

NEW HAMPSHIRE VETERINARY TECHNICIAN ASSOCIATION

PROCEDURES FOR CERTIFICATION OF VETERINARY TECHNICIANS in NEW HAMPSHIRE

A. DEFINITIONS

- a. Certification Committee: a committee comprised of representatives from the New Hampshire Veterinary Technician Association (NHVTA).
- b. Certification: the confirmation by the Committee that an individual has documented fulfillment of requirement for certified status as established by the Committee.
- c. Certified Veterinary Technician (CVT): a term used to indicate an individual who has been recognized by the NHVTA as having documented fulfillment of the requirements for certification.

B. CERTIFICATION

a. Purpose of Certification

- i. To distinguish those within the field of veterinary technology who have attained a professional level of knowledge and skill as demonstrated by the fulfillment of the requirements for certification.
- ii. To establish minimum ethical and educational standards for veterinary technicians within the State of New Hampshire.

b. Requirements for Certification

- i. A degree from a program in Veterinary Technology/Veterinary Nursing accredited by the American Veterinary Medical Association (AVMA)
- ii. Documentation of achievement of a qualifying score on the Veterinary Technician National Examination (VTNE) within the last five years (given by the AAVSB).

c. Certification Term:

- i. Renewals and Reciprocity: each term of certification for renewals and reciprocity shall be for one year from January 1 to December 31.
- ii. New Certifications
 - 1. Submitted prior to July 1 in the calendar year: term of certification from certificate issue date until December 31 of that calendar year.
 - 2. Submitted July 1 or later in the calendar year: term of certification from certificate issue date until December 31 of the following calendar year.

d. Certification Procedure

Veterinary technicians applying for certification must submit the following to the Committee:

- i. Completed certification application form
 - ii. Documentation of a degree from an AVMA accredited veterinary technology or veterinary nursing program.
 - iii. Documentation of achievement of a qualifying score on the VTNE within five years.
 - 1. Time Limit: any individual applying for certification in NH for the first time more than two years after receiving a passing VTNE score must provide the NHVTA with 12 CEU per year since passing the VTNE.
 - iv. A new member fee is set by the NHVTA Board and posted on the NHVTA website.
- e. Renewal of Certification
- i. To renew certification, an applicant must submit the following to the Committee no later than the expiration of the current term of certification.
Applicant must provide the following to the Committee:
 - 1. A complete certification renewal application form.
 - 2. A listing of 12 CEU's must be provided in the renewal application and must include:
 - a. Date obtained, Lecture title, Speaker name with credentials, Number of CEU earned.
 - 3. All CEU must be obtained in the 12 months prior to the certification expiration.
 - 4. CVT members are required to provide certificate of attendance/completion (CE certificate) signed by a representative of the organization hosting the seminar upon request.
 - 5. The NHVTA reserves the right to audit CVT members and require CE certificates be submitted at any time.
 - 6. Renewal fee is set by the NHVTA Board and posted on the NHVTA website.
 - 7. A \$25.00 late fee applies to lapsed certifications during the 60 days following certification expiration
 - 8. Certifications lapsed more than 60 days required submission of the Amnesty application form.
 - 9. If an applicant submits more than 12 CEUs for any one year's certification they will not carry over for use in the following year.
 - ii. Rules for approved CEU
 - 1. One (1) CEU is equal to a course 50-60 minutes in length. Courses between 30-50 minutes will receive 0.5 credits. Courses under 30 minutes are not recognized for CEU

by the NHVTA the Committee.

2. A minimum of nine (9) of the mandatory 12 required CEU per calendar year must be directly pertaining to the field of veterinary medicine.
3. The NHVTA will accept up to three (3) credits per calendar year of continuing education courses taken outside the field of veterinary medicine but relating to the CVT's professional development. Topics include, but are not limited to: business practices and human resources which are approved for CE credit by a profession veterinary organization.
4. The NHVTA will accept up to three (3) credit hours per calendar year of continuing education courses created and presented by the individual applying for recertification. This includes didactic lectures, online courses, lunch and learns and journal articles which are approved for CE credit by a profession veterinary organization
5. In-Service CE that is on a general veterinary topic, ubiquitous throughout veterinary medicine (e.g. anesthetic monitoring or diabetes mellitus), will be accepted as CEU provided they are approved for CE credit by a profession veterinary organization
6. On the Job training is not accepted as continuing education
7. In-Service or lunch and learns that are practice specific (e.g. training on equipment, training on hospital specific procedures) are not approved for continuing education by the NHVTA.
8. Any course that is offered by an educational institution (e.g. colleges, universities, high schools, trade schools) for educational credit that leads to either a degree or certificate will not be considered Continuing Education by the NHVTA.
9. The Committee reserves the right to refuse to approve CEU from seminars that were not approved by the NHVTA if these seminars are deemed to be inappropriate or of poor quality.
10. The NHVTA maintains a list of approved providers that will be maintained on the NHVTA website and reviewed and amended annually and as needed.

f. Reciprocity

An individual who has achieved certification in another state that meet or exceeds the requirements of certification of the NHVTA may apply to for reciprocity. Applicant must provide the following in the Reciprocity Application Form

- i. A complete NHVTA Reciprocity application form
- ii. Documentation of a current license/certification by another state.

- iii. The NHVTA may require the applicant to provide documentation of current state credentialing requirements.
- iv. Reciprocity fee is set by the NHVTA Board and posted on the NHVTA website.

g. Lapsed Certification

The NHVTA offers an Amnesty Program for those technicians whose certification has lapsed for less than three years. Applicants must provide the following in the Amnesty form:

- i. A complete Amnesty Application Form for each year missed.
- ii. Proof of 12 CEU earned for each year missed. The CEU's do not have to be from the missed year, but 12 for each missed year are required.
- iii. A total payment of \$75 per year lapsed is required.

Certifications lapsed three years or more require:

- 1. Submitting a new CVT application form, meeting all certification requirements including a passing score on the VTNE within the past five years.

h. Record Audits

- i. The NHVTA reserves the right to conduct annual random audits
- ii. Audit procedures will require the technician to provide proof of CEU obtained in the form of official certificates/letters.
- iii. Audit notification will include specific response required date.
 - 1. First notification will be by email to the email address on the members database profile.
 - 2. Member compliance is required within 60 days.
 - 3. Second notification will sent via email and by certified mail to the mailing address on the members database profile, if necessary and will include notification of potential certification revocation for non-compliance within 30 days.
 - 4. Members are responsible for ensuring all contact information is current in the NHVTA online database
- iv. Non-compliance with certification audits may result in the revocation or suspension of certification.
- i. Revocation or Suspension of Certification -The NHVTA may revoke or suspend the certification of or place on probation a CVT for the following reasons:
 - i. Gross ignorance or inefficiency in connection with technical procedures in veterinary medicine.
 - ii. Fraud or deceit in procuring certification as a veterinary technician.
 - iii. Representation as a Doctor of Veterinary Medicine.
 - iv. Unprofessional or unethical conduct or engaging in practices which are in violation of the standards set forth by the NHVTA
 - v. Conviction of a felony in the courts of this state, another state, another territory, or another country, which in this state would be deemed a felony.
 - vi. Non-compliance with certification audits.
- C. These procedures may be amended, edited, or replaced by a majority vote of the Executive Board.
 - a. Members must be notified a minimum of 90 days before changes before implementing date.

The NHVTA Executive Board with a 2/3 majority vote may override membership maintenance requirements in extreme circumstances (illness, natural disaster, etc.)

Effective January 1, 2020