ACADEMY OF DERMATOLOGY VETERINARY TECHNICIANS

 VETERINARY TECHNICIAN SPECIALIST APPLICANT INFORMATION

A VTS applicant packet may be requested, with a $25.00 non-refundable fee, at any time during the year. Please refer to the ADVT Bylaws for detailed information.

**To request application materials:**

1. Complete the Applicant Information and Work Experience Form which is posted on the ADVT website under the “Certification” tab. Email the completed form to the ADVT secretary at juliannlondon32@gmail.com with a copy to the credentials chair jackieadavis@hotmail.com. Please refer to the ADVT Bylaws (posted on the ADVT website) Art. VIII, Sect. 1, b.i. for work experience requirements needed in order to be eligible for examination.
2. Mail a check for $25.00\* (in US funds) made out to **ADVT** to:

Carol George

8987 92nd St.

Cottage Grove, MN 55016

*\*Please note this check is non-refundable and a $30.00 NSF charge will apply. Applicants outside the US, please contact the ADVT secretary at the email address noted above for payment options.*

When **both** the completed “Applicant Information and Work Experience Form” **and** the check for $25.00 USD have been received and approved, the ADVT secretary will email you the credentials application packet. Please use your assigned applicant number on all future forms and correspondence.

Applications will not be processed between June 16 – June 30. Applications and fees received during that time will be processed on or after July 1.

**Important dates:**

**Credentials application packets are due on August 1 of any given year.**

You will be notified of the final status of your application packet by **October 1** of the same year your packet is submitted. If your application packet is accepted, you will be eligible to sit for the next VTS (Dermatology) exam which is typically held at the NAVDF (navdf.org) and offered at least every other year.

Credentials packets will expire after 3 years. You have until August 1, three (3) years after purchase, to submit your credentials packet. If a packet is not submitted within that time frame, the packet you were sent will expire and your status will be changed to inactive. To receive a new packet, please submit an updated Applicant Information and Work Experience Form and application fee as described above.

Also, please note that certain components of the credentials packet will have an effective date of July 1– June 30. This one-year window will serve as the allowed timeframe to collect your **case logs**, **skills list** and **case reports**.

 *Last revised May 2023*