



NAVTA Committee on Veterinary Assistant Program Approvals Candidate Program Document Submission Guidelines

Purpose of Submission of Documents:

- Provide the Approval Committee with sufficient information to formulate a recommendation as to whether the Veterinary Assistant Program meets Approval standards
- Allow the Program to take necessary steps to correct any deficiencies noted by the Committee
- Facilitate document review for consistent application of standards

Four (4) Copies of the following documents are to be submitted to:

- NAVTA AVA Committee email: ava@navta.net
Attn: Dennis Lopez, LVT
c/o PMI
3333 E. Flamingo Rd
Las Vegas, NV 89121

Documents should be prepared by:

- Program Director or Senior Staff Member/ Instructor
NOTE: this individual must have sufficient status and control over the program to take action necessary to correct any deficiencies noted

Format of Submitted Documents--Please call if you are unclear about instructions:

- Cover sheet with the name of the program, preparer's name, and date prepared
- Single sided pages for ease of review and single spaced for concise formatting
- Tabs dividing each section as enumerated below
- Each of the FOUR (4) copies should be clipped and separated with a cover sheet
- Certain curriculum related documents may be submitted as digital (please see below)

Required Information for all Veterinary Assistant Programs to be considered for Approval:

Section I: Program Information including:

- Official Name or Title of Program
- Full Mailing Address, Phone number, FAX number of program/ school
- Type of Program: i.e. High School, Continuing Adult Education, Vocational or Trade School, Community Outreach, Distance Learning or other type defined
- Website of school and email address for contact
- Program Director/ Senior Staff Member name/ credentials with electronic contact information
- Names of all Instructors with credentials
NOTE: because credentials vary between states, we are now asking for a current copy of the Veterinary license, certification, or registration for all staff and faculty.
- General Description of facilities used for training including any off-site facilities; the program may submit a diagram of the classroom/ lab

- A description of the source of live small animals utilized in the training of Veterinary Assistants (student's or instructor pets are welcome for the training of restraint techniques and basic physical exam if the subsequent requirement is met accordingly)
- The program's documentation that animals used for the training of Veterinary Assistants are handled according to guidelines of the Animal Welfare Act; either by the guidance of an Institutional Animal Use and Care Committee (IACUC) or by meeting the guidelines of the USDA
- Equipment list used for training--individually sized supplies such as various types of instruments or bandaging material do not need to be enumerated: simply listed as "assorted surgical instruments, bandaging gauze," etc.
- A sample of the Certificate or Diploma Awarded to graduates
- Memoranda of Understanding or Letter of Affiliation with AVMA accredited Veterinary Technician Program. This affiliation should be one that encourages the acquiring of additional education from the assistant level for those individuals that choose to continue on with a career in veterinary technology. The letter should outline the VT program's recognition of the Assistant Program curriculum and training; visits from the VT program students or faculty are encouraged.
- Current Enrollment (by year, if applicable)
- Number of graduates for each of past two years
- Total Cost per student including all books and supplies

Section II: Program Overview including:

- Total Contact Hours, Credits, and time to complete program (150 hours minimum)
Effective July 1, 2018 a total of 250 hours will be required. The NAVTA requirements will include 150 hours of didactic academic training plus a required 100 hours of externship/ clinical experience within a veterinary clinic or hospital practicing Veterinary Assistant skills under the direction of an extern/ clinical site supervisor. In order to give current programs time to meet this guideline, current programs will be required to provide this externship as part of their program by the time of their first renewal following July 1, 2018.
- General chronological listing (Program outline) of Modules/ Sequences, or individual courses required with credits/ hours for each. Credits/ hours should reflect contact hours devoted to academic-didactic coursework and contact hours devoted to labs/ competency demonstrations.
- Module or Course Descriptions and Outlines for each module/ course in the program
- Listing of all Required Textbooks and Supplies

Section III: ENTIRE listing of All Competency/ Skill Lists for Entire Program

- May be submitted as individual Skill Checklists for Each Course or as one complete document that might be used for a final competency practicum.
- These competencies should be at the level of a Veterinary Assistant per NAVTA policy; such skills should not encroach on the skills at the level of the Credentialed Veterinary Technician (regardless of the tasks allowable under state practice act).
- Brief description of how such competencies are evaluated including, but not limited to: Numbers of students per competency evaluator, format for evaluation (observation in a clinical practice setting; with live animals or models), allowable number of attempts for competency demonstration, any other pertinent information.

Section IV: Specific Curriculum materials for ONE (1) Module or Course as described in Section II above as part of the Program Overview

NOTE: This section/ material may be submitted in Digital Format; HOWEVER, the program will need to include 4 separate flash drives or 4 separate CDs; these will be sent to the separate members of the review committee as well as a copy for the NAVTA office. If this is not economically feasible, the program will need to submit 4 copies of hard documents.

- Course Syllabus including Course Objectives, Course Outline, and Topic Calendar for each week of course showing topics to be covered and applicable reading assignments
- Daily or Weekly Lesson Plans with applicable Learning Objectives
- Any Handouts or Reference material in addition to the required Textbook
- All Quizzes, Tests, and Final Examination (if applicable) for this specific Course/ Module including any testing component requiring identification.
- Specific Skill Competencies required for this Course/ Module

Section V: Advisory Board

- Current roster of Advisory Board
- Minutes of last Advisory Board meeting including attendees and staff present

Section VI: Summary of Graduate Surveys (*help's the review committee gauge student satisfaction*). **(Effective July 1, 2018)**

Please summarize Graduate Surveys compiled for the previous calendar year. These surveys should help program personnel determine program effectiveness and should include statements surveying program effectiveness with regard to: (the number of statements/ questions in the survey should be adequate to gauge):

- Curriculum
- Lab Experiences
- Facilities and Equipment/ supplies available
- Overall program effectiveness
- Provide total number of surveys in the summary so the committee may correlate with graduate numbers provided in the submission documents

Section VII: Program Handbook or Policy Documents

- Include FOUR (4) copies of program policies governing student conduct
- Include any applicable school policies
- Include FOUR (4) copies of any document students are required to sign either prior to or following enrollment (do not include documents related to financial aid or program charges)

Section VIII: School Catalog

- Include FOUR (4) hard copies of the current school catalog or applicable brochure reflecting the Veterinary Assistant Program