



## Academy of Physical Rehabilitation Veterinary Technicians Pre-Application

### Summary of Instructions

The APRVT requires a Letter of Intent (LOI) to be submitted along with Two Letters of Recommendation prior to application submission. With the exception of the first application cycle, letters of intent should be received one year prior to an applicant packet submission. Applications are due January 1st 11:59:59 CST for the following examination year. A LOI received on or after the deadline will not be considered for the next examination cycle. Letters are limited to one page in length and are to provide a brief letter that describes who they are and why they are interested in becoming VTS (Physical Rehabilitation). Applicants should also tell the APRVT what they can contribute to the APRVT and future plans once recognition is attained.

Two letters of recommendation are required for APRVT consideration and are limited to one page in length. One letter must be from the applicant's mentor who is a veterinarian certified in veterinary physical rehabilitation or is a diplomate of the American College of Veterinary Sports Medicine and Rehabilitation who can directly attest to the candidate's skills. The APRVT will accept letters of recommendation from other specialty college diplomates. In addition, a Credentialed Veterinary Technicians (CVT) with credentialing in any VTS Academy will be accepted for a period of 3 testing cycles. Non-VTS CVT's and Physical Therapists with physical rehabilitation credentialing will not be accepted.

The letter should include the evaluation of the candidate's commitment to the profession and to the cooperative work environment. The candidate must have a direct relationship with all the individuals writing a recommendation letter.

### **Pre-Applications will not be considered if recommendation letters are not enclosed.**

Each VTS candidate should be supervised by a veterinarian who is certified in veterinary physical rehabilitation or is a Diplomate of Veterinary Sports Medicine and Rehabilitation (DACVSMR). This "mentor" should be in the same locality as the candidate and should be able to communicate at a minimum by video conferencing. Non-VTS CVT's and Physical Therapists with rehabilitation credentialing will not be accepted for mentorship.

A completed pre-application packet includes ALL documents in an electronic format. Because sending large file formats via electronic mail has limitations, please upload to an online Cloud DropBox then send a link to the Credentialing and Case Review chairperson. Applicants are responsible for their own DropBox accounts. Please note there are TWO PARTS.



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- 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\_RECCLetter\_APRVT\_YEAR

Please refer to the [Applicants page](#) 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).

Please make sure to read the complete Bylaws, Constitution and Code of Ethics for the APRVT.

### Final Information

Except for signatures, handwritten forms will not be accepted. Include only the information requested for the pre-application. Extraneous documents will not be accepted and may result in a rejection. All efforts should be made by the applicant to ensure letters are an example of their highest quality of work. All documents shall be single-spaced, Times New Roman 12-point font with 1-inch margins and are to be e-mailed to the APRVT Credentialing and Case Review Committee Chair as a .pdf file to preserve original formatting. If letters are wished to be postage mailed, please notify the Credentialing and Case Review Committee Chair via e-mail in advance. Include the names of recommendation letter writers and dates mailed.

Once the LOI has been received by the Credentialing and Case Review Committee Chair and approved by the Executive Board, a welcome letter will be sent to the applicant. Applicants can expect to wait no more than seven (7) business days for acknowledgement and welcome letter instructions, which includes the Application Packet and a Mentor Packet.