



CANADIAN VETERINARY  
MEDICAL ASSOCIATION

L'ASSOCIATION CANADIENNE  
DES MÉDECINS VÉTÉRINAIRES

*AHTVTP Accreditation Committee*

## **Guidelines of the Animal Health Technologist/Veterinary Technician Program Accreditation Committee (AHTVTPAC)**

### **Purpose**

The intent of the CVMA is to identify the minimum standards for educating and training qualified personnel who can become part of the veterinary health care team. CVMA approval serves to inform the public that a program offers an acceptable standard of education and training for animal health technologists and veterinary technicians. The graduates benefit by having their competence recognised and prospects for employment mobility enhanced.

In light of the foregoing, the CVMA encourages training programs to meet the standards defined for the curricula and requirements for equipment and instructional resources.

### **Objective**

The objective of the accreditation process is to identify and certify animal health technology and veterinary technician education programs whose graduates are considered to be competent to assist veterinarians in clinical practice and to encourage further development of such programs in Canada.

### **Mandate**

Under the guidance of and having responsibility to the Council of the CVMA, the AHTVTPAC shall:

- recommend the accreditation standards for animal health technology/veterinary technician training programs for CVMA approval.
- regularly review and propose amendments to the standards to keep the process current with technological changes in veterinary clinical practice.
- respond to requests from animal health technology and veterinary technician training programs for CVMA accreditation.
- provide a consultation service, on behalf of the CVMA, concerning the status of programs in Canada, the procedure to follow in establishing new programs to meet accreditation standards and respond to queries regarding technician and office receptionist training.

In turn, the CVMA Council (for policy matters) and the CVMA Executive (for operational matters) shall:

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- acknowledge receipt of all correspondence, reports and concerns submitted by the committee;
- communicate Council decisions affecting the function of the committee, in a timely manner;
- consider all AHTVTPAC recommendations, including proposals for training program accreditation;
- maintain a current list of accredited programs for public information and regularly, at least once annually, communicate the status of each program to the animal health technologist and veterinary technician (AHT/VT) associations, veterinary medicine associations, as well as coordinators of accredited programs.

### **Committee Terms**

Beyond the following terms, all applicable terms outlined in the CVMA’s “Roles and Terms of CVMA Committee” apply to the AHTVTPAC.

#### **a) Appointment**

The CVMA shall appoint a Committee of five individuals including:

- a member of the CVMA as Chair of the Committee, not currently employed in an AHT/VT program;
- a member of the CVMA, who is an educator, not currently employed in an AHT/VT program;
- a member of the CVMA, who is a practitioner, not currently employed by an AHT/VT program,
- a member of the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA);
- two animal health technologists or veterinary technicians, after inviting nominations from the Canadian Association of Animal Health Technologists and Technicians (CAAHTT) or other relevant organizations, not currently employed in a teaching or administrative position in an AHT/VT program.

#### **b) Tenure**

Similar to other CVMA committees, members are appointed annually by CVMA Council for a one-year term, with a maximum of six consecutive terms. An individual may be appointed, by the CVMA President, as Chair for a maximum four consecutive years.

#### **c) Meetings**

The committee should meet at least once a year, one meeting to be held during the CVMA’s annual Committee Weekend. The Chair may be included in other, pertinent CVMA meetings and will be privy to all decisions/motions made by CVMA Council that are of relevance to the Committee.

**d) Reports**

The Committee shall submit to the CVMA Executive Director an annual report, as well as a report of evaluation immediately after each site visit.

**e) Fees for Accreditation**

Any changes to the fees charged to colleges for accreditation are to be approved by CVMA Council as part of the annual CVMA budget process. (see Appendix A - Accreditation Fees)

**f) Expenses**

The members of the Committee and site visit teams will regularly submit expenses claims (travel, accommodation, meals, telephone, postage etc.) to the CVMA for reimbursement from the funds generated by the annual fees, in accordance with CVMA guidelines regarding travel expenses. The CVMA's Travel Policy shall guide all travel related procedures and expenses.

**g) Standards of Conduct**

The Committee members and site visitors shall be bound by the CVMA "Standards of Conduct" as they pertain to loyalty, commitment, legality, integrity, confidentiality, interpersonal relationships and conflicts of interest.

## **Appendix A**

### **Accreditation Fees for AHT/VT Programs**

#### **Accredited Programs**

As of January 1, 2011, the CVMA shall collect a fee of \$2,250 per year from all accredited programs.

#### **Non-Accredited Programs**

Programs that have not been previously accredited will be assessed \$6,000 at the time of the first site visit. If accreditation is granted, a fee of \$2,250 will be collected annually thereafter. Should additional site visits be necessary prior to achieving full or provisional accreditation, full cost recovery will be assessed for such visits.

#### **Re-Accreditation**

In the event that a program's accreditation lapses, is lost through deficiencies or by default of payment of fees, re-accreditation will require renewal of status. An initial fee of \$6,000 will be collected at the time of the first site visit. If accreditation is granted, a fee of \$2,250 will be collected annually thereafter. Should additional site visits be necessary prior to achieving full or provisional accreditation, full cost recovery will be assessed for such visits.

#### **Fee Adjustments**

The annual dues will be reviewed periodically and adjusted as necessary to maintain full cost-recovery for the operation of the program.