

Approved Veterinary Assistant (AVA) Renewal Procedure

As of October 2016

VetMedTeam is facilitating AVA renewals on behalf of NAVTA. We have set up a system for submission of CE credits and the renewal payment, based on the requirements of NAVTA. We have worked to make the process as simple and convenient as possible.

Your AVA designation is valid for 2 years beginning with the date of successful testing. To continue to use the AVA designation you must periodically renew.

The [AVA Renewal Requirements Pre-Expiration](#) section below outlines the procedure and fee for those who renew before their expiration date. The [AVA Renewal Requirements Post-Expiration](#) and [After Lapsing](#) sections address how to renew after the expiration date has passed. Depending on how long you wait to renew, the fee will increase and it is possible you will need to retake the AVA examination.

VetMedTeam sends out 90 day and 30day pre-expiration date reminder emails to the email address of record in the AVA's VetMedTeam profile. These emails are a courtesy only. Each AVA needs to keep the email address in their VetMedTeam profile up-to-date as this is the communication connection. ***It is the personal responsibility of each AVA to track their expiration date.***

It is easiest and most cost-effective to renew before expiration.

AVA Renewal Requirements Pre-Expiration:

Please submit your CE requirements at least 10 days prior to your expiration date to ensure that you do not expire while waiting for NAVTA to approve your submission.

Proof of Continuing Education: AVAs must earn 10 continuing education (CE) credits during each 2 years of term. There is no restriction or distinction between online and onsite offerings. The credits may be earned from any recognized provider of veterinary CE. Examples of acceptable CE are:

- ❖ CE articles from the NAVTA Journal (for NAVTA members)
- ❖ CE articles from other professional journals
- ❖ Conference attendance
- ❖ Wet labs
- ❖ Online courses
- ❖ Onsite seminars

The credits must be documented via a certificate issued by the provider of the CE. Certificates must list the name of the course completed along with the date of completion and the number of credits earned. The name of the provider of the CE must be on the certificate. Your name must be on the certificate as well.

The completion certificates must be uploaded for review and approval by NAVTA. You may upload as many certificates as needed to achieve the total of 10 CE credits required.

Renewal Fee: The fee for renewing is \$10.00.

How to Begin:

There is a link in the courtesy reminders that will connect to your personal upload area. If you need the link you can also email info@vetmedteam.com for help. Or, you can use the "Contact Us" feature at the top of any website page. Once you have submitted NAVTA will be advised that your review is pending. Please allow at least 5 days for NAVTA to approve your submission.

The link will not be active until within 90 days of expiration. Please upload all documents at the same time to reach the minimum requirement of 10 credits.

Upon CE Approval:

After approval you will be sent an email with payment information, including your personal link to a payment page. Please pay close attention to the information in the payment info email as it explains both your options for payment and the procedure.

After Payment:

After payment has been received your status will be renewed for an additional 2 years. The **AVA Designation Search Page** will reflect your renewed status.

AVA Renewal Requirements Post-Expiration:

If your AVA designation is not renewed prior to expiration, the AVA Designation Search Page will list you as expired. ***Until you have renewed you are no longer eligible to use the AVA designation.***

Once your AVA expiration date has passed you will have a 90 day grace period in which to renew but the renewal fee will increase to \$25.00 during this period.

AVA Renewal Requirements After Lapsing:

After the 90 day post-expiration grace period has passed, your AVA designation will be lapsed. The renewal fee will remain \$25.00 ***but the AVA examination must be retaken at the exam fee of \$100.00,*** for a total of \$125.00. You will have 30 days from the date of payment to take the AVA exam.

In both situations the CE requirement must also be met.

AVA Examination Retake:

All rules and regulations regarding the Approved Veterinary Assistant Designation Exam remain in effect for all post-lapse retakes. An authorized examination mentor must be present (a credentialed technician, a veterinarian, or a licensed testing facility). All security systems to prevent examination

tampering remain in place. Only one attempt at the exam is allow for the post-lapse grace period renewal fee. If you do not pass please contact VetMedTeam for assistance.

Problems or Questions:

VetMedTeam is facilitating the renewal process on behalf of NAVTA. If you have any problems or questions, please contact us directly at info@vetmedteam.com or use the “Contact Us” feature. If there is a situation that falls outside of the guidelines provided to us by NAVTA, we will contact them on your behalf. Please communicate as early as possible in the renewal process as this will allow the greatest range of assistance options.