



## APRVT Pre-Application Checklist

**One year** prior to a scheduled examination date, all APRVT training program applicants and their mentors must together submit several required documents to the Credentialing and Case Review chair of the APRVT:

A completed application packet includes ALL required forms and documents in an electronic format from Part I and Part II. Because sending large file formats via electronic mail has limitations, please upload to an online **Cloud Drop Box** then send a link to the **Credentialing and Case Review Chairperson**. Applicants are responsible for their own Drop Box accounts. Please note there are **TWO PARTS**.

### **Part I: To be submitted by 11:59:59 January 1st of the year prior to application deadline**

- One brief letter of intent addressed to the APRVT Credentialing and Case Review Committee Chair that describes who you are and why you are interested in becoming an APRVT member  
Filename Instructions: LASTNAME\_FIRSTNAME\_LETTEROFINTENT\_APRVT\_YEAR
- Two (2) letters of recommendation. (Sent separately by the letter writers). If sent via postmarked mail please notify the Academy via electronic mail, otherwise please send via electronic mail  
Filename Instructions: LASTNAME\_FIRSTNAME\_RECCLLETTER\_APRVT\_YEAR

Please refer to the website [www.aprvt.com](http://www.aprvt.com) for required forms and details. Once a letter of intent is received, the credentialing and case review chairperson will contact the applicant with an Applicant Registration Number (ARN).

Complete Bylaws, Constitution and Code of Ethics for the APRVT are available at the web URL <http://www.aprvt.com>

Applicants will receive an electronic application and mentor packet upon receipt of a Letter of Intent and recommendation letters. **Part II** instructions are detailed in the application packet.