

Approved Veterinary Assistant (AVA) Renewal Procedure

As of October 2019

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

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.

VetMedTeam sends out 90 day and 30 day 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.

NAVTA does not permit extensions.

Depending on how long you wait to renew, the fee will increase and it is possible you will need to retake the AVA examination.

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

Courtesy Reminder Emails:

It cannot be stressed enough that it is the personal responsibility of each AVA to renew as per the NAVTA guidelines.

VetMedTeam emails courtesy reminders to all AVA's as their expiration date nears. Each AVA needs to keep their VetMedTeam member profile (not community profile) current. Ensuring your profile has a valid email address is vital. Under no circumstances is NAVTA or VetMedTeam responsible for ensuring the AVA receives the emails or ultimately renews.

The courtesy emails are personalized to the AVA. The emails contains a link directly to the upload area for the specific AVA.

The first courtesy email is sent out 90 days prior to the AVA's expiration date. The second, if the AVA has not renewed, goes out 30 days prior.

The third email advises the AVA, if no action has been taken, that the AVA designation has expired and can no longer be used.

The fourth and final email comes 90 days after expiration. At this time the AVA is fully lapsed.

The sections below provide more clarification as to the meaning of expired and lapsed.

Continuing Education Requirements:

This section applies to all AVA's needing 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 (for NAVTA members)
- ❖ CE articles from other professional journals
- ❖ Conference attendance
- ❖ Wet labs
- ❖ Online courses including free self-study
- ❖ Onsite seminars
- ❖ AVMA Approved Vet Tech Program courses medically specific

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.

Note: 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.

In addition, 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 they will explain what is needed to correct it.

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.

AVA Renewal Requirements Pre-Expiration:

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

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 \$10.00.

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 certification which will display the updated dates.

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 submit your CE documentation, and renewal fee, but the renewal fee will increase to \$25.00 during this period.

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 specific instructions on how to reinstate your AVA.

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.

The CE requirement remains in effect as well.

AVA Examination Retake:

All protocols and regulations regarding the Approved Veterinary Assistant Designation Exam remain in effect for all post-lapse retakes. An authorized examination proctor 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.

Problems or Questions:

If you have any problems or questions, please contact us directly at ava-exam@vetmedteam.com or use the “Contact Us” feature on the VetMedTeam website. 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.