

**Application Packet – Class of 2021  
Academy of Veterinary Dental Technicians**

November 15, 2018

Welcome,

Thank you for your interest in applying to become an Academy of Veterinary Dental Technicians (AVDT) credentialed Veterinary Dental Technician. Upon completion of the credentialing process and successfully 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 provides you with 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 become a member of the AVDT. Upon receipt of your letter of intent, application fee of \$75, and corresponding documentation, a credentials packet will be emailed to you by January 31, 2019. In order to be considered for the qualifying examination, all work must be submitted by January 31, 2021.

Attached are the general requirements needed to complete the credentialing process. **You must use the CURRENT application and credentials packets as changes may have been made.** More detailed information will be included in the credentials packet. The application fee covers the cost of your credentials packet and administrative charges. Yearly administrative fees of \$75 are due on January 31 of each year. Upon completion of your two-year program, an additional \$75 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 on a yearly basis. All payments are to be made in US funds.

To keep abreast of changes in the world of veterinary dentistry, we strongly encourage you to become a member of the Foundation for Veterinary Dentistry ([www.f4vd.com](http://www.f4vd.com)). Yearly sponsorship of the Foundation for Veterinary Dentistry includes a subscription to the Journal of Veterinary Dentistry. Thank you, again, for your interest in becoming a VTS (Dentistry). Congratulations on your desire to advance in your career as a veterinary technician.

## **Candice Hoerner**

Candice Hoerner, CVT, VTS (Dentistry)  
President, AVDT

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## Academy of Veterinary Dental Technicians

### Introduction

The Academy of Veterinary Dental Technicians (AVDT) thanks 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 in private practice. The requirements for eligibility are rigorous. They are not designed to be obstacles to prevent applicants from becoming credentialed but are intended to assure the public and profession that technicians holding the title of VTS(Dentistry) are truly qualified.

### General Requirements

- The applicant must be a currently credentialed veterinary technician/nurse and in good standing in their state.
  
  - Applicants must provide proof that they are legally credentialed to practice in their state or province.
    - A photocopy of your current license that hasn't expired will need to be submitted with your application packet.
  - The applicant must be of high ethical and professional standing (AVDT By-laws, Article III, Section II: Active Members).
  - It is **required** that each applicant be a member in good standing with NAVTA (National Association of Veterinary Technicians in America)
    - The AVDT application will ask for your NAVTA number
- A. Prior to submitting an application, the potential applicant must meet the requirements as specified:
- **3 years 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 two years prior to applying.**
  - **Candidates must have access and ability to take intraoral dental x-rays at a location where they acquire their submitted case logs and reports.**
- B. 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 of these hours spent in veterinary dentistry.
    - A complete list of how these hours can be achieved will be included in the Class of 2021 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.

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2. A letter from your practice manager who can attest that 75% of your time was spent in dentistry & confirming your total hours of 2780.
3. A summary of time worked from a timesheet printed out from your employer proving your required hours have been met

**Any applicant who cannot provide the documents listed above, or are unable to meet the required hours, will not be eligible to submit their credentials packet in January 2021.**

Registration with the AVDT and applicable fees are required of all applicants during their full 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.

All applicants must establish a VTS (Dentistry) mentor. Mentors can be anyone that has become credentialed as a VTS (Dentistry) by the AVDT (See Appendix 1). No other veterinarians, veterinary technicians or people in human dentistry are eligible to serve as an AVDT mentor. Applicants are required to 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 sign and submit the proposal to the AVDT Board of Directors for further approval (see Form 3, Applicant/Mentor Contract).

### **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. Candidates 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 your packet being rejected.** The case logs are used to confirm your dental experience and your mastery of advanced dental skills. Along with your case logs, you will be required to pick and submit ONE completed dental chart from each category that will demonstrate your ability to accurately and properly chart various cases. You may be asked to submit additional dental charts upon request.

### **Case Reports**

Five Case Reports are required. Each case report will be between eight to twelve pages long. The body of the case report(s) must be typed (double spaced) and at least six pages but no more than ten pages in length. 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 in detail, how the patient was diagnosed and treated. The case report must also be used to demonstrate how you used your knowledge and experience to assist the veterinarian in diagnosing and treating the patient. These case reports do not need to be cases that are done at exotic facilities such as a zoo or wildlife sanctuary. Your mentor will be a great resource to help you pick cases that will be successful as case reports.

### **Specialty Training/Continuing Education**

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The candidate must successfully complete wet lab training and attend lectures in advanced dentistry procedures in addition to meeting the general requirements. **Twenty-five hours** of wet lab training and **15 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.

### **Dental Radiography Requirement**

The candidate 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 they do not need to be intact, nor intubated, all other requirements remain the same whether it is a live patient or cadaver. Radiographs should be mounted and labeled appropriately, identifying 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**

November 2018

- Obtain application packet from AVDT website

November – December 31, 2018

- Complete Letter of Intent (Form 1)
- Complete Employment History (Form 2)
- Updated CV or Resume
- Contract with Veterinary Dental Mentor (Form 3)
  - **Please see attached available mentors list for a complete list of available mentors for the Class of 2021.**
- Create outline of plan for training program completion
- Obtain copy of diploma or veterinary technician credential
- Provide proof of NAVTA membership number (if applicable)
- Application must be **submitted no later than December 31, 2018 to be considered. No exceptions!**

December 31, 2018

- **All above information due**
- **Submit the \$78 application fee via the link on the [www.AVDT.us](http://www.AVDT.us) website.**
  - **Payments are made through Paypal: \$75.00 + \$3.00 (convenience fee) = \$78.00**  
\*\*\*If you pay via a spouse, or family member's account, please ensure **your name** is included along with the payment

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January 31, 2019 (**All** applications will be processed *after* January 1, 2019)

- Credentials packets will be emailed by February 1, 2019 if all of the above is accepted and complete

January 2019 – January 2021

- Complete requirements for credentialing
- Meet with mentor as outlined in your contract
- Meet all review deadlines as defined on applicant-mentor contract (form 3)

January 2020

- Annual AVDT candidate fee of \$75 is due upon notification. Candidates who do not submit payment on time will be placed on an inactive list and will no longer receive communications from the Credential Chair.

January 31, 2021

- **Credentials packet due**
- **Include annual AVDT candidate payment of \$75 to the AVDT**
  - **Any candidate who does not submit payment with their packets, will not be allowed to submit their credentials packet for review.**

June 2021

- Veterinary technician specialist (Dentistry) exam

Questions: Renae White CVT, VTS (Dentistry) Current Credentials Chair at [toothbasics4techs@gmail.com](mailto:toothbasics4techs@gmail.com) or Tammi Smith, CVT, VTS(Dentistry) AVDT Secretary [avdtsecretary@gmail.com](mailto:avdtsecretary@gmail.com) Please put 'AVDT' in subject line when emailing

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**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 begin my required training and documentation (mentorship program) on \_\_\_\_\_. I intend to fulfill all of 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 at least 3 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?

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

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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

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**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 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.
- b. 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.
- c. 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.
- d. The mentee shall only seek advice regarding packet content format from the mentor or a Credentials Committee Chair in order to maintain consistency of information.
- e. The mentee shall submit all completed packet content no less than every three months or at an alternative time at the discretion of the mentor.



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- f. 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.
- g. The mentee shall submit a final draft of the packet to the mentor no later than December 1<sup>st</sup> of the second year of tracking.

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.

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.

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.)*

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