Approved Veterinary Assistant (AVA) Renewal Procedure

As of January 2024

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.

The AVA designation must be renewed every 2 years, based on the date of successful examination completion.

It is the personal responsibility of each AVA to track their expiration date and submit the renewal requirements. It is also the personal responsibility to ensure the email address within the VetMedTeam profile is valid and the domain vetmedteam.com is pre-authorized within the email program to ensure emails do not go to spam.

Updating Your Profile:

Please make sure your VetMedTeam profile is current. Remove the school information and replace it with your practice information. Use the My Profile link in the white banner navigation group at the top of any web page. Please verify profile accuracy prior to submitting renewal requirements.

Important Renewal Emails:

Every AVA is sent renewal info emails. Besides providing information, these emails contain a personalized link to upload the CE certificates. This link is only found in the email.

Therefore, it is critical that the AVA ensures that the email address in their VetMedTeam profile is current. Also, the AVA is responsible for ensuring that their mail security settings will not block any emails from @vetmedteam.com. Blocking emails, or not checking spam folders, is not an excuse for not renewing on time.

VetMedTeam sends out a 90-day and a 30-day pre-expiration date reminder, along with an email sent the day after the AVA's expiration date. If the AVA still does not renew after 90 days, the final, lapsed notification, email will be sent.

NAVTA does not permit extensions. Depending on how long you wait to renew, the fee will increase, as per the outline below. It is easiest, and most cost-effective, to renew before expiration.

NAVTA does not permit AVA's to upload CE certificates any earlier than 90 days prior to expiration.

Use of the AVA designation initials:

Only AVAs in current standing can use the AVA designation initials after their name. Once expired the initials cannot be used until the designation is renewed. AVA's that do not renew in a timely fashion will be listed as either expired or lapsed in the AVA listing.

Please remember that an AVA is a designation, not a certification. The use of the term certified, or certification, is prohibited for programs, graduates, and AVAs.

Continuing Education Requirements:

This section applies to all AVAs who need to renew.

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
❖ CE articles from other professional journals
❖ Conference attendance
❖ Wet labs
❖ Online courses including free self-study, including articles from NAVTA's Convention Issues
❖ Onsite seminars
❖ AVMA Approved Vet Tech Program courses medically specific

VetMedTeam cannot verify CE will be accepted by NAVTA. You will need to upload the certificate for NAVTA review.

The credits must be documented via a certificate issued by the provider of the CE or by transcript. Certificates/transcripts 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/school must be on the certificate/transcript. Your name must be on the certificate/transcript 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. All 10 credits should be uploaded at one time; do not upload across multiple days.

What is RACE?

RACE is a body that approves continuing education for veterinarians and credentialed veterinary technicians only. There is no organization that provides an approval process for assistants. Therefore, RACE has no application to the AVA renewal process aside from providing a convenient way to verify the number of CE hours an educational offering contains. However, **NAVTA will accept RACE approved courses that are general in nature** and not at a high advanced vet level, as those are not appropriate for AVA renewal purposes.

NAVTA has indicated that they are looking for CE that is within the educational level of the VA. But, they also recognize that most of the CE available is designed for credentialed technicians. NAVTA recommends submitting the CE to determine if it can be accepted. Problems accepting CE have historically been rare. If there is a problem, NAVTA will explain what is needed to correct it via email.

You may upload as many certificates as needed. However, please do not upload CE certificates unless you have all 10 credits to upload **at one time**.

During each 2-year period, all AVA's should be working on continuing education as part of their ongoing learning and development. Create a folder on your computer to save a copy of all CE completion certificates so you will have what you need at hand when your renewal window opens.

All CE completion dates must fall within the 2-year renewal period. Older CE will not be accepted by NAVTA.

AVA Renewal Requirements Pre-Expiration:

NAVTA provides a generous 90 day submission window to complete the renewal process. Waiting until the last minute will prevent timely renewal which will increase your costs.

All submission is done via the link in the email(s) sent to you. This document does NOT contain an upload link.

Payment Upon CE Approval:

After NAVTA reviews and approves your submission, 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.

Renewal Fee: The fee for renewing prior to expiration is $25.

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. You may also pull a fresh copy of your AVA certificate which will display your updated renewal date.

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.*

Expired AVAs can use the CE upload system and payment email.

Once your AVA expiration date has passed you will have a 90 day grace period in which to submit your CE documentation and renewal fee, but the renewal fee will increase to $50.00.

AVA Renewal Requirements After Lapsing:

If your AVA designation has lapsed, meaning it is more than 90 days since your expiration date has passed, please contact VetMedTeam for assistance in reinstating your AVA.

After the 90 day post-expiration grace period has passed, your AVA designation will be lapsed. The renewal fee will for lapsed AVAs is $150.00. The CE requirement remains in effect as well.

Problems or Questions:

If you have any problems or questions, please contact us directly at **ava-exam@vetmedteam.com**. 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.