ACADEMY OF VETERINARY OPHTHALMIC TECHNICIANS

VETERINARY TECHNICIAN SPECIALIST

APPLICANT INFORMATION AND TIMELINE TO SIT FOR THE OCTOBER 2018 EXAM

 Please refer to the AVOT Bylaws for detailed information.

**To request application materials:**

1. Complete the Applicant Information and Work Experience Form which is posted on the AVOT website – www.avot-vts.org

Please refer to the AVOT Bylaws for the requirements.

1. Provide the application payment via our website that is associated with the Applicant Information form. – www.avot-vts.org Please note that this fee is **non-refundable.**
2. Once application and payment have been received and reviewed you will be asked to provide your two letters of recommendation (please refer to the Bylaws for more information). These letters will need to be emailed directly by the authors. Please note that further proof of work experience or other information may be required. If required, you must provide any requested information. Our email address is avot\_vts@yahoo.com Please have the letters of recommendations sent to this address.

When the completed “Applicant Information and Work Experience Form”, the payment of $25.00, a copy of your license, and your two letters of recommendation are received and reviewed, the AVOT credentials committee will email you the official credentials application packet. Please use your assigned applicant number on all future forms and correspondence.

Due from applicants by August 1, 2017

Completed Applicant/Work Experience Form and Fee

Proof of credentials

Proof of NAVTA membership

2 letters of recommendation (e-mailed by the authors)

October 1, 2017

Applicants will be notified of eligibility and emailed the remainder of the application packet by this date at the latest

Due from applicants by March 1, 2018

Entire Application Packet- this includes the following:

Completed advanced continuing education form with proof of attendance

Completed case record log

Completed skills list

Completed case reports

Provide a copy of your current technician license

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Two letters of recommendation

Work Expererience

Signed Waiver, Release, and Indemnity Agreement

May 1, 2018

Credentials approval committee will notify applicants of eligibility to sit for the 2017 exam.

Due from applicants by June 30, 2018

Any appeals (if applicable)

Non-refundable exam fee (if applicable) in the amount of $100.00

By August 31, 2018

Applicants are notified of the appeals committee’s final decision (if applicable).

By September 1, 2018

Exam candidates are informed of the exact exam date and format.

October 2018

Exam is planned to be administered during the 2018 ACVO Annual Meeting.

By December 11, 2018

Examinees will be notified of test results within 60 days of the examination.