



Veterinary Technician Specialist Renewal Guidelines

I. Maintenance of Credentials - Veterinary Technician Specialist in Veterinary Physical Rehabilitation

Maintenance of the Academy of Physical Rehabilitation Veterinary Technician specialty was initiated on February 17th 2017. All active VTS members are required to take action to maintain board certification every five (5) years from the year of their initial certification with applications being due **June 30 11:59:59 CST** of the renewal year. Renewal pathway choice (credit accumulation or examination) must be submitted within thirty (30) days after January 1st of the renewal year material submissions are due to the Recertification Chair. ALL activities shall occur AFTER member award notification. An active VTS may apply to maintain specialty certification via one of the following two methods:

- Accumulate 500 credits as outlined in Section II of this document
- Successfully pass the core knowledge specialty certification examination as outlined in Section III of this document

A VTS seeking recertification via **recertification** credits is required to submit recertification materials every five (5) years after initial specialty certification or last recertification.

A VTS seeking recertification via **examination** is required to submit notification of intent to sit for examination every five (5) years after initial specialty certification or last recertification, thus enabling them to take the examination at years 5, 10 or 15, respectively. Examination must occur in the year of renewal.

Example Timeline for Maintenance of Board Certification

Event	Dates
Original board certification date (or recertification date)	February 17 2017
Maintenance of certification is required every 5 years	June 30, 2022
Maintenance of certification by submitting recertification credits:	
Earliest deadline for submitting materials (4th year)	February 17, 2021
Next deadline for submitting materials (5th year)	June 30, 2022
Next deadline for submitting materials (10th year)	June 30, 2027
Maintenance of certification by re-examination:	
Earliest deadline for submitting examination application form (4th year)	December 31, 2021
Next deadline for submitting examination application form (9th year)	December 1, 2026

A VTS in Veterinary Rehabilitation who fails to maintain specialty certification will forfeit their active VTS status and will not be able to claim specialty certification by the Academy of Physical Rehabilitation Veterinary Technicians. The title VTS (Physical Rehabilitation) is trademarked, and violations are taken seriously.

As a courtesy, the Membership Chair will track and attempt to notify all active VTS's of their upcoming deadline for recertification. However, each VTS is responsible for being aware of and keeping track of their eligibility status and for applying for maintenance of specialty certification by established deadlines.



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All certifications will expire on **12:00:01 CST July 1st** of a VTS's 5th year anniversary of initial board certification or recertification date and require recertification submission by the prescribed deadline. For example, a VTS who was originally certified in 2017 may apply for recertification in years 2022, 2027 and 2032. Successful recertification will extend active certification for 5 (five) years beyond the last certification date and year. For example, specialty certification obtained in 2017 will remain active throughout 2022 and successful recertification will extend the active certification date to 2027, if the recertification requirements are met for recertification periods.

A VTS who fails to successfully apply for recertification within the allotted five (5) years of eligibility and does not apply for recertification in time to meet the 5-year deadline will have their active specialty status suspended and will be placed on inactive VTS status. If this occurs, active specialist status can only be reinstated by submission of a full application package for consideration of re-examination for specialty certification. The VTS will be required to take the next available certification examination, without deferral option. If successful, the VTS's specialty certification will extend five (5) years from the date from which they successfully pass the Academy Physical Rehabilitation Veterinary Technician specialty examination.

If a VTS allows their specialty certification to expire without renewal or re-application, VTS status will be changed to an inactive status. Affected individuals shall be required to remove the VTS title from all marketing and business materials and can no longer claim specialty certification by this Academy. The VTS title must be removed even if a person is planning to re-enter the examination process as a candidate. Once the Academy Physical Rehabilitation Veterinary Technician specialty certification examination has been successfully passed and active VTS status has been restored, the VTS in Veterinary Physical Rehabilitation title can be returned to all marketing and business materials.

Requests for Extension of Recertification

The 5-year time frame allowed for application for recertification is intended to give VTS's adequate time to complete the recertification process. Therefore, **requests for deadline extensions are not accepted.** The Board of Directors will consider requests for extensions only for circumstances of extreme hardship such as serious personal illness or military deployment with consideration of related factors such as the duration of the hardship, the VTS's eligibility to sit for the examination, and importantly, whether application of recertification had been attempted prior to the 5-year deadline for recertification. A VTS that requests an extension of the recertification deadline may do so by submitting a written request to the Academy Secretary during the last year of their current certification, at least three (3) months prior to the five (5) year deadline for recertification. The VTS will be notified of the Board of Director's decision about allowing the extension for recertification within 30 days of the request. If approved, an extension for recertification will be provided for a period to be approved by the Board of Directors, during which time the VTS must successfully recertify. If recertification is not successful within this extension period, then the active VTS status shall be revoked and the specialist will be placed on inactive VTS status.



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Submission of Recertification Materials

The recertification credentials request documentation is currently available through the Academy **Google Classroom**. Members will receive an invitation to the classroom a minimum of one (1) year before recertification is required. Links to the classroom and class code are *renewal year specific* and members will receive invitation links a minimum of one (1) year before recertification is required from the Membership Gmail. All activities related to recertification over the last five (5) year period (i.e., all activities related to recertification since the date of initial certification or last recertification) are to be logged. An updated copy of the members Curriculum Vitae must be included and the member must use the approved template used for general application to the Academy. The recertification application form, master logs and supporting evidence must be submitted to the Academy **Google Classroom** assignments. The recertification packet must be complete and is considered a professional submission, otherwise the materials will be returned for proper completion and formatting. Penalties may apply should this occur. The Academy will use an honor system for VTS compliance, with VTS's self-declaring completion of requirements; however, random audits and proof of attendance for activities are required in the renewal packet for many renewal categories. All materials are due **June 30 11:59:59 CST** of the recertification year.

Requests for Change in Renewal Pathway Selection

Requests for members wishing to change renewal pathway selections shall only be granted upon written request to the Recertification Chair and the President no later than **April 1 11:59:59 CST** of the year materials must be submitted. Members may be responsible for processing fees associated with renewal pathway selection changes.

Notification of Recertification Status

VTS's applying for recertification via the credit pathway will be notified of their recertification status within four (4) months after recertification materials have been received by the Renewal Committee. If recertification is approved, a new time dated diploma will be mailed along with the letter of approval of the recertification application and the submitted supporting documents.

VTS's applying for recertification via the examination pathway will be notified of examination details a minimum of ninety (90) days prior to the examination date and location. All fees are required to be paid prior to the examination date and one (1) opportunity to retake the examination will be granted to members who fail to renew by the renewal deadline of **June 30 11:59:59 CST**. VTS's are to be held to the same standards and requirements as applying members for examination procedures and requests as stated in the Bylaws.



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II. Maintenance of Specialty Certification by Credit Accumulation

VTS's may maintain certification by accumulating **500 credits** over a period of five (5) years of membership. Five hundred recertification credits are needed for maintenance of specialty certification; however, it is highly recommended that more than 500 credits be submitted in the event that a portion of the submitted credits are not judged acceptable for recertification by the Renewal Committee. VTS activity in multiple categories is encouraged and *no more* than 400 credits in any one activity category will be allowed. All activities must occur within the five (5) year renewal period.

For recertification credit, a summary of all activities must be submitted to the Academy using the following categories. Please reference application Points Section for category detail description.

Activity	Number of credits per activity	Max # of credits per activity	Max # of credits per activity
Category 1 - Continuing Education Attendance *(Physical Rehabilitation, Nutrition, Behavior, Integrative Medicine, etc. – these topics model the formatting outlined in the Application Packet and Bylaws) *Continuing education credits must be RACE approved & speaker credentials meet eligibility requirements. *All CE must be obtained in the immediate five (5) years after VTS award recognition			
Activity 1 - Sports Medicine or Rehabilitation related meeting*	4/hour	100 hours	400
Activity 2 Completion of a Bachelor of Science (BS) or Master of Science (MS) in an animal related field in points section sixteen (16)	4/hour	100 hours	400
Activity 3 Certification - Completion of certification in points section one (1)	4/hour	75 hours	300
Activity 4 Certification – Completion of certification in points section two (2)	2/hour	50 hours	100
Activity 5 Certification – Completion of certification in points section fourteen (14)	1/hour	25 hours	25
Activity 6 Certification – Completion of certification in points section fifteen (15)	1/hour	25 hours	25
Activity 7 Continuing Education – Completion of CEU in accordance with CEU requirements Bylaws section 3(g) Live Instruction Workshop	1/hour	30 hours	30
Activity 8 Continuing Education – Completion of CEU in accordance with CEU requirements Bylaws section 3(g) Live Instruction Seminar	1/hour	25 hours	25
Activity 9 Continuing Education – Completion of CEU in accordance with CEU requirements Bylaws section 3(g) Live Webinar Instruction Seminar	0.5/hour	10	10



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II. Maintenance of Specialty Certification by Credit Accumulation

Activity	Number of credits per activity	Max # of credits per activity	Max # of credits per activity
Category 2 - Presentations			
Activity 1 Lectures, seminars or wet labs to veterinarians/veterinary technicians or veterinary/technician students	10/seminar	20	200
Activity 2 Lectures, seminars or wet labs to other professionals	2/seminar	50	150
Activity 3 Lectures or seminars to the general public	1/seminar	100	100
Category 3 - Publications			
Activity 1 First author or corresponding author of a peer-reviewed publication	200/publication	2 publications	400
Activity 2 Co-author of a peer-reviewed publication	150/publication	2 publications	300
Activity 3 First author or co-author of a non-peer-reviewed publication	10/article	5 articles	50
Activity 4 First author or co-author of a peer-reviewed textbook chapter	75/chapter	3 chapters	225
Category 4- Specialty Certification Examination Questions*			
*It is required for renewing VTS members to submit a minimum of TWO questions			
**Member must be on Exam committee and non-disclosure agreement on file			
Activity 1 Creation and submission of examination questions*	3/question	50 questions	150
Activity 2 Review and validation of examination questions**	1/question	50 questions	50



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II. Maintenance of Specialty Certification by Credit Accumulation

Activity	Number of credits per activity	Max # of credits per activity	Max # of credits per activity
Category 5 - Academy Service*			
*All officers and chair positions must be fulfilled to term for point accrual.			
Category 5 - Academy Service			
Activity 1 Service as an Elected Officer	150/term	2 terms	300
Activity 2 Service as a Committee chair	75/term	2 terms	150
Activity 3 Service as a Committee member	50/year	3 terms	150
Activity 4 Service as a Mentor	50/year	4 terms	200
Activity 5 Service as Examination Proctor	10/year	5 years	50
Activity 6 Service as Member Representative at Exhibit or Conference Hall	5/service	10 per year	50
Category 6 – Professional Memberships			
<p>The Academy recognizes the value of maintaining relationships with outside veterinary professional organizations and will award points for recertification. Documentation of renewal certificate or proof of payment for membership is required for points accrual. A maximum of <u>25 points</u> will be awarded for professional memberships over the renewal period. Each membership will earn <u>1 renewal credit</u> each.</p> <p style="text-align: center;">*Academy (APRVT) membership cannot be claimed in this section*</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> - International Veterinary Association of Pain Management - State Veterinary Medical or Veterinary Technician Association - National Association of Veterinary Technicians in America - American Association of Rehabilitation Veterinarians - International Association of Veterinary Rehabilitation and Physical Therapists 			



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II. Maintenance of Specialty Certification by Credit Accumulation

Additional Certification as a Veterinary Technician Specialist

VTS members are required to maintain 75% of work experience and hours in the specialty of certification for the first three (3) years after successful completion of the VTS (Physical Rehabilitation). VTS title awards obtained in other specialties before this time is considered double-dipping as work experience is required to be in the field of specialty for the secondary Academy. On the **sixth year** of VTS (Physical Rehabilitation) certification, a member may apply for a secondary VTS title in another specialty which may be considered for recertification. This VTS must pertain to the field of physical rehabilitation. To retain the VTS (Physical Rehabilitation) award, members shall provide a statement of affidavit recognizing the secondary specialty has been notified of intended dual VTS status and the VTS (Physical Rehabilitation) shall be required to renew every five (5) years according to the renewal guidelines.

Explanation of Activities and Recertification Credit Submission Guidelines

1. Continuing Education Attendance

Veterinary Technician Specialists in Veterinary Physical Rehabilitation may earn recertification credits for attending lectures, laboratories and certain other types of continuing education related to the specialty. Continuing education content must directly pertain to the categories listed in the Application packet and follow guidelines in the Bylaws, be high quality, be accredited by the Registry of Approved Continuing Education (RACE) and provided by an exceptionally recognized expert (Veterinary Technician Specialist or Diplomate of an AA VSB approved veterinary college). If a continuing education course appears to meet the above criteria but is not RACE approved, the candidate may submit a written appeal with the recertification materials detailing the reasons the course should qualify for credit; the appeal will be considered by the Recertification Committee. Four recertification credits will be awarded per contact hour up to a maximum of 400 credits. All submitted continuing education attendance must be within the 5-year recertification period.

Continuing education recertification credits will not be awarded for any of the following activities:

- Continuing education programs on business, management, communication, or other non-scientific topics.
- Informal continuing education such as dinner meetings sponsored by companies about products or services unless RACE approved.
- Clinical rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by state licensing boards as allowable continuing education.



Veterinary Technician Specialist Renewal Guidelines

Explanation of Activities and Recertification Credit Submission Guidelines

To receive continuing education credits for recertification, all of the following information must be included on the recertification application form.

- Date and location of the continuing education program (city, state and country, if outside of U.S.)
- Name of the conference or continuing education program
- Title of the lecture, laboratory or other type of continuing education
- Name of the speaker or presenter and speaker credentials
- Number of contact hours. List each hour of lecture or presentation separately, even if an entire session was presented by the same speaker

The above continuing education information and any proposed recertification credits must be recorded in the Recertification Continuing Education Record Log and submitted electronically in the **Google Classroom** for continuing education hours.

Sports Medicine or Rehabilitation Certification Programs in Points Section One (1)

Credit will be awarded to VTS's who attend, and complete post-graduate training or certification programs related to sports medicine or rehabilitation. An example of qualifying certification programs include certification in canine rehabilitation. Four (4) recertification credits will be awarded per contact hour up to a maximum of **300 credits** per recertification cycle.

Certification of Completion in Points Section Sixteen (16)

Evidence of completion of a Bachelor of Science (BS) or Master of Science (MS) in an animal related field. Copy of diploma (does not need to be a certified copy from the University) is required. Four (4) recertification credits will be awarded per contact hour up to a maximum of **400 credits** per recertification cycle.

Certification of Completion in Points Section Two (2)

Evidence of completion of postgraduate training including observation hours, case reports and an examination or other advanced training in addition to credentialed veterinary technology degree in topics related to veterinary pain management. An example of a qualifying certification program includes a veterinary pain practitioner. Two (2) recertification credits will be awarded per contact hour up to a maximum of **100 credits** per recertification cycle.

Certification of Completion in Points Section Fourteen (14)

Evidence of completion of postgraduate training or other advanced training restricted to veterinary professionals. Programs accepting the general public, without professional licensure recognized by individual state or province legislative bodies will not be accepted. Program instructors must fulfill speaker credential requirements as described in the Academy Bylaws and are exceptionally recognized experts in the subject matter being presented. (e.g. Acupressure, Therapeutic Massage). One (1) recertification credits will be awarded per contact hour up to a maximum of **25 credits** per recertification cycle.



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Explanation of Activities and Recertification Credit Submission Guidelines

Certification of Completion in Points Section Fifteen (15)

Evidence of completion of postgraduate training or other advanced training restricted to veterinary professionals (e.g. any of the UT programs: OA case manager, Canine Animal Pain Manager, Nutrition Case Management, Fear Free Certification, Certified Canine Fitness Trainer). One (1) recertification credits will be awarded per contact hour up to a maximum of **25 credits** per recertification cycle.

2. Presentations

VTS's who prepare and deliver scientific presentations or seminars may earn recertification credits for providing lectures, laboratories and certain other types of continuing education related to the specialty. **Ten (10)** recertification credits will be awarded per **one (1)** activity for presentations to veterinarians, veterinary technicians or veterinary, veterinary technician students, up to a maximum of **200** credits. Presentations in this category are required to be RACE approved and evidence or an affidavit stating the presentation occurred is required.

Two (2) recertification credits will be awarded per activity for presentations to other professionals, up to a maximum of **150** credits. Presentations in this category are required to have a learning objective and participant attendance recorded. Live webinars are acceptable but proof of presentation including title, date given, format presented and public domain listing (must be accessible).

One (1) recertification credits will be awarded per activity for presentations to the public, up to a maximum of **100** credits. Presentations in this category are required to have a learning objective and participant attendance recorded. Live webinars are acceptable but proof of presentation including title, date given, format presented and public domain listing (must be accessible).

Presentation recertification credits will be awarded for the following activities:

- Continuing education provided to veterinarians or veterinary technicians in a live seminar format (RACE approved) including conferences, distance or public domain learning.
- Continuing education provided to veterinarians or veterinary technicians in a pre-recorded seminar format (RACE approved) including conferences, distance or public domain learning..
- Lectures delivered to veterinarians or veterinary technician students as continuing education or within a veterinary licensing curriculum (e.g. College or University).
- Lectures delivered to veterinary technicians as continuing education within an undergraduate curriculum.
- Lectures delivered to other professionals as continuing education or within an undergraduate curriculum.
- Poster presentations at scientific conferences.
- Non-RACE approved seminars, lectures or workshops to the general public.



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Explanation of Activities and Recertification Credit Submission Guidelines

Presentation recertification credits *will not* be awarded for any of the following activities:

- Presentations given on topics related to business, management, communication, or other non-scientific topics.
- Informal lectures such as dinner meetings sponsored by companies about products or services.
- Participation in clinical rounds, in-clinic presentations, or journal clubs, etc., unless specifically approved by state licensing boards as allowable continuing education.
- Consultations with clients, groups, producers, etc.
- Presentations given on topics or species not related to the veterinary rehabilitation specialty.
- Presentations given on topics or species not related to the veterinary rehabilitation specialty.

To receive presentation credits for recertification, all of the following information must be included on the recertification application form.

- Date and location of the continuing education program (city, state and country, if outside of U.S.)
- Public domain listing (if applicable) for Webinars
- Name of the conference or continuing education program
- Title of the lecture, seminar, laboratory or other type of continuing education
- Name of the speaker or presenter (i.e., the diplomate) including credentials
- Number of contact hours
- RACE approval number (if applicable)
- Intended audience (e.g. veterinarians, other professionals, the public)

The above continuing education information and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically in the **Google Classroom**. Failure to include or specify any of the above listed requirements will result in disallowance of the submitted presentation hours.

3. Publications

VTS's may earn recertification credits by submitting scientific articles for publication related to topics in sports medicine and rehabilitation, nutrition, pain management, behavior (with application to physical rehabilitation) or complementary/integrative medicine. A VTS can earn 200 credits for each first author publication, 150 credits for each co-authored publication, 10 credits for each non-peer reviewed publication, and 75 points for each authored or coauthored textbook chapter. Publications must be published within the five (5) year recertification period. All publications must follow a standardized format including appropriate scientific references. Publications without references (e.g., for the public) or public domain listings such as a blog will not be considered.



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Explanation of Activities and Recertification Credit Submission Guidelines

Publication credits will be awarded for the following activities:

- First author, senior author, or corresponding author of peer-reviewed, scientific publications printed within the veterinary or biomedical literature may be awarded a maximum of 200 recertification credits per article. A limit of two first author publications may be submitted for credits per 10-year recertification period. A copy of the publication or proof of acceptance by the publisher must be provided for consideration of recertification credits.
- Second author or co-author of peer-reviewed publications may be awarded a maximum of 150 recertification credits per article. A copy of the publication or proof of acceptance by the publisher must be provided for consideration of recertification credits. A maximum of two second-author publications may be submitted for credits per 10-year recertification period.
- Articles accepted for publication but not yet in print may be submitted for recertification credits. Proof of acceptance by the publisher must be provided for consideration of recertification credits for articles in print.
- Non peer-reviewed articles intended for professional audiences such as veterinary technicians may be awarded a maximum of 10 recertification credits per article if deemed acceptable. A copy of each article must be provided for consideration of recertification credits. A maximum of five non-peer reviewed articles may be submitted for credits per ten (10) year recertification period.
- Textbook chapters related to sports medicine and rehabilitation may be awarded a maximum of 75 recertification credits per chapter. A full copy of the textbook or a copy of the first page of the chapter, including the authors name of each textbook chapter must be provided for consideration of recertification credits. A maximum of three (3) chapters may be submitted for credits per ten (10) year recertification period

Publication credits *will not* be awarded for any of the following activities:

- Proceedings, abstracts, posters or other informal articles. Recertification credits for some of these activities may be listed under the presentation's category. Credits will not be approved for similar activities (e.g., proceedings for an oral presentation) listed within two different categories (i.e., double dipping).
- Lay publications intended for the general public (i.e., trade magazines, blogs, etc.) without scientific references

If a VTS has any questions related to whether a certain publication will qualify for recertification credits, then he/she can contact the Recertification Committee Chair in advance to ask about whether a specific publication is appropriate for submission and acceptance.

Copies of the above publications and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically in the **Google Classroom**. Failure to include copies of the publications will result in disallowance of the proposed recertification credits.



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Explanation of Activities and Recertification Credit Submission Guidelines

4. Submission of Specialty Certification Examination Questions

For submitted examination questions, 3 recertification credits will be awarded per submitted examination question for up to a maximum of 150 credits. Specialty certification examination question submissions must have taken place within the five (5) year recertification period. The examination questions must be recorded in the Recertification Master Log. Failure to include the examination questions will result in disallowance of the submitted board certification examination questions for recertification. Examination questions must have been submitted to the Examination chair prior to requested deadlines and adhere to the formatting style requested. **It is required for all renewing members to submit TWO questions.**

5. Academy Service

Physical Rehabilitation Veterinary Technician Specialists are encouraged to become actively involved in Academy and Committee-related activities. Specialists may earn recertification credits by service as an Elected Officer, Committee chair or membership for a committee. Recertification credits in this category are contingent upon successfully completing one's assigned function as stipulated by the Board of Directors' or Committee's roles and responsibilities outlined in the Academy Policy and Procedure Manual, and by meeting all associated deadlines.

Academy service credits will be awarded for the following activities per five (5) year recertification period:

- Service as an Elected Officer (150 credits/term of membership and service up to a maximum of 4 years and 300 credits)
- Chair of an Academy committee (75 credits/term of service up to a maximum of 4 years and 150 credits)
- Service as a Committee member (50 credits/term of membership and service up to a maximum of 3 terms and 150 credits)
- Service as Examination Proctor (10 credits/year of service up to a maximum of 5 years and 50 credits)
- Service as a Member Representative at exhibit or conference hall (5 credits per occurrence up to a maximum of 50 credits)

The above Academy service appointment, activities and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically to the Academy **Google Classroom**. Failure to include or specify any of the above listed requirements will result in disallowance of the submitted Academy service credits toward recertification. Members must be able to produce certification of service letters sent at time-of-service completion by the Academy.



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Explanation of Activities and Recertification Credit Submission Guidelines

III. Maintenance of Board Certification by Re-examination

Veterinary Technician Specialists in Rehabilitation who choose to not collect recertification credits over each five (5) year recertification period may elect to sit for the current specialty certification examination within the allotted five (5) years of eligibility. Therefore, application for examination must be submitted by February 17th of the 4th, 9th, or 14th year after the initial or last recertification. Recertification will be dependent upon successful competition of the specialty certification examination. If successful, the VTS's certification will extend active certification for five (5) years beyond the last certification date. A VTS who fails the examination will be required to successfully pass within the given five (5) year recertification period. Therefore, a VTS will have up to two (2) attempts to pass the specialty certification examination, as long as the requirements are met. VTS's who fail to maintain specialty certification will forfeit their specialty status and will not be able to claim specialty certification Academy of Physical Rehabilitation Veterinary Technicians.

Written notification of the VTS's intent to take the specialty certification examination for recertification, along with the current examination application fee, must be received by the Academy by **January 30, 11:59:59 CST of the renewal year**. Requests shall be sent to the Academy **President and Recertification Chair**. Notice of the exact dates, times, and location of the yearly specialty certification examinations will be available within thirty (30) days.

The Academy realizes that unavoidable circumstances such as medical emergencies, global pandemic or unforeseen difficulties may prevent a VTS in the process of recertification from reaching the examination site in time to take the examination(s) and remote proctoring accommodations may be arranged. If hazardous weather, national/global travel restrictions, or a personal medical emergency prevents a VTS from reaching the test site, the VTS should contact the Chair of the Renewal Committee or e-mail the Academy Exam Chair at aprvtapplications@gmail.com. Examinees shall make every reasonable effort to participate in an in-person examination as accommodations are not guaranteed.

No refunds of examination application fees will be given. A renewing VTS is not eligible to retake the examination the following year, and examination fees shall be carried over to the next year's examination.

IV. Maintenance of Certification Fees and Deadlines

Payment of the recertification application fee must be submitted at the same time of the maintenance of certification application form and recertification materials are submitted. Late recertification application or re-examination payments will not be accepted, and recertification applications will be rejected. All fees are subject to change without prior notice.

Recertification Method	Deadline for Submittal and Fees
Credit Accumulation	July 1st 12:00:01 CST of the 5 th , 10 th , or 15 th years after certification
Re-examination	July 1st 12:00:01 CST of the 5 th , 10 th , or 15 th years after certification



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V. Contact Information

Recertification Inquiries: aprvtmembership@gmail.com

Credentialing Inquiries: aprvtapplications@gmail.com

General Questions: vetrehabtechs@gmail.com