabbits, rodents, pigs)

Changes were made to **Section 6 (Laboratory Procedures)**

Under Perform diagnostics procedures for parasites:

~~Antigen kit*~~, ~~direct*~~, ~~filter~~, ~~Knotts*~~ ~~[GROUP]~~

Changes were made to **Section 9 (Avian/Exotic, Small Mammals)**

~~Perform nail trim (bird*, exotic, small mammal)~~ [GROUP]

CHANGES TO APPENDIX H – EQUIPMENT AND INSTRUCTIONAL RESOURCES LIST

(additions underlined; deletions are ~~struckthrough~~)

Changes were made to **Radiographic Equipment**

~~Digital Computed radiography film~~ processor

*~~Film~~ Directional/Positional identification markers

CHANGES TO OTHER SECTIONS OF THE ACCREDITATION POLICIES AND PROCEDURES MANUAL OF THE AVMA CVTEA

A **summary** of changes is provided below. Since some sections include extensive changes, a track changes edition showing all content and editorial changes can be found online at <https://www.avma.org/education/accreditation/programs/accreditation-policies-and-procedures-avma-committee-veterinary-technician-education-and-activities>

Changes to Section V-Classification of Accreditation

A new classification and procedure titled Involuntary Terminal Accreditation was established. Involuntary terminal accreditation is an accreditation status for programs that have exhausted their probationary timeframe and continue to not substantially meet the Standards of Accreditation. The Committee will assign Involuntary Terminal Accreditation to protect students currently enrolled in the program to provide the program an opportunity to matriculate all current students. Students enrolled prior to the declaration of Involuntary Terminal Accreditation and graduating from a program with Involuntary Terminal Accreditation status are considered graduates of an AVMA CVTEA-accredited veterinary technology program. Any new students enrolled after the declaration of Involuntary Terminal Accreditation must be informed of the program's accreditation status and the implications of that accreditation status whereby, they will not be considered graduates of an AVMA CVTEA-accredited veterinary technology program.

A new classification of Voluntary Terminal Accreditation was established. Voluntary Terminal Accreditation is an accreditation status for programs that are voluntarily closing and have a teach out plan to matriculate all currently enrolled students. Programs must have a moratorium on admissions once granted Voluntary Terminal Accreditation. Students graduating from a program with Voluntary Terminal Accreditation status are considered graduates of an AVMA CVTEA-accredited veterinary technology program.

Other changes to the section include an amendment to the definition of probationary accreditation whereby probationary accreditation is no longer classified as an adverse accreditation decision.

Changes to Section IX-Procedures for Appeal of Adverse Decisions on Accreditation

The definition for an adverse decision on accreditation has been revised. An adverse decision on accreditation is defined as withholding initial or renewed accreditation, accreditation withdrawn, or involuntary terminal accreditation. The section outlines the procedures for appeal of an adverse decision on accreditation.

Replaced Section X with new section/item/topic titled Section X-Procedure for Request for Reconsideration of Probationary Accreditation

Probationary accreditation is no longer classified as an adverse accreditation decision; however, programs that are placed on probationary accreditation may request a reconsideration of the CVTEA's decision. The affected program may request Reconsideration of Probationary Accreditation Status on the grounds that CVTEA's action was arbitrary and capricious, resulted from errors in the application of CVTEA's standards, policies or procedures, or was not based on substantial evidence in the accreditation record at the time of the decision.

REMINDER – STANDARD 8 – STUDENTS - SECTION 8a COMPLIANCE

Effective September 1, 2020, programs must be in compliance with Standard 8a that reads, in part, program personnel to student ratios shall not exceed 1:12 for laboratory courses without animals present and 1:8 for laboratory courses with animals present. Program Directors will be sent an Instrument to complete in the CVTEA Accreditation Portal by Armature to provide evidence of compliance with Standard 8a in the near future.

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:

	July 1, 2016 – June 30, 2019
Number of first-time candidates that have taken the VTNE	#
Three-year VTNE pass percentage	##%

Program must update the data no earlier than September 1, 2020 to reflect July 1, 2017 – June 30, 2020 data.

VTNE is calculated as follows: $X/Y * 100 = \text{Three year pass percentage}$ 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 2021 AVMA CVTEA Annual Accreditation Fee will be distributed via the AVMA CVTEA Online Accreditation System by Armature <https://cvtea.avma.org/> by September 1, 2020. 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.