

Letter of Agreement

Date signed: _____

This letter has been presented to you by a credentialed veterinary technician currently employed at your facility who has an interest in pursuing membership in the Academy of Veterinary Technicians in Anesthesia and Analgesia (AVTAA). In order to achieve this objective your technician will complete a three-step process. The first two steps involve the pre-application (due by May 31st) and the complete application packet (due by Dec 31st). These steps require approval from the credentials committee. Following approval, the third step is sitting for a written examination the following year. Successful completion of all steps will earn your technician the title of Veterinary Technician Specialist in Anesthesia & Analgesia. A technician with the VTS (Anesthesia & Analgesia) credential demonstrates advanced knowledge in the care and management of veterinary anesthesia cases while promoting patient safety, consumer protection and professionalism.

The application process is especially time consuming and your technician will need your support and guidance throughout the process. We recommend that you read the entire application packet to become familiar with the areas in which your technician will require your assistance. Listed below are some areas of the application that are particularly important as well as some suggestions to assist you in helping your technician prepare an application for submission.

- The Professional History and Experience form and supporting documents require **pre-approval before May 31, 2025**. Failure to have this approval by May 31st will disqualify the veterinary technician from submitting the remainder of the application in December. An employment verification letter will be emailed to every employer indicated on this form. A response is requested within 10 days of receiving the email. Pre-approval will not be granted until ALL employment hours have been verified. **Please respond to this letter in a timely fashion.**
- All cases and skills contained in the case log must be performed **within the year** prior to the application submission deadline of December 31.
- All cases and skills must be performed at the facility where the technician is employed or while under the supervision of the employer at a different location.
- Allow your technician to manage complicated anesthesia cases from start to finish. The technician should be able to formulate an anesthetic drug protocol that is specific for each patient and discuss with you why they selected each particular drug; their plans for intra operative monitoring and pain management; anticipated anesthetic complications and recovery.
- The AVTAA requires that a board certified DVM, board eligible DVM or VTS member who has mastered the skill themselves, attest to the technician's ability to **master** the required percentage of **skills** on the combined skills form. Mastery is defined as being able to perform the task safely, with a high degree of success and without being coached or prompted. Mastery requires having performed the task in a wide variety of patients and situations.
 - Sign the employer skills verification form **only** if you feel confident that your technician meets the definition of mastery for all indicated skills at your location.
 - All mastered skills must be described in the case logs.
 - Assist your technician in acquiring new skills for the application process.
- AVTAA encourages biennial attendance to a national veterinary meeting that provides lectures/laboratories directly related to anesthesia and peri-operative analgesia. CE hours are required for the application and will continue to be a requirement every 5 years to maintain credentialing as a veterinary technician specialist.

On behalf of the AVTAA, we would like to thank you for supporting your technician through the application process. If you have any questions, please do not hesitate to contact the executive director, Darci Palmer, at avtaa.vts.exedirector@gmail.com.

Name & credentials of board certified DVM or VTS

Signature of applicant

Signature of board certified DVM or VTS

Email of board certified DVM or VTS