October 15, 2024

Welcome,

Thank you for your interest and for applying to become an Academy of Veterinary Dental Technicians (AVDT) credentialed Veterinary Dental Technician. Upon completing the credentialing process and passing the examination, you will obtain the title of Veterinary Technician Specialist (Dentistry) – VTS (Dentistry). This National Association of Veterinary Technicians in America (NAVTA) recognized title gives you a sense of pride and accomplishment. You will become part of a leading group of veterinary technicians. NAVTA recognizes only fifteen other specialties: emergency/critical care, anesthesia and analgesia, internal medicine, behavior, zoo medicine, equine nursing, surgery, nutrition, clinical pathology and clinical practice, physical rehabilitation, ophthalmology, laboratory animal, dermatology, and diagnostic imaging. The VTS (Dentistry) title also qualifies you to join the AVDT. Upon receipt of your letter of intent, the non-refundable application fee of $78, and other corresponding documentation, a credentials packet will be emailed to you by January 1, 2025. All work must be submitted by December 31, 2026, to be considered for the qualifying examination.

Attached are the general requirements needed to complete the credentialing process. Rest assured, the AVDT is here to guide you every step of the way. **It would be best to use the current application and credentials packets, as changes may have been made.** Additional detailed information will be included in the credentials packet. The non-refundable application fee covers the cost of your credentials packet and administrative charges. Annual administrative expenses of $78 are due by January 31. Upon completing your two-year program, an additional non-refundable $78 fee will be collected to cover the cost of the credentials packet review. The credentialing examination is offered once a year, and the cost of future exams will be determined yearly. All payments are to be made using US funds.

To ensure you stay updated with the latest advancements in veterinary dentistry, we strongly recommend you subscribe to the Foundation for Veterinary Dentistry (www.veterinarydentistry.org). The annual sponsorship of the Foundation for Veterinary Dentistry includes a subscription to the Journal of Veterinary Dentistry. It provides a valuable support system in your journey as a Veterinary Dental Technician.

We wish you the best of luck as you complete the credentialing process and seek to obtain your VTS (Dentistry).

**Janyce Cooper**

Janyce Cooper, LVT, VTS (Dentistry)

AVDT Credentials Chair

**Introduction**

The Academy of Veterinary Dental Technicians (AVDT) wants to thank you for your interest in becoming a Veterinary Technician Specialist in Dentistry. The AVDT's goal in credentialing veterinary technician specialists is to assure the veterinary profession and the public that AVDT credentialed technicians possess the knowledge and experience needed to work effectively in a well-equipped and staffed dental care facility or private practice. The requirements for eligibility are rigorous. They are not designed to be obstacles to prevent applicants from becoming credentialed. Still, they aim to assure the public and profession that technicians holding the VTS (Dentistry) title are qualified.

**General Requirements**

* The applicant must be a credentialed veterinary technician/nurse in good standing within their state or the state they work in.
* Applicants must prove they are legally credentialed to practice within their state or province.
	+ A photocopy of your current license that hasn’t expired will need to be submitted with your application packet.
* Though it is not a current requirement of the AVDT, in some cases, an applicant may be asked to submit additional verification documents, such as their diploma(s), as deemed necessary by the AVDT. Additional verification documents may vary due to the applicant’s state, providence, or country’s veterinary technician requirements.
	+ - Example: The applicant resides in a state that does not require credentialing (CVT, LVT, RVT). In this example, the applicant must submit proof that they passed the NVTE, which requires a diploma from a qualifying program to take the exam.
* All applicants are required to submit an up-to-date resume/curriculum vitae (CV).
* The applicant must be of high ethical and professional standing (see the AVDT by-laws in Article III, Section II: Active Members, which also apply to the applicant).
* It is ***required*** that each applicant be a member in good standing with the National Association of Veterinary Technicians in America (NAVTA).
	+ The AVDT application will ask for proof of your NAVTA membership.
	+ Applicants who do not reside within the continental United States or its territories are not required to be a member of NAVTA.
* All applicants are required to complete and sign Form 1, Letter of Intent.
* All applicants are required to complete Form 2, Personal Information/Employment History (see letter A below).
* All applicants must establish a VTS (Dentistry) mentor (Form 3, Applicant/Mentor Contract).
	+ Mentors can be any *active* VTS (Dentistry) member of the AVDT. No other veterinarians, veterinary technicians, or people in human dentistry are eligible to serve as an AVDT mentor.
	+ Applicants who have emailed a potential mentor and have not received a response within a reasonable time will contact the AVDT Mentor/Mentee Subcommittee Chair at mentormentee.avdt@gmail.com for assistance.
* Applicants must provide the mentor with an outline detailing how they intend to accomplish the program. The mentor ***must*** then approve this outline. Once the credentialing plan is agreed upon, the applicant must submit the approved outline and Form 3 (Applicant/Mentor Contract).
	+ The outline must include a timeline spanning the two-year credentialing process. Within the timeline, the applicant should include how they plan to complete the Application process, what lectures and wet labs they plan to attend, including those available at the Veterinary Dental Forums, communication with the mentor, how they are going to manage and document patient information into the Case Logs, and when they intend to begin and finish writing their Case Reports.
	+ The applicant may also opt to detail how they plan to achieve the 75% requirement performing animal dentistry (scaling, polishing, charting, and oral radiology), how they intend to complete the 10 hours of shadowing in a facility in which they are not employed, or how they foresee themselves completing the required reading list.
* All applicants are required to sign and submit the Extraction Statement.
	+ Even if the applicant resides in a state that allows technicians to perform oral extractions, the AVDT does not condone technicians performing them. This is considered oral surgery. Failure to comply with the Extraction Statement will disqualify an applicant from credentialing. In addition, a VTS (Dentistry) who fails to comply with the Extraction Statement will lose their specialty title.
* All applicants must provide proof of receipt of the paid AVDT application fee when submitting their Application Packet.

**Any applicant who fails to submit the documents listed above or submits an incomplete form will be disqualified from the application process and forfeit their application fee. An applicant who has been disqualified may reapply the following year.**

1. ***Before*** applying, the potential applicant must meet the following requirements:
	* **three years of work experience with a minimum of 6000 hours in the field of veterinary medicine as a credentialed veterinary technician, with 2000 of these hours in the practice of veterinary dentistry within the two years *before* applying.**
	* **Applicants must have access** to **and** canobtain **intraoral dental radiographs where they acquire their submitted case logs and case reports.**
2. Upon acceptance into the two-year AVDT mentorship program, the applicant must commit to the following:
	* A minimum of 4000 hours practicing veterinary technology, with 2780 hours spent in veterinary dentistry.
* A complete list of how these hours can be achieved will be included in the Class of 2027 credentials packet.
* The applicant will be required to submit **THREE** documents along with their credentials packet at the end of their two-year mentorship confirming they have worked a minimum of 2780 hours in veterinary dentistry:
1. A letter from a supervising veterinarian who can attest that 75% of your time was spent in dentistry & confirming your total hours of 2780.
2. A letter from your practice manager who can attest that 75% of your time was spent on dentistry & confirming your total hours of 2780.
3. A summary of time worked from a timesheet printed out from your employer proving your 4000 required hours have been met.

**Applicants who cannot provide the documents listed above or meet the required hours will not be eligible to submit their credentials packet on December 31, 2026.**

Registration with the AVDT and applicable fees are required of all applicants during their entire credentialing period. Any changes to name, address, phone, or email must be submitted in writing to the Credentials Chair within one month of its occurrence.

#### Case Logs

Completed Case Logs with a minimum of 75 specific dentistry cases are required. All cases must be seen during the two-year mentorship program. Applicants must submit at least 75 cases that meet the AVDT definition of dental care. **However, if only 75 cases are submitted, a single unacceptable case could result in point deductions that could negatively impact your final score.** The case logs are used to confirm your dental experience and your mastery of advanced dental skills. Along with your case logs, you must pick and submit ONE completed dental chart from each category to demonstrate your ability to chart various cases accurately and adequately. You may be asked to submit additional dental charts upon request.

#### Case Reports

#### Five Case Reports are required. Each Case Report will be 10-12 pages long with 6-10 pages of typewritten text, a page of radiographs/photographs, a page for references, and the dental chart*.* The report's body will be at least six complete pages and not five pages plus a few words on the sixth, double-spaced, in 12-point Times New Roman font or 11-point Calibri (body) with 1-inch margins on top, bottom, and sides. Additional pages will be allowed for references, required pictures, and radiographs. The final page will be the dental chart associated with the case report(s). Cases for your reports must appear in your case log. Select five various cases from your log that will demonstrate your expertise in dentistry nursing skills. The case reports should describe how the patient was diagnosed and treated. The case report must also explain how you used your knowledge and experience to assist the veterinarian in diagnosing and treating the patient. Your mentor will be a great resource to help you pick cases that will be successful as case reports.

**Specialty Training/Continuing Education (CE)**

The applicant must complete wet lab training, attend lectures in advanced dentistry procedures, and meet the general requirements. **Twenty-seven hours** of wet lab training and **twenty-two hours** of advanced dentistry lectures are required. Participation and attendance at wet labs and lectures must be completed during the two-year program. Teaching or assisting in a lecture or wet lab **cannot** be used to fulfill this requirement. Specifications of acceptable wet lab training and lectures will be outlined in your credentials packet upon approval into the program.

In addition to lecture and lab CE, a minimum of 10 hours of shadowing in a facility where the applicant is not employed will be required. This applies to all mentees, even if you work for a diplomate.

**Dental Radiography Requirement**

The applicant must provide a complete set of intra-oral dental radiographs of a dog and a cat. The radiographic requirement can be fulfilled as follows: full-mouth series including all adult dentition and all roots. Skull radiographs are unacceptable. Cadaver radiographs are acceptable and do not need to be intact or intubated. However, all other requirements remain the same, whether it is a live patient or a cadaver. Radiographs should be mounted and labeled appropriately, identifying the client, patient, date, animal age, and breed. Digital radiographs are acceptable and encouraged.

**Extensions**

A formal written request for an extension must be submitted to the credentials chair. The official AVDT Policy on Extensions will be available upon request.

**Timeline and Guidelines**

October 2024

* Obtain an application packet from the AVDT website.

October - November 30, 2024

To be completed electronically:

* Complete Letter of Intent (Form 1).
* Complete Employment History (Form 2).
* Updated CV or Resume.
	+ **Please title the file using the following format: Lastname.First name.Resume, for example, Cooper.Janyce.Resume.**
* Contract with Veterinary Dental Mentor (Form 3).
	+ **Please title the file using the following format: Lastname.First name.Mentor, for example, Cooper.Janyce.Mentor.**
		- **Please see the website for a complete list of available mentors for the Class of 2027. The available mentors will be highlighted in yellow.**
* Create an outline of the plan for training program completion.
	+ **Please title the file using the following format: Lastname.First name.Outline, for example, Cooper.Janyce.Outline.**
* Obtain a copy of the license and/or diploma or veterinary technician credentials.
	+ **Please title the file using the following format: Lastname.First name.License, for example, Cooper.Janyce.License.**
* Provide proof of NAVTA membership (if applicable). International applicants are not required to become NAVTA members.
* Submit the non-refundable $78 application fee via the link on the [www.AVDT/us](http://www.AVDT/us) website.
	+ Breakdown of the payment made through the AVDT website: &75.00 + $3.00 (convenience fee) = $78.00
	+ Please include a copy of the receipt in the Application Packet and title the file with the following format: **Lastname.Firstname.Receipt, for instance, Cooper.Janyce.Receipt.**

\*\*\*If you pay via a spouse or family member’s account, please ensure that **your name** is included along with the payment.

* Application must be **submitted no later than November 30, 2024, to be considered. No exceptions!**

January 1, 2025 (**All** applications will be processed *after* December 1, 2024)

* Credentials packets will be emailed by January 1, 2025, if all the above is complete and accepted.

January 1, 2025 – December 31, 2026

* Complete requirements for credentialing.
* Meet with the mentor as outlined in your contract.
* Meet all review deadlines defined on the Applicant/Mentor Contract (Form 3).

January 31, 2026

* The annual non-refundable AVDT applicant fee of $75 + $3 convenience fee is due upon notification. Applicants who do not submit payment on time will be placed on an inactive list and will no longer receive communications from the Credential Chair.

December 31, 2026

* **Credentials packet due**
* **Include annual AVDT applicant payment of $78 to the AVDT.**
	+ **Any packet submitted without payment included will not be reviewed.**

June 2027

* Veterinary Technician Specialist (Dentistry) exam – Written.

September/October 2027

* Veterinary Technician Specialist (Dentistry) exam – Practical.

Questions:

Janyce Cooper, LVT, VTS (Dentistry), AVDT Credentials Chair at credentials.avdt@gmail.com.

Chad Heintz-Nunes, RVT, VTS (Dentistry), AVDT Application Subcommittee Chair at application.avdt@gmail.com.

Kara Touret, LVT, VTS (Dentistry), AVDT Mentor/Mentee Subcommittee Chair at mentormentee.avdt@gmail.com.

Please put ‘AVDT’ in the subject line when emailing.

**Form 1**

**Letter of Intent**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby notify the Board of Directors of the Academy of Veterinary Dental Technicians of my intention to begin the credentialing process to become a Veterinary Technician Specialist (Dentistry). I will start my required training and documentation (mentorship program) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I intend to fulfill all the requirements by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have read and agree to the general requirements for application. I have contracted with a veterinary dental mentor. I have practiced for at least three years (with a minimum of 6000 hours) as a graduate/credentialed veterinary technician, with 2000 of these hours spent in the past two years in veterinary dentistry.

Signed,



Signature Date



Print Name

**Form 2**

**Personal Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle Initial)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Home (\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(Please Print Clearly – this is our primary means of contacting you.)***

Present Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credentials: CVT/ LVT/ RVT (circle) Other:

Have you graduated from an AVMA-approved school of veterinary technology?

Yes (\_\_) No (\_\_)

School name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently credentialed to legally practice as a veterinary technician in the state where you work?

Yes (\_\_) No (\_\_) If yes, date first issued \_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate, as accurately as possible, how many hours you have spent practicing veterinary technology as a **credentialed/graduate** veterinary technician: \_\_\_\_\_\_\_\_ hours (6000 minimum)

Estimate, as accurately as possible, how many hours you have spent practicing **veterinary dentistry as a credentialed/graduate** veterinary technician in the last two years:

\_\_\_\_\_\_\_\_\_\_\_ hours (2000 minimum)

List your employment history as a credentialed/graduate veterinary technician.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Practice/****Institution** | **Average number of hours worked per week** | **Average number of hours spent in the dental department** | **Type of practice (general, surgical, dental, emergency, etc.)**  | **Starting date - Ending date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Form 3**

**Applicant/Mentor Contract**

We have both entered the mentoring relationship voluntarily. As a mentor, I shall agree to commit the time necessary to fulfill the requirements outlined within this contract. As a mentor, I shall make myself available to the mentee for all questions and issues as they arise. I shall try to reply to the mentee promptly or provide a timetable for an intended response. As a mentee, I shall respect the mentor's time and avoid last-minute requests. However, we must understand that there may be an occasion where time is limited and agree to do our best to work through such challenges. As a mentee, I must know that failing to maintain regular communication with my mentor may result in a negative outcome during the tracking process.

We shall agree to the expectations as outlined.

1. Communication
	1. The mentor and mentee will meet in person, via telephone, or email within the program's first month. The mentor shall review the mentee’s letter of intent and provide advice and/or modifications. The mentor shall review the packet and guide each section. The mentor and mentee shall discuss and plan regular communication time points throughout the program, which will be documented in the credentials packet. The mentor must stress the time and financial investment required to complete the program.
	2. The mentee shall inform the mentor and credentials chair upon any decision to suspend or exit the tracking process. Any prolonged failure of communication may result in dismissal from the program.
2. Packet points of Emphasis
	1. The mentor and mentee shall review continuing education opportunities. The mentor shall guide the best options for each category throughout the tracking process.
	2. The mentor shall ensure that the mentee has promptly acquired or has a plan to develop the texts listed in the packet and has prepared a study plan.
	3. The mentor shall review the standards for case logs and case reports. The mentor must stress that the mentee shall focus on the specific abbreviations in the packet as they will be responsible for that information during the examination process.
	4. The mentee shall only seek advice regarding packet content format from the mentor or a Credentials Committee Chair to maintain consistency of information.
	5. The mentee shall submit all completed packet content no less than every three months or at an alternative time at the mentor's discretion.
	6. The mentor and mentee shall discuss a plan for case report completion and a deadline for submission. The mentee shall not submit case reports in the final packet that the mentor has not reviewed.
	7. The mentee shall submit a final draft of the packet to the mentor no later than December 1st of the second year of tracking.
3. Examination Preparation
	1. The mentor shall begin to prepare the mentee for the examination process by providing regular evaluations of knowledge. Such evaluations may be in the form of quizzes or thorough discussions.
4. Grievance
	1. The mentor and mentee shall attempt to resolve any conflicts themselves. However, the mentor or mentee shall contact the Credentials Chair in an unresolved dispute. Conflicts include failure to meet communication deadlines or failure to respond to questions promptly.
	2. Any grievances may be resolved unilaterally by the Credentials Chair or collectively by the Credentials Committee.
5. Oversight
	1. Brief status reports shall be submitted quarterly to the mentee’s mentor.
		1. Status reports may be brief statements summarizing the mentee’s progress.
		2. A final status report at the end of the tracking process shall include the case reports approved and whether the final packet has been reviewed.

We understand and agree to hold ourselves to the standards outlined in the contract.

Date: \_\_\_\_\_\_\_\_

**Applicant: Mentor:**



(Signature) (Signature)



(Printed Name) (Printed Name)

**Mentor Contact Information:**



Address

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Email Address (***Please Print Clearly*** – this is our primary means of contacting you.)