

**Application Packet – Class of 2020
Academy of Veterinary Dental Technicians**

**Form 3
Applicant/Mentor Contract**

We have voluntarily entered into the mentoring relationship. 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 make every effort to reply to the mentee within a timely manner or provide a timetable for an intended response. As a mentee I shall respect the time of the mentor 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 understand that any failure 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.

I. Communication

- a. The mentor and mentee will meet in person, via telephone, or email within the first month of the program. The mentor shall review the mentee's letter of intent and provide advice and/or modifications. The mentor shall review the packet and provide guidance for each section. The mentor and mentee shall discuss and plan regular communication time points throughout the program that will be documented in the credentials packet. The mentor must stress the time and financial investment that is required to complete the program.
- b. 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.

II. Packet points of Emphasis

- a. The mentor shall ensure that the mentee is employed in a clinic with a DVM that has mastered the skills list and from which the case log categories can be acquired. If not, the mentee must provide the mentor with a detailed plan of how cases are to be obtained.
- b. The mentor and mentee shall review continuing education opportunities. The mentor shall provide guidance as to the best options available for each category throughout the tracking process.
- c. The mentor shall ensure that the mentee has acquired or has a plan to acquire the texts listed in the packet in a timely manner and has prepared a study plan.
- d. 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.
- e. The mentee shall only seek advice regarding packet content format from the mentor or a member of the Credentials Committee in order to maintain consistency of information.
- f. The mentee shall submit all completed packet content no less that every three months or at an alternative time at the discretion of the mentor.
- g. 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 have not been reviewed by the mentor.
- h. The mentee shall submit a final draft of the packet to the mentor no later than December 1st of the second year of tracking.

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III. Examination Preparation

- a. 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.
- b. The mentor shall review the skills list and evaluate the mentee's mastery of each skill. The evaluation may be in person or through communication as appropriate.

IV. Grievance

- a. The mentor and mentee shall themselves attempt to resolve any conflicts. However, the mentor or mentee shall contact the Credentials Chair in the event of unresolved conflict. Conflicts include failure to meet communication deadlines or failure to respond to questions in a timely manner.
- b. Any grievances may be resolved unilaterally by the Credentials Chair or collectively by the Credentials Committee.

V. Oversight

- a. Brief status reports shall be submitted quarterly to the Credentials Chair
 - i. Status reports may be a brief statement summarizing the mentee's progress.
 - ii. 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.

I 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.)