



Dear Examination Candidate:

The AVBT Council of Regents would like to congratulate you on taking this first step to becoming a VTS (behavior).

The application process is as follows:

- Letter of Intent- stating your plans to submit an application packet February 28th, due on January 31.
- Applications packets must be submitted by February 28th for consideration for the examination given the Wednesday before the Clinical Animal Behavior Conference.
- Electronic submission is preferred via email.

Copies of suggested forms may be downloaded and modified from www.avbt.net and include:

- Application Agreement
- CV Template
- Skills Assessment Form
 - Clinical track or Research track
- Time Sheet
- CE Record
- Case Log or Research Log

Submitted candidate packets must include the following:

- **A cover letter** expressing the desire to be considered as a candidate
 - The cover letter must include the name and contact information for the licensed veterinarian or credentialed veterinary technician you have chosen as your Skills Assessment Supervisor (S.A.S)
- **Signed Application Agreement** with \$50 non-refundable application fee.
 - Mail application fee to AVBT treasurer:
Debbie Martin
580 Alta Vista Rd
Spicewood, TX 78669
- **Candidate's Curriculum Vitae**
- **Proof of NAVTA and SVBT membership**
 - membership card or receipt are acceptable proof
- **Proof of graduation from an AVMA accredited veterinary technology program and/or proof of credentialing as a veterinary technician.**
 - Transcripts or graduation certificate are proof for graduation
 - Certificate or receipt from accrediting body in your state are proof of credentialing
- **Two (2) Letters of Recommendation**

- Letters must be from two of the following: VTS (behavior), ACVB diplomat or supporting veterinarian
- **Completed Skills Assessment Form**
 - Each skill must have a date and initial next to it
 - SAS are encouraged to make notes in the notes section.
 - Choose a primary skills assessment supervisor to assess your skills.
 - This person should be a licensed veterinarian or credentialed veterinary technician and will be contacted if questions arise during the packet evaluation process.
 - People other than credentialed veterinary personnel can be used as SASs, but they must be approved by the AVBT Regents.
 - You may use more than one person as your SAS.
- **Time Sheet**
 - Three (3) years minimum work experience in animal behavior with a minimum of 4000 hours or its equivalent in the field of animal behavior: clinical or research based.
 - All experience must be completed within five (5) years prior to your application.
 - Applicable time is not required to be under the supervision of a veterinarian if it can be proven preventative (puppy, kitten classes, assessments, etc.).
 - Submit two sheets: one preventative (75% or 3000 hours) and one treatment (25% or 1000 hours).
 - These sheets must have the times totaled at end of each sheet.
- **CE Record**
 - A minimum of forty (40) continuing education hours related to veterinary behavior or behavioral research.
 - Accepted CE must be acquired within the last five (5) years prior to submitting the application.
 - Continuing education must be received from an accredited veterinary technician school, school of veterinary medicine or national, regional or state veterinary recognized conference.
 - Accepted CE includes but is not limited to APDT, Clicker Expo and other state, regional and national conferences.
 - If you are uncertain whether attended CE qualifies please direct your questions to info@avbt.net.
 - Proof of attendance is required
 - certificate, name badge or receipt are acceptable proof
 - No more than 2/3 (28 hours) of CE can come from one source.
 - At least 50% of CE must be veterinary.
- **Clinical or Research Case Log**
 - Clinical:
 - Submit a minimum of fifty (50) cases occurring within one (1) **calendar year** within the three (3) years before application.
 - No more than twenty five percent (25%) can be of a preventative nature, not requiring a veterinary diagnosis.
 - Submit two logs: one for prevention (25% or 12 cases) and one for treatment (75% or 38 cases)
 - Research:
 - One (1) calendar year within the three (3) years immediately preceding application must consist of behavior research or research using behavioral observations as a major portion of the study.

- **Five (5) Case Reports**
 - Case reports should come from your case log.
 - Case reports must be the original work of the applicant.
 - A minimum of three (3) case reports must have a veterinarian's diagnosis.
 - A minimum of two (2) species must be represented.
 - A maximum of one (1) case report could be a problem prevention case not requiring a veterinarian's diagnosis.
 - A maximum of one (1) case report could be a pet selection counseling report not requiring a veterinarian's diagnosis.
 - Case reports or pet selection reports should include the following as a minimum:
 - **Case Report Requirements:**
 - Signalment and statement of problem
 - Behavior history
 - Significant physical and laboratory findings
 - Behavioral diagnosis (if applicable)
 - Previous treatments attempted (client or other person applied)
 - Prescribed treatment plan: Case report treatments should be reflective of treatments listed in logs
 - Follow up care including application of prescribed treatment plan (home visit or hospital visit)
 - General follow up assessment (if home visit include family interactions and observable behavior)
 - Response to current treatment plan
 - Observations and discussion pertaining to follow up
 - Goals for next follow up care
 - Results
 - Discussion: Include the following- why various treatment options were used; why treatment options worked or did not work; explain protocols in detail (as you explained them to the client); patient weights, drug dosages, and coat color.
 - **Pet Selection Report Requirements:**
 - Family overview
 - Summary of client's wants and dislikes
 - Considerations
 - Client education
 - Recommendations
 - Pros and cons of breed or species recommendations
 - Source recommendations
 - Recommended reading and educational material list
- **Written and published or pending publication of a peer reviewed journal article on an animal behavior topic.**
 - Include a copy or link to your article
 - Potential publications could include but are not limited to the NAVTA journal, ILAR journal, Lab Animal journal, SVBT newsletter, AVSAB newsletter, Journal of Veterinary Behavior or other scientific journals.
 - Peer reviewed articles are read and approved by knowledgeable peers in the field. They must contain citations of scientific references. They should contain an appendix of client handouts for treatment options. Client information is confidential and should not be included in published articles.

One (1) copy of the completed packet should be sent electronically to the following:
info@avbt.net

You will be notified within eight (8) weeks after the committee members have received your packet as to approval or denial. If denied, you will receive a letter describing deficiencies. If approved, you will be notified of the approval and no later than three (3) months from the scheduled examination be advised of the examination format, location, date, and examination fee.

Please visit www.avbt.net FAQ page for commonly asked questions. From the entire AVBT Board of Regents, we wish you success.

Sincerely,

The Academy of Veterinary Behavior Technicians Council of Regents