

AVNT ACADEMY

POLICY AND PROCEDURE MANUAL

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Introduction

The mission of the Academy of Veterinary Nutrition Technicians (AVNT) is to advance the area of and promote excellence in the discipline of veterinary nutrition, to enhance the skills and knowledge of veterinary nutrition technicians/technologists/nurses, and promote veterinary technicians/technologists/nurses as integral members of the veterinary team.

The policy and procedure manual provides guidelines supporting the Bylaws of the Academy.

Section 1. Process for VTS (Nutrition) Recognition

The AVNT provides a process by which veterinary technicians may become certified as veterinary technician specialists (VTS) in the field of animal nutrition, thereby increasing the competence of those practicing in the field. Eligibility requirements for the application and examination process are detailed here, in the AVNT Policy and Procedures Manual, and reflected in the Bylaws. Section 2. VTS (Nutrition) Candidate Application Terminology and Prerequisites

Definitions of Common Terms

Mastery

Mastery is defined as the ability to perform a skill numerous times, where a person develops to be fully capable of completing the skill without coaching. Mastering the task also involves being able to describe all the steps with such accuracy and understanding that one would be considered competent to train others to complete the task effectively.

Candidate

A person submitting their application for acceptance with a final goal of taking the VTS (Nutrition) certifying examination. A candidate will have been a credentialed veterinary technician/technologist/nurse for a minimum of three (3) years prior to the start of the application year.

Application year

The AVNT application year starts October 1st and continues until September 30th of the following year.

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Credentialed

Credentialed is defined as being legally able to work in their geographical area as a veterinary technician, veterinary technologist, or veterinary nurse. This includes following any regulatory requirements in the geographical location or area of practice. All candidates and academy members must be members in good standing with their credentialing agency.

Attest

The application process requires the candidate to attest to the mastery of skills and the authenticity of their work. To attest is to affirm or verify that what is provided to the AVNT in an application is authentic and genuine.

Attestor

In support of confirming a candidate's mastery of skills, the AVNT requires a specific individual to attest that they have observed the candidate perform the specific mastered skill. Ideal attestors are a Board-Certified Veterinary Nutritionist® (ECVCN, ECVIM, or ACVIM) or a VTS (Nutrition). Alternative attestors can be:

- 1) A veterinary diplomate in the following specialties only
 - a) American College of Veterinary Internal Medicine (Small Animal Internal Medicine (SAIM), Large Animal Internal Medicine (LAIM), Cardiology, Neurology, Oncology)
 - b) American College of Veterinary Dermatology
 - c) American College of Veterinary Emergency and Critical Care
 - d) American Board of Veterinary Practitioners (Avian, Beef Cattle, Canine & Feline, Dairy, Equine, Exotic Companion Mammal, Feline, Fish, Food Animal, Reptile & Amphibian, Shelter Medicine, Swine Health)
 - e) American College of Veterinary Sports Medicine and Rehabilitation
 - f) American College of Zoological Medicine
- 2) A veterinary technician/technologist/nurse with a current VTS certification in the following specialties only
 - a) Academy of Veterinary Emergency and Critical Care Technicians and Nurses
 - b) Academy of Internal Medicine Veterinary Technicians (specialties in Cardiology, Neurology, Small Animal, Large Animal, and Oncology)
 - c) Academy of Veterinary Zoological Medicine Technicians
 - d) Academy of Veterinary Technicians in Clinical Practice (specialties in Small Animal (Canine/Feline), Small Animal (Feline), Exotic Companion Animal, and Production Medicine)
 - e) Academy of Laboratory Animal Veterinary Technicians and Nurses (specialties in Research Clinical Nursing (Traditional), Research Clinical Nursing (Non-Traditional))
 - f) Academy of Dermatology Veterinary Technicians
 - g) Academy of Equine Veterinary Nursing Technicians
 - h) Academy of Physical Rehabilitation Veterinary Technicians
- 3) A credentialed (licensed) veterinarian.

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- 4) Attestors with equivalent board certification from the European Board of Veterinary Specialisation may be accepted upon written request and approval by the Board Regents.

Member

AVNT academy members are previous candidates who have successfully passed the certifying examination and are in good standing with the academy. Members are current VTS (Nutrition) technicians, technologists, or nurses.

Supervisor

A candidate is required to have one supervisor at each practice/business where they will be obtaining specialty-focused work experience. Ideal supervisors are Board Certified Veterinary Nutritionists ®, or a VTS (Nutrition). Alternative supervisors can be:

- 1) A veterinary diplomate in the following specialties only
 - a) American College of Veterinary Internal Medicine (Small Animal Internal Medicine (SAIM), Large Animal Internal Medicine (LAIM), Cardiology, Neurology, Oncology)
 - b) American College of Veterinary Dermatology
 - c) American College of Veterinary Emergency and Critical Care
 - d) American Board of Veterinary Practitioners (Avian, Beef Cattle, Canine & Feline, Dairy, Equine, Exotic Companion Mammal, Feline, Fish, Food Animal, Reptile & Amphibian, Shelter Medicine, Swine Health)
 - e) American College of Veterinary Sports Medicine and Rehabilitation
 - f) American College of Zoological Medicine
- 2) A veterinary technician/technologist/nurse with a current VTS certification in the following specialties only
 - a) Academy of Veterinary Emergency and Critical Care Technicians and Nurses
 - b) Academy of Internal Medicine Veterinary Technicians (specialties in Cardiology, Neurology, Small Animal, Large Animal, and Oncology)
 - c) Academy of Veterinary Zoological Medicine Technicians
 - d) Academy of Veterinary Technicians in Clinical Practice (specialties in Small Animal (Canine/Feline), Small Animal (Feline), Exotic Companion Animal, and Production Medicine)
 - e) Academy of Laboratory Animal Veterinary Technicians and Nurses (specialties in Research Clinical Nursing (Traditional), Research Clinical Nursing (Non-Traditional))
 - f) Academy of Dermatology Veterinary Technicians
 - g) Academy of Equine Veterinary Nursing Technicians
 - h) Academy of Physical Rehabilitation Veterinary Technicians
- 3) A credentialed (licensed) veterinarian.
- 4) Supervisors with equivalent board certification from the European Board of Veterinary Specialisation may be accepted upon written request and approval by the Board Regents.

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VTS (Nutrition) Candidate Prerequisites

1. Credential requirements dictate that a person, before they are declared eligible to start the application process, must:
 - a. Be a credentialed Veterinary Technician/Technologist/Nurse in some State or Province of the United States, Canada, or other countries for a minimum of three (3) years.
 - b. Have not applied for or obtained another VTS certification within three (3) years before the start of the AVNT application year.
 - c. Being an active member in NAVTA and AAVN is strongly encouraged, though this is not a requirement.
2. Should the executive board become aware of any unethical behaviour, including but not limited to suspension of licensure, animal abuse, fraudulently using the VTS credential, or identifying as a nutrition specialist, the board will determine the route of action. A candidate with severe or compounding offenses may have a current application rejected, and be denied completing the application or examination process.

Application Timeline Overview

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Application Components	Total Required	Letter of Intent and Declaration, October 1	Part 1 Opens October 1, Closes March 15 at 11:59 pm PST	Part 2 Opens April 30 Closes Sept 30 at 11:59 pm PST
Acknowledgement of intent and basic information submission.	Complete the requested information. Link found on the website on the candidate page.	Open October 1. Closes March 15 at 11:59 pm PST. Applications for the current application year will not be accepted post-March 15th.		
Work Experience in the Specialty Field	At least three (3) years as a credentialed veterinary technician/technologist or veterinary nurse. At least four thousand (4000) hours focused on the specialty - animal nutrition. <ul style="list-style-type: none"> These hours must be accumulated within the previous five (5) years as a credentialed veterinary technician/technologist or veterinary nurse. The end date for hour accumulation is from March 15th of Part 1 submission. For example, if Part 1 is submitted on March 15, 2025, hours can be counted from March 15, 2020-March 15, 2025. 		Total hours (4000) must be collected and submitted in Part 1 of the application.	
Continuing Education (CE)	40 hours of RACE-accredited or equivalent nutrition-focused CE <ul style="list-style-type: none"> Hours must be from sessions/courses within the previous 3 years preceding March 15th of the application year. To be accepted as equivalent CE, the sessions/courses must be provided by a VTS or Diplomates from the approved list in the main Continuing Education section 		A total of forty (40) nutrition-focused CE hours must be submitted in Part 1 of the application.	

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	<ul style="list-style-type: none"> All CE must be focused on nutrition. 			
Foundation Nutrition Skills Attestation	<p>Attesting that you have mastered these skills as a credentialed and registered (if applicable) veterinary technician/technologist/nurse, etc, in the previous five (5) years preceding March 15th of Part 1 submission. For example, if Part 1 is submitted on March 15, 2025, skills can be included that were mastered between March 15, 2020, and March 15, 2025.</p> <ul style="list-style-type: none"> Mastery is defined as completing a skill numerous times, where you develop to be fully capable of completing the task without coaching. The mastery of the task involves being able to describe all the steps with such accuracy and understanding that you would be considered competent to train others to complete the task effectively. Mastering skills on multiple species is ideal. If one species is the focus in your practice, at least 10% of mastered skills must be from a second species. Acceptable attestors are: DVM, diplomats, and VTS of specific specialties (see list in Definitions: Attestor) 		<p>There are twenty-five (25) total skills in the foundation list. At least 90% (twenty-three (23) skills) must be attested to in Part 1 of the application.</p>	
Advanced Nutrition Skills Attestation	<p>Attesting that you have mastered these skills as a credentialed and registered (if applicable) veterinary technician/technologist/nurse/etc in the previous five (5) years preceding March 15th of Part 1 submission. For example, if Part 1 is submitted on March 15, 2025, skills can be included that were mastered between March 15, 2020, and March 15, 2025.</p> <ul style="list-style-type: none"> Mastery is defined as completing a skill numerous times, where you develop to be fully capable of completing the task without coaching. The mastery of the task 		<p>There are Seventeen (17) total skills in the Advanced list. At least 90% (sixteen (16) skills) must be attested to in Part 1 of the application.</p>	

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	<p>involves being able to describe all the steps with such accuracy and understanding that you would be considered competent to train others to complete the task effectively.</p> <ul style="list-style-type: none"> Mastering skills on multiple species is ideal. If one species is the focus in your practice, at least 10% of mastered skills must be from a second species. Acceptable attestors are: DVM, diplomats, and VTS of specific specialties (see list in Definitions: Attestor) 			
Letters of Recommendation	<p>Two (2) letters of recommendation written by two separate authors, whose credentials meet at least one of the following four (4) categories:</p> <ul style="list-style-type: none"> A VTS (Nutrition) member A Board-Certified Veterinary Nutritionist® A supporting veterinarian A veterinarian or a PhD in Nutrition, who is a member of the American Academy of Veterinary Nutrition A diplomate or VTS of the American College of Veterinary Internal Medicine, or Board of Veterinary Practitioners Other diplomats or VTS deemed appropriate by the Board of Regents. 			<p>Letters must be received between April 30 and September 1 by 11:59 pm PST directly from the author. Any extensions for late receipt must be submitted in writing and approved by the executive board. There will be no extensions or exceptions past September 30.</p>
Examination Questions	<p>Three (3) potential examination questions specific to the area of specialty.</p> <ul style="list-style-type: none"> Multiple choice with references from the accepted reading list. 			<p>All Questions (3) must be submitted in Part 2 of the application.</p>
Case Census	<p>The case census will consist of A minimum of forty (40) to a maximum of sixty (60) cases that reflect the applicant's management of nutrition as related to the patient and mastery of Advanced Veterinary Nutrition Skills.</p> <ul style="list-style-type: none"> Cases will be collected during the application year (October 1 to September 30). Cases must consist of at least two 			<p>A minimum of forty (40) cases must be deemed acceptable. The cases must reflect at least 70% of the attested mastered Foundation and</p>

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	(2) species and represent a variety of conditions and nutrition recommendations.			Advanced Skills. (70% from each list). The case census must be submitted in Part 2 of the application.
Case Studies	<p>Five (5) detailed case reports.</p> <ul style="list-style-type: none"> Case reports must demonstrate expertise and understanding of principles in the management of a variety of veterinary patients requiring veterinary nutrition services. Case reports must represent at least two (2) different species. More variety of species is strongly encouraged. The case reports must be selected from the case census. Case reports must be the original work of the applicant. 			Five (5) Case Studies must be submitted in Part 2 of the application.
Comprehensive List	<p>Thirteen (13) comprehensive questions to be completed by the applicant.</p> <ul style="list-style-type: none"> Answers must be the original work of the applicant. 			All comprehensive questions (13) must be completed and display accuracy and advanced understanding of the concepts and equations. The Comprehensive List questions must be submitted in Part 2 of the application.

Starting the Application Year

The application year starts on October 1. Candidates who meet the prerequisites and are committed to completing the components of Part 1 and Part 2 of the application will first complete the Acknowledgement of Intent and Declaration. A link to this form can be found on the Candidate page of the website.

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Acknowledgment of Intent and Declaration

The acknowledgment of intent and declaration consist of the candidate's information and their intent to apply for the current application year. They will also be able to request a VTS Nutrition mentor. After completing this section, the candidate will receive portal access for Part 1 submissions.

A candidate is required to have one supervisor at each practice/business where they will be obtaining specialty-focused work experience. Ideal supervisors are Board-Certified Veterinary Nutritionists®, or a VTS (Nutrition). See the list of acceptable supervisors in the Definitions of this manual.

Part 1 of the Application

Timeline

- Opens: October 1 of the application year, post-completion of the Letter of Intent and Declaration section.
- Closes: March 15th at 11:59 pm Pacific Standard Time (PST) of the application year (approximately 5.5 months into the application year)

Part 1 Application Components

- Work Experience in the Specialty Field
 - Professional History And Employment
 - Candidates must have completed veterinary technician/animal health technologist/veterinary nurse education, which may include completion of the Veterinary Technician National Examination or equivalent. Geographical regions with regulations that allow for alternative measures, see *Credentialing Requirements By Country/Region* below.
 - Candidates must be credentialed in the geographical area of employment for a minimum of three (3) years prior to October 1 at the start of their application year. Proof will be requested in the form of a letter in good standing, or a copy of registration or license from the credentialing organization for the geographical region for each year.
 - A minimum of three (3) years of prior experience must be proven
 - If any work experience or mastery of skills is being declared in the previous five (5) years, proof of credentialing must be included for all five (5) previous years.
 - Credentialing Requirements By Country/Region:
 - **United States and Territories:** You must hold a credential as a veterinary technician (CVT/LVT/LVMT/RVT) issued by a veterinary regulatory authority of one of the fifty US states. If required for your geographical region, proof of passing the VTNE should be

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included in your submission. Proof of credentialing through alternative measures must be provided if recognized in your state.

- **Canada:** Be credential issued by the provincial or territory veterinary regulatory authority. • Alberta (ABVTA) • Atlantic Provinces (EVTA) • British Columbia (BCVTA) • Manitoba (MVTA) • Ontario (OAVT) • Quebec (ATSAQ) • Saskatchewan (SAVT) • Yukon, Northwest Territories, and Nunavut must be credentialed with one of the Canadian Associations. If required for your geographical region, proof of passing the VTNE should be included in your submission.
 - **England:** Regulated by the Royal College of Veterinary Surgeons (RCVS) Veterinary Nurse registry.
 - **Ireland:** Registered with the Veterinary Council of Ireland.
 - **Australia:** Western Australia, be registered with the Veterinary Surgeons' Board. In other Australian states, be registered with the Veterinary Nurses' Council of Australia.
 - **New Zealand:** Be registered with the Allied Veterinary Professional Regulatory Council of New Zealand.
 - **Other International Candidates:** If your country does not currently issue licenses or other registrations for veterinary support team members, and you have completed a college-level course in Veterinary Technology or Veterinary Nursing, you may qualify for the Veterinary Technician National Examination (VTNE). The American Association of Veterinary State Boards (AAVSB) is the organization that administers the VTNE and determines if graduates are qualified to take the examination via the Program for Assessment of Veterinary Education Equivalence (PAVE). PAVE for Veterinary Technicians defines an "international veterinary technician/nurse graduate" as a veterinary technician/nurse whose degree was conferred outside of the United States and Canada by a recognized post-secondary, professional school of veterinary technology/nursing or equivalent program. A "recognized" school is one that is officially approved by, and meets the educational requirements for credentialing, per the government of its country. International applicants may qualify to sit for the VTNE via the PAVE program. After successful passage of the VTNE, they may apply for their credential in one of the states or regions that accept PAVE reciprocity. Once the credential is issued, applicants may begin accruing both work experience and continuing education credits.
- The minimum work experience required to apply for certification as a VTS in Nutrition is at least three years as a credentialed veterinary technician/technologist/nurse
 - 4,000 work experience hours:

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- As a credentialed veterinary technician (CrVT) in the field of nutrition
 - May be accrued within the five years immediately prior to application.
 - The end date for hour accumulation is from March 15th of the Part 1 submission. For example, if Part 1 is submitted on March 15, 2025, hours can be counted from March 15, 2020, to March 15, 2025.
 - Hours accrued during an alternative VTS application process cannot be counted towards qualifying hours for the VTS (Nutrition) application.
 - All candidates must demonstrate that the required veterinary nutrition technician experience hours were completed after becoming legally credentialed.
 - To verify work experience, a copy of an active license for each year is documented on the employment history form.
 - To verify your graduation date, a copy of your diploma from an accredited veterinary technician program or a letter of completion of the VTNE or equivalent national examination is required. If you became legally credentialed through alternative processes, a letter from the credentialing board or other authority must be submitted showing proof and date of credentialing through the alternative route.
 - To verify accuracy in work experience, documentation such as a letter from your employer and/or another form of proof should be provided. For example: redacted pay stubs.
- Experience hours calculation method:
 - An example of an experience hours calculation:
To figure hours = hours per week X percent in specialty X weeks worked at job X # of years =
Total hours experience: _____
- Examples:
- A candidate has worked full-time (40 hours per week) for the last 3 years. The candidate took 2 weeks vacation each year. The candidate spends approximately 4 hours per day focused on nutrition skills.
 - $4\text{hrs} \times 5\text{ day/wk} \times 50\text{ weeks/yr} \times 3\text{ years} = 3,000\text{ hours (Insufficient hours)}$
 - A candidate worked in general practice full-time (38 hours per week) from January 1, 2019, to May 31, 2024. She spent 50% of her time focused on nutrition. On June 1, 2024, the candidate took a role with a Board Certified Veterinary Nutritionist® and now works 32 hours per week, 100% of her time focused on nutrition. She took 2 weeks of vacation time every year. She is now looking to apply in the 2025-2026 year.
 - Total weeks = $3 \times 52 = 156$
 - .Hours at new job from March 15, 2026, going back to June 1, 2024 = 93 weeks
 - $93\text{ wks} - (2\text{wk holiday} \times 2\text{ years}) = 89\text{ weeks}$

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- 89 wks x 32 hr/wk x 100% = 2,848 hrs
- Hours accrued at the previous job
 - 156 - 93 = 63 weeks
 - 63 weeks - (2 wk holidays x 1 year) = 61 weeks
 - 61 weeks x 38 hr/wk x 50% = 1,159 hours
- Total hours = 2,848 hrs + 1,159 hrs = 4,007 hrs (acceptable hours)

- Continuing Education (CE)
 - A minimum of forty (40) hours of RACE-accredited or its equivalent focused on animal nutrition.
 - To be accepted as equivalent CE, the sessions/courses must be provided by a VTS or Diplomates in Nutrition, and must be focused on nutrition.
 - A maximum of four (4) hours (equivalent to 10% of the minimum CE requirements) can be company-specific education. For example, product-specific information or company history.
 - Each session must be a minimum of one-half (0.5) hour.
 - CE hours must be from sessions/courses within the previous three (3) years preceding March 15th of the application year.
 - Of the CE submitted, 80% must be related to canine, feline, equine, or bovine nutrition. Up to 20% can be focused on an alternate species.
 - CE presentations can be live, virtual, or on demand.
 - Proof of attendance is required by providing CE Certificates and completing the AVNT CE application component.
 - Required information for each session includes:
 - Speaker name and credentials, session/course title, date, hour(s), and location/conference, along with the candidate's name
 - Each session must be listed individually in the AVNT CE Application component. Multiple sessions at a larger conference must list each attended session individually. For example, do not list VMX 2025 10 hours. List each session you attended at VMX with the required information listed above.
 - Courses must be listed individually. Programs must list each course included in the program individually.

- Competency Skills
 - Competence skills are those that have been mastered by the candidate within the previous five years of the Part 1 Application deadline. Skills must show a variance of mastery in at least two species. These skills have been mastered by the candidate and are necessary to practice as a veterinary nutrition technician at an advanced level. Skills that meet the definition of mastery require a signature

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attestation to be an attestor who meets the definition of an approved attestor.

Competency skills requiring attestation have been divided into two lists:

- Foundation Skills - a signature attesting to the mastery by an attestor. A minimum of 90% of skills must be attested to as being mastered by the candidate.
 - Advanced Skills - a signature attesting to the mastery by an attestor. A minimum of 90% of skills must be attested to as being mastered by the candidate.
 - Both the Foundation and Advanced skill lists are intended to be the culmination of skills over a focused period in the candidate's career as a credentialed veterinary technician/technologist/nurse. Any skill that is attested to as mastered signifies the candidate has performed the skill repeatedly over a long period, not once or twice. The candidate should be able to consistently and successfully perform the skill on multiple patients with varying health conditions.
 - The list of skills will be provided by the credentials approval committee. It is subject to change based on the current state of the art in veterinary nutrition.
- Foundation Nutrition Skill List Attestation
 - Skills that you have mastered as a credentialed, or registered technician/technologist/nurse/etc in the previous 5 years from March 15th of Part 1 submission. For example, if part 1 is submitted on March 15, 2025, skills can be included when they are mastered between March 15, 2020, to March 15, 2025.
 - Mastery is defined as completing a skill numerous times, over time, where you develop to be fully capable of completing the task without coaching. The mastery of the task involves being able to describe all the steps with such accuracy and understanding that you would be considered competent to train others to complete the task effectively.
 - Mastering skills on multiple species is ideal. If one species is the focus in your practice, at least 10% of mastered skills must be from a second species.
 - Skills in the Foundation skill list include:
 1. Perform a nutritional assessment: Physical exam, BCS, MCS, weight, nutrition history
 2. Perform a fecal quality assessment
 3. Recognize patients at risk for malnutrition. Risk examples are but are not limited to: fed excessive or insufficient calories, fed an unbalanced diet, and fed supplements that may cause an imbalance.
 4. Calculate Resting Energy Requirements (RER)
 5. Calculate Daily Energy Requirements (DER)
 6. Calculate Ideal Body Weight
 7. Calculate caloric requirements (kcal/day) based on RER/DER
 8. Calculate feeding requirements (cup or can AND gram/day) based on RER/DER

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9. Calculate complex meal volumes (example: a combination of canned, kibble, and treats)
 10. Correlate how a nutrition recommendation may be influenced by blood chemistry results
 11. Correlate how a nutrition recommendation may be influenced by cytology or histopathology results
 12. Correlate how a nutrition recommendation may be influenced by urinalysis results
 13. Perform sample collection, handling, or in-house diagnostics for other specific nutritional-related diseases (blood glucose, bile acids, SDMA, cortisol, etc)
 14. Collaborate with a veterinarian to develop a nutrition plan
 15. Implement a nutrition plan for a patient, flock, or herd (etc)
 16. Identify a malnourished patient and create an appropriate feeding plan. Risk examples are but are not limited to: fed excessive or insufficient calories, fed an unbalanced diet, and fed supplements that may cause an imbalance.
 17. Recognize pharmaceutical effects on a patient's GI motility, digestion, and absorption.
 18. Recognize when medications should be administered with or without food
 19. Educate clients regarding best practices for feeding a patient, flock, herd, etc. Conversations should include, but are not limited to: feeding frequency, environment, and food presentation.
 20. Educate clients regarding the importance of diet compliance for disease management.
 21. Educate clients regarding nutritional excesses and deficiencies
 22. Educate clients regarding the parts of an animal feed/pet food label or dietary recipe that provide important information
 23. Educate clients on a variety of nutritional myths and facts. Examples include but are not limited to: Grain-free diets, by-products, corn, ingredient lists, diet manufacturing/raw, balanced/not complete and balanced diets.
 24. Educate clients on proper food handling, preparation (if appropriate), type, and storing, and cleaning of any equipment and/or surfaces for an animal's diet: Examples include but are not limited to cooked or uncooked homemade diets, fresh or raw commercial diets, kibble, silage, hay, grains, etc.
 25. Follow up with the client about the patient/herd in person or remotely (phone, teleconsultation) following a nutrition recommendation.
- Advanced Nutrition Skills List Attestation
 - Skills that you have mastered as a credentialed, or registered technician/technologist/nurse/etc in the previous 5 years from March 15th of Part 1 submission. For example, if part 1 is submitted on March 15, 2025, skills can

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be included when they are mastered between March 15, 2020, to March 15, 2025.

- Mastery is defined as completing a skill numerous times, over time, where you develop to be fully capable of completing the task without coaching. The mastery of the task involves being able to describe all the steps with such accuracy and understanding that you would be considered competent to train others to complete the task effectively.
- Mastering skills on multiple species is ideal. If one species is the focus in your practice, at least 10% of mastered skills must be from a second species.
- Skills in the Advanced Skill list include:
 1. Calculate energy requirements for a variety of growth stages (birth through adulthood)
 2. Calculate daily water requirements
 3. Calculate the percentage weight change
 4. Calculate nutrient amounts in mg/100 kcal or g/1000 kcal
 5. Recognize physical identifiers of nutritional imbalances. Examples include but are not limited to: changes in hair coat quality and color, weak or cracking nails, changes in body and muscle condition, bone deformities, and vision impairment.
 6. Recognize blood chemistry identifiers of nutritional imbalances.
 7. Participate in cases of at least 2 species that utilize diagnostic testing for general gastrointestinal function. Examples include but are not limited to: bile acids, fecal bile acids, TLI, cobalamin & folate, gut dysbiosis index, barium radiographs, Equine oral glucose tolerance test, fecal blood test, ketosis, abdominocentesis, hyperketonemia, hyperketolactia, or hyperketonuria.
 8. Be involved in diagnostic testing and sample handling that requires appropriate fasting protocols, and/or dosing and correct timing of medications, and utilize proper handling of samples
 9. Identify a patient at risk of a metabolic or endocrine disorder due to malnourishment. Examples include but are not limited to: Refeeding syndrome, metabolic acidosis, hypertriglyceridemia, lipidosis, equine metabolic syndrome, hepatic lipidosis, or cachexia.
 10. Assist in the placement/place/ and/or manage at least 2 tube types: Oral tube, Nasoesophagus (nasogastric) tube, Esophagostomy tube, Gastrotomy (varieties), or Jejunostomy tube, a Trocar, or Rumen cannula.
 11. Educate clients about feeding tube indications, benefits, and at-home client management (if applicable)
 12. Nutritionally manage a patient experiencing metabolic acidosis
 13. Nutritionally manage a patient with an endocrine disorder
 14. Nutritionally manage a patient experiencing a gastrointestinal condition
 15. Nutritionally manage patients with a variety of disease states. Examples include but are not limited to obesity, renal disease, hepatic disease,

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cancer, atopy, allergic disease, cardiac disease, oral disease, esophageal disorders, immune-mediated conditions, and osteoarthritis

16. Nutritionally manage a patient with comorbidities. Examples include but are not limited to diabetes + CKD, growth + renal insufficiency, pancreatitis + obesity, etc.
17. Be involved in a case where the patient is administered a form of parenteral nutrition. Partial parenteral examples include but are not limited to: dextrose administration or lipid administration.

- A Part 1 application fee of \$50.00 USD will be due by March 15th for the application to be processed. The application fee will not be refunded if the candidate does not complete the Part 1 submission or is deemed ineligible to continue the application process. Candidates who have not paid the application fee by March 15th will not have their package graded and will need to submit it the following year.
- Candidates will be notified of the acceptance or rejection of their Part 1 application by April 30 of the application year.
- Candidates who have Part 1 deemed acceptable will be able to submit Part 2 of the application process.

Part 2 of the Application

Timeline

- Opens: April 30th of the application year. Only those candidates who have had Part 1 of their application deemed acceptable will receive a link for Part 2 submission.
- Closes: September 30th at 11:59 pm Pacific Time (PT) of the application year.

Part 2 Application Components

- Letters of Recommendation
 - Two (2) letters of recommendation written by two separate authors, whose credentials meet at least one of the following five (5) categories:
 - A VTS (Nutrition) member or a Board-Certified Veterinary Nutritionist®
 - A supporting Veterinarian
 - A veterinarian or a PhD in Nutrition, who is a member of the American Academy of Veterinary Nutrition
 - A diplomate or VTS of the American College of Veterinary Internal Medicine, or Board of Veterinary Practitioners
 - Other diplomats or VTS deemed appropriate by the Board of Regents.
 - Letters must be received between April 30 and September 1 by 11:59 pm PST directly from the author. Any extensions for late receipt must be submitted in writing and approved by the executive board. There will be no extensions or exceptions past September 30.

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○ Appendix A - coming soon

● Potential Examination Questions

- Three (3) potential examination questions specific to the area of specialty.
- Each question must be created as a multiple-choice question.
 - Multiple choice questions (MCQs) are a type of question that presents a problem or question and a set of possible answers, including the correct answer and several incorrect answers:
 - The question is called the stem, and the possible answers are called alternatives. The correct answer is the key, and the incorrect answers are called distractors
- Each question must include a reference from the AVNT accepted reading list.
- Candidates must include an explanation for the question.
- Candidates must follow the Anatomy of a Question Guidelines (Appendix B) and come from the outlined domains and tasks.

● Case Census

- The case census will consist of a minimum of forty (40) to a maximum of sixty (60) cases that reflect the candidate's management of nutrition as related to the patient and mastery of advanced veterinary nutrition skills.
- Cases will be collected during the application year.
- Cases must consist of at least two (2) species with a minimum of ten (10) cases (25%), and a maximum of thirty (30) cases (75%) in one species.
- 70% of attested skills from the Foundation Skill list and 70% of attested skills from the Advanced Skill list must be included in the case log as skills performed by the candidate during the application year.
- Cases must represent a variety of conditions and nutrition recommendations.
- Cases should reflect a variety of skills and advanced knowledge.
- The candidate must actively participate in the case as shown by the skills utilized.
- Forty cases must be deemed acceptable. Less than forty cases deemed acceptable are grounds for nonacceptance of the candidate's package. Therefore, it is recommended to submit more than forty (40) cases to a maximum of sixty (60) cases to cover any that are not accepted.
- Each case must include:
 - Date of Case
 - Patient Call Name or ID #
 - Species
 - Breed
 - Age
 - Sex
 - Weight (kg)

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- Body Condition Score
 - Diagnosis or Differential Diagnosis
 - Foundation Skills Utilized by the candidate in this case
 - Advanced Skills Utilized by the candidate in this case
 - Brief Case Description - *“Tell us how you nutritionally supported this case and why”*. Show calculations. (250 word maximum)
-
- Case Studies
 - Five (5) detailed case reports.
 - Case reports must demonstrate expertise and understanding of principles in the management of a variety of veterinary patients requiring veterinary nutrition services.
 - Case reports must represent at least two different species.
 - A more diverse variety of species is strongly encouraged.
 - The case reports must be selected from the case census.
 - Case reports must be the original work of the applicant. Cases found to be plagiarized or developed from the use of artificial intelligence will be automatically deemed unacceptable and the candidate’s package will not be accepted.
 - Candidates should follow the guidelines in the Instruction for Preparation and Evaluation of Case Reports (Appendix C)
-
- Comprehensive Skills
 - Thirteen (13) comprehensive questions to be completed by the applicant.
 - Appendix D
 - Answers must be the original work of the applicant. Answers found to be plagiarized or developed from the use of artificial intelligence will be automatically deemed unacceptable and the candidate’s package will not be accepted.
 - All comprehensive questions (13) must be completed, display accuracy, and advanced understanding of the concepts and equations.
-
- A Part 2 application fee of \$50.00 USD will be due by September 30 for the application to be processed. The application fee will not be refunded if the candidate is not eligible to continue the examination process. Candidates who do not pay their fee by the deadline will not have their package graded and must reapply the following year.
 - Candidates will be notified of the acceptance or rejection of their Part 2 application at least six (6) months prior to the sitting of the board examination.
 - Candidates who have Part 2 deemed acceptable will be eligible to complete the board examination for VTS (Nutrition)
 - Candidates whose Part 2 is rejected must repeat the entire application process.

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Section 3. Application Results and Examination Admission

Candidate procedures for admission to take the examination for VTS (Nutrition) status are as follows:

1. Application packages are assessed and graded by academy fellows. The Executive Board makes eligibility rulings on recommendation by the Credentials Approval Committee.
 - a. Part 1 candidates will be notified by April 30 of the application year if they are approved to submit Part 2 of their application.
 - i. Candidates whose Part 1 applications are not accepted must start the application process again the following application year, correcting any deficiencies. The candidate will be expected to complete a new application package.
 - b. Candidates who have submitted Part 2 will be notified of results no less than six (6) months preceding the scheduled examination date.
 - i. Candidates whose Part 2 applications are not accepted must start the application process, including Part 1. They can submit intent and Part 1 in the following application cycle, as they will be notified during the subsequent application year. The candidate is expected to complete a new application package.
2. Application for examination must be made by the candidate on a form provided by the Academy and submitted to the Secretary along with the application fee \$200.00 USD. The paid fee and completed form must be provided at least five (5) months preceding the scheduled examination. The application fee will not be refunded if the candidate is unable to take the examination or does not pass the examination.

c. The candidate is required to sign the following agreement when they apply: I hereby apply to the Academy of Veterinary Nutrition Technicians for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal; herewith, I enclose the application fee. I also hereby agree that prior to or subsequent to my examination, the Academy may investigate my standing as a veterinary technician, including my reputation for complying with the standards of ethics of the profession.

Section 4. Examinations

1. Candidates approved by the Credentials Approval Committee and the Executive Board upon receipt of the examination fee set by the Executive Board by the stated due date

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will be advised of the exam format no less than three (3) months prior to the examination.

2. Examinations will be prepared and administered by the Examination Committee.
3. Passing scores will be proposed by the Examination Committee and approved by the Executive Board.
4. Examinations will be given at least once every other year.
5. The examination committee may include written, oral, and practical items; computer simulations or the use of audiovisual aids may be used as part of the testing process.
6. Topics to be covered on the examination are those that are crucial to veterinary nutrition.
7. Exam items will be referenced using current scientific sources.
8. Exam items may be submitted by AVNT members or by ACVIM (Nutrition) diplomats and doctorate-level persons deemed experts in the field of veterinary/animal nutrition.
9. A minimum passing score, as established by the Examination Committee and approved by the Executive Board, must be achieved to obtain VTS (Nutrition) status.
10. All candidates sitting for an examination will be notified of the results of the examination by email on the same date within sixty (60) days of the date of the examination.
11. Candidates who have failed the examination will, upon written request through the Secretary to the Executive Board within thirty (30) days of notification, be given written clarification as to the areas of deficiency(s). The letter of clarification of deficiencies will be provided by mail within sixty (60) days of receipt of the candidate's request.

Section 5. Post Examination Certification

Initial VTS Certification

1. Candidates must submit a complete application packet that is determined to be of sufficient quality by academy members and approved by the Executive Board.
2. Candidates must successfully pass the certifying examination.
3. Final approval for VTS (Nutrition) status must be granted by the Executive Board.
4. A certificate will be issued to the VTS (Nutrition) by the Secretary upon direction of the Executive Board.
5. The membership fee of \$50.00 USD must be paid within 30 days of the invoice.

Section 6. Appeals

1. Candidates deemed ineligible to sit for the VTS (Nutrition) Certification Examination may appeal this decision within thirty (30) calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Secretary and shall include a statement of the grounds for reconsideration. The appeals committee may request additional information as needed.

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- a. Upon receipt of an appeal, the Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a committee or task force of three (3) VTS (Nutrition) to serve as an ad hoc Appeal Committee within fifteen (15) calendar days of receiving notification of the appeal.
 - b. The Chair of the Credentials Approval Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeals Committee to review.
 - c. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Executive Board within thirty (30) calendar days from the date the committee was appointed. The Executive Board will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within sixteen (16) calendar days after receipt of the report of the Appeal Committee. The decision of the Executive Board shall be final.
2. Failure of the examination.
 - a. Failure of the examination is not appealable.
 - b. The credentials committee will determine what documentation will be required for reexamination. The candidate is allowed to sit for the exam a total of two (2) times with their initial successful application submission packet. The full certification examination fee must be paid for each repeated examination.
 - c. If the candidate has not passed the examination after two (2) attempts, the candidate must resubmit their application packet and reapply for the examination upon acceptance of their completed packet.
3. Appeals of other adverse decisions by the Academy, including VTS (Nutrition) suspensions, may be made by written petition through the Secretary to the Executive Board. An ad hoc Appeal Committee will be established, and the petitioner notified of the appeal process and timetable.
4. The procedure for the Appeals Process will be included with all application forms.

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AVNT Members

Committees

Section 1.

Council of the Executive Board

In addition to the regular duties of the executive board, as outlined in the by-laws, some executive members have additional expectations in supporting the academy. These duties may be delegated, though the original expectation lies with them. The committees make recommendations to the Board, and the Board has final approval.

The President shall:

1. Create the agenda for executive board meetings.
2. Send invites for executive board meetings.
3. Coordinate the activities of all the Academy's Committees.

The President-Elect shall:

1. Be an ex officio member of the Examination Committee.

Section 2.

Nominating Committee

1. The duties of the nominating committee shall be:
 - a. Present a slate of officers composed of VTS (Nutrition) of the Academy at least ninety (90) days before the election as specified in Article VI, Section 2 of the by-laws.
 - i. At least one qualified member for each position shall be presented by the Committee.
 - b. Create one supporting document, video, blog, or other marketing type of material or campaign to support the engagement of fellows in the AVNT.

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Section 3.

Credentials Approval Committee

1. The duties of the credentials approval committee shall be:
 - a. Provide the Secretary of the Academy with information and application forms to prospective applicants.
 - b. Evaluate and certify the eligibility of applicants requesting examination by the Academy.
 - c. Forward approved applications to the President.
 - d. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
 - e. Participate in developing and establishing training and supportive tools for application package grading.
 - f. Provide guidance and support to training and/or incoming directors according to the standards and procedures adopted by the Academy.

Section 4.

Examination Committee

The President-Elect shall be an ex officio member of this committee.

1. The duties of this committee shall be:
 - a. Preparation, administration, and grading of the examination.
 - b. Establish the passing score with approval by the Executive Board. The method of establishing the passing scores and the final pass score result will be validated by an executive board-approved third party and then approved by the Executive Board.
 - c. Inform prospective examinees about the content of the upcoming examination.
 - d. Report to the President the results of such examinations and make recommendations based on the proposed passing point.
 - e. At least one (1) member of this committee will monitor and proctor the examinations as designated by the chairperson.
 - f. Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the committee as designated by the chairperson.
 - g. Provide a written summary of deficiencies in a letter of clarification through the Executive Board to individuals requesting that information following failure to pass the examination.

Section 5.

Re-certification Committee

1. The duties of this committee shall be:

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- a. Notify members who are in their year of recertification.
- b. Determine the distribution of sixty (60) CE units used to satisfy the recertification process, with approval by the Executive Board.
- c. Evaluate applications and CE units for recertification.
- d. Ensure information for recertification is up to date.

Section 6.

Continuing Education Committee

1. The duties of the Committee shall be:
 - a. Coordinate all continuing education, publication, and research endeavors of the Academy.
 - b. Provide support to and coordinate efforts with the AAVN in the publication of the AAVN Newsletter and other veterinary journals.
 - c. Plan, organize, select speakers, and conduct continuing education meetings of the Academy.
 - d. Oversee and ensure the timely publication of all proceedings generated from the Academy educational programs.
 - e. Complete at least two (2) continuing education events (webinar, workshop, publication, research) per year that are sponsored by or supported by the AVNT.

Section 7.

Financial Affairs Committee

The Treasurer shall be the Chairperson of this committee.

1. The duties of this committee shall be to:
 - a. Prepare an annual budget and submit it to the Executive Board for review and approval.
 - b. Advise the Executive Board on dues, fees, expenditures, speaker honorariums, continuing education cost(s), and other fiscal matters of the Academy.
 - c. Connect with key sponsors to establish and maintain relationships.
 - d. Lead and manage initial conversations of Memorandum of Understanding (MOU), individual projects, or sponsorship from industry partners to ensure yearly financial goals are met or exceeded. Present all offers and execution plans to the board for approval.
 - e. Work with the Continuing Education committee to find financial support for education endeavors as needed.

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Section 6.

Re-certification

1. VTS (Nutrition) certification is conferred for a period of five (5) years. The certification period will run from June 1 to May 31.
2. Members must continue to be credentialed in perpetuity to hold an active membership and utilize the VTS (Nutrition) credential.
3. Recertification may be obtained through one (1) of two (2) options.
 - a. Completion of sixty (60) points per 5-year period. The distribution of points will be determined by the Re-certification Committee with final approval by the Executive Board.
 - b. Taking and passing the VTS (Nutrition) examination during the fifth year.
 - i. Members who have served on the examination committee during the last 2 years are not eligible to retake the examination for recertification.
4. Notification of re-certification will be sent to the due members via the email address on file at the start of the year (June 1) and thirty (30) days prior to the end of the year by the Re-certification committee chair.
5. Recertifying members who choose to sit for the examination must take it during the fifth (5) year and are responsible for any fees or requirements for the examination process.
6. The recertifying member must communicate to the recertification chair the option they are choosing to submit for recertification by March 1 of the fifth (5) year.
7. Members who have incomplete submissions or do not submit will be provided a thirty (30) day grace period to submit the requested information. If the member has not completed a successful submission by the end of the 30-day extension, their certificates will be repossessed as per the constitution and bylaws.
8. Members who do not complete or meet the pass score will have their certificate repossessed as per the constitution and bylaws.
9. Final approval for recertification status must be granted by the Executive Board.
10. Certified VTS (Nutrition) technicians must pay yearly dues to the AVNT. Failure to pay yearly dues will result in a lapse in certification. Successful completion of the certifying examination at the next sitting will be required to become recertified.

Retired Status

1. Retired status is to identify current members in good standing who are no longer active or credentialed as veterinary technicians/technologists/nurses.
2. These members have reached the age of fifty (50) years AND have been an active member for a minimum of 10 consecutive years, or are nominated by a member of the executive board.
3. Retired members have no voting privileges and can not take an executive board position.
4. Retired status is to be requested in writing by the member or as a nomination by an executive board member. The board will vote on any retirement status.

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5. Members who have been granted retirement status become non-dues-paying emeritus members and do not need to recertify or show proof of credentials.
6. Emeritus members can request to attend general membership meetings to provide insight and feedback, though they are ineligible to vote.
7. Emeritus members do not have the ability to reactivate their status.

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