

PLEASE PRINT IN BLUE OR BLACK INK

APPLICANT'S INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Opt in to TVMA texts:

Date of Birth (applicants must be 16 years old to take CVA Exam) \_\_\_\_\_

APPLICANT AGREEMENTS

**Please initial each agreement:**

\_\_\_\_\_ I agree that I have completed the required clinical hours as required by the Vermont Veterinary Medical Association (VVMA) for the Certified Veterinary Assistant™ (CVA) Level II certification

\_\_\_\_\_ I understand that my certification is valid for two (2) years after passing the CVA Level II exam and that it is my responsibility to renew my certification annually and, if I do not, my certification will be terminated.

\_\_\_\_\_ I understand that if the email is provided on this application becomes invalid, I will have to update my VVMA account with a valid email address in order to access my certification.

\_\_\_\_\_ I understand that if I mark "Do not Mail" or "Do not Email" on my VVMA account, I will not get renewal reminders and that it is my responsibility to keep track of my renewal date.

Applicant's Signature: \_\_\_\_\_



APPLICANT'S NAME

Name: \_\_\_\_\_

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## CVA LEVEL II CLINICAL HOURS & SKILLS VALIDATION

DVM/CREDENTIALLED TECHNICIAN'S INFORMATION

**Supervisor Title:** (Check One):  DVM       Credentialed Technician\* (\*CVT, RVT or LVT supervision allowed out of state)

Supervisor's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Clinic Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Period of Observation:** From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

*By affixing my signature above, I certify that the applicant named above has worked under my supervision for 1000 hours and demonstrated competency in the behaviors and skills checked herein, and I recommend that this applicant be considered for certification at Veterinary Assistant Level II.*

Please contact Katherine Gray, DVM, for additional information at [Katherineg@vtvets.org](mailto:Katherineg@vtvets.org), or 802-878-6888

APPLICANT'S NAME

Name: \_\_\_\_\_

## LEVEL II SKILLS VALIDATION CHECKLIST

*(MUST BE SUPERVISED AND CHECKED OFF BY DVM OR CREDENTIALLED VETERINARY TECHNICIAN ONLY)*

NOTE: All competencies must be either **performed** or **described** by the applicant, even if a certain topic/species is not seen by the practice.  
 Applicant has demonstrated reasonable proficiency or competency in the following work requirements:

Date	Supervisor's Initials	Skill
		Spells and appropriately uses veterinary medical terms expected at this level of expertise and experience
		Demonstrates a basic knowledge of safe handling of equipment in veterinary practice (gas cylinders, sharps, syringes, glass slides, etc.)
		Demonstrates a basic knowledge of safe handling of drugs in veterinary practice (anesthesia fumes, how to correctly clean up spills, etc.)
		Demonstrates a knowledge of the risks involved in the use of various dangerous drugs
		Demonstrates a knowledge of the grieving process a client may experience as a result of the loss of a pet and recognize emotions involved when pet is ill in client and staff
		Communication during difficult and stressful interactions
		Demonstrates a knowledge of OSHA regulations pertaining to a veterinary practice, including the MSDS and the written hazard communication plan
		Easily recognizes and identifies the most common breeds of dogs, cats, horses, cattle, goats and swine
		Demonstrates a knowledge of routine immunization procedures administered to most common small and large animal species
		Demonstrates the knowledge and ability to take an appropriate and thorough medical history
		Demonstrates an understanding of the importance of proper inventory management
		Demonstrates the ability to check-in products received by the veterinary clinic or hospital (including drugs, equipment, food and other supplies)

Date	Supervisor's Initials	Skill
		Demonstrates a knowledge of current pet foods, pet supplies and non-prescription products commonly dispensed by a veterinary clinic or hospital
		Identifies commonly used veterinary equipment and instruments and their function in general terms
		Describes normal behavior of dog, cat, horse and cattle
		Demonstrates the proper way to measure CRT and knows normal vs. abnormal
		Is able to identify pain and assign a pain score in domestic species
		Understands the critical importance of proper record keeping, communication and observation when caring for patients
		Demonstrates the ability to properly identify dogs that are showing signs of fear, anxiety and stress and respond appropriately
		Demonstrates the ability to properly identify cats that are showing signs of fear, anxiety, and stress and respond appropriately
		Demonstrates the ability to properly identify horses that are showing signs of fear, anxiety or stress and responds appropriately
		Understands and is able to describe appropriate ways to move cattle and other livestock safely and humanely (concepts of flight zone, point of balance, blind spots)
		Correctly identifies the drugs most commonly used before hospital visits that can decrease fear, anxiety and stress
		Correctly identifies the drugs most commonly used for chemical restraint of animals
		Demonstrates the proper method for placing a lead on a dog

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Name: \_\_\_\_\_

## LEVEL II SKILLS VALIDATION CHECKLIST

Date	Supervisor's Initials	Skill
		Demonstrates the proper method for removing a cat from a carrier
		Demonstrates the ability to handle an animal with high FAS safely
		Demonstrates how to restrain an animal that has the desire to bite
		Demonstrates how to place a dog or cat in a sternal, dorsal and lateral recumbency
		Knows how to obtain TPR
		Understands the procedure for urine collection through cystocentesis
		Names and locates common sites for venipuncture employed in all domestic animals
		Is able to identify alternative venipuncture sites when needed due to animal position or other issues
		Describes and demonstrates the proper procedure for wrapping the tail of a large animal in preparation for a vaginal examination or cervical culture
		Defines cytology and understands its uses
		Understands the parts of a microscope, how to clean it, and what not to do with it
		Demonstrates proper technique in obtaining parasitic material inside the external ear canal
		Demonstrates method for mounting parasitic material on microscope slide
		Understands microscope objectives and uses to commonly identify parasites and other organisms
		Demonstrates knowledge of the safety shut-off for the X-ray unit
		Understands the production of X-ray images and the dangers involved

Date	Supervisor's Initials	Skill
		Satisfactorily performs basic animal restraint procedures for positions of radiographs
		Demonstrates knowledge of using positional aids used for radiographs and other imaging techniques
		Understands why and how to properly label radiographs
		Is familiar with the implemented filing system if present
		Understands canine and feline ear anatomy and its relevance to proper ear cleaning and ear care
		Is able to describe the location of canine and feline anal glands as well as common indications of issues
		Describes the technique of anal gland expression (both internal and external techniques)
		Measures food correctly according to written instructions
		Demonstrates knowledge of appropriate food and watering systems and protocols used in kennel or stall areas
		Demonstrates a knowledge of auxiliary equipment kept in the kennel or stall area
		Understands the importance of regular and intentional monitoring of house animals
		Understands the importance of properly identifying all animals and their belongings
		Demonstrates a knowledge of the care and disposal of bedding material that has been used for patients with an infectious disease
		Demonstrates a knowledge of special bedding needed by patients with unique problems

Name: \_\_\_\_\_

## LEVEL II SKILLS VALIDATION CHECKLIST

Date	Supervisor's Initials	Skill
		Demonstrates a knowledge of proper disinfection procedures in bedding areas and reusable bedding
		Identifies signs of pain in animals
		Maintains orderly and clean bedding supplies for housing various species
		Demonstrates the ability to use equipment commonly employed in a mixed animal veterinary practice
		Demonstrates the ability to recognize specialized equipment that may be employed for use in a large animal practice
		Demonstrates a knowledge of safe handling methods for exotic and laboratory animals
		Demonstrates a knowledge of restraint techniques used with common exotic and laboratory animal species
		Demonstrates proper procedure for preparation of small and large animal surgery packs
		Understands basic husbandry and care related to common exotic species seen in veterinary medicine
		Is able to recognize signs of illness or distress in common exotic species seen in veterinary medicine
		Is able to name and identify by sight the instruments commonly found in a small animal general surgical pack
		Is able to name and identify by sight the instruments commonly found in a large animal general surgical pack
		Understands the importance of restricted and semi-restricted surgical areas
		Understands the importance of proper attire in surgical areas
		Understands proper etiquette during surgery

Date	Supervisor's Initials	Skill
		Correctly demonstrates the proper cleaning, lubricating, packing and wrapping of a large and small animal general surgery pack
		Demonstrates how to use an autoclave safely and the steps that are required, from turning on the autoclave to taking out the autoclaved packs
		Demonstrates a basic knowledge of the use, operation, and safety procedures of the autoclave
		Demonstrates a basic knowledge of cold sterilization as per instruments, fluids, cleaning procedures, frequency and limitations of sterility
		Understands and describes the different routes and types of drug administration commonly used in large animals (boluses, pastes, topicals, injections, etc.)
		Describes the administration of intramammary medications to a cow
		Describes how to safely administer an enema to a patient, including different enema options and their various uses and contraindications
		Describes restraint needed to administer an enema
		Lists equipment needed to administer an enema
		Correctly reports an animal's defecation, urination and other bodily functions
		Demonstrates knowledge of nutritional needs based on life stages and size of animal
		Demonstrates the ability to prepare regular and/or special diets based on veterinary instructions
		Demonstrates proper technique for trimming nails on dogs and cats
		Describes basic foot care for the equine

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## LEVEL II SKILLS VALIDATION CHECKLIST

Date	Supervisor's Initials	Skill
		Understands what your hospital defines as an emergency and what protocols your hospital follows in an emergency
		Defines CPR in regards to small animals and describes what is required to administer CPR in small animals
		Demonstrates basic first aid procedures for small and large animals, including control of bleeding
		Is able to identify signs of shock in large and small animals
		Is able to quickly identify a situation that requires notification of the credentialed technician or DVM
		Understands basic canine and feline nutrition classification and components
		Lists common diseases that can be managed with prescription diets
		Lists commonly used prescription diets
		Understands and identifies different wound types (clean, dirty, etc.)
		Demonstrates the ability to safely and appropriately clean an open wound
		Identifies and understands the materials commonly used in bandaging wounds
		Demonstrates the ability to properly position and restrain a patient for bandaging of various wound types and locations
		Is able to identify an endoscope
		Identifies the elements of a pharmacy label required by state law
		Understands the importance of extreme attention to detail when filling and dispensing medications

Date	Supervisor's Initials	Skill
		Understands and complies with your hospital's pharmacy protocols prior to filling or releasing a prescription to a client
		Defines controlled substance
		Is proficient in the identification of commonly used controlled substances
		Understands proper storage and record keeping for controlled substances
		Accurately and efficiently schedules appointments
		Is familiar with your hospital's patient information management system
		Accurately and efficiently identifies an appropriate medical record
		Is able to demonstrate proper verbal skills when greeting clients and communicating with fellow employees
		Demonstrates proper telephone skills
		Demonstrates the ability to follow written directions
		Accurately and efficiently delivers messages to the appropriate personnel
		Demonstrates the ability to open and retrieve client data on a computer with software designed for veterinary use
		Demonstrates the ability to print a client invoice for patient discharge and rabies certificate for the client
		Identifies and understands the use of commonly used tubes for collection of blood, urine, and cultures
		Understands the use of common in-house, point-of-care testing (heartworm tests, parvovirus testing, FeLV/FIV, etc.)



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## LEVEL II SKILLS VALIDATION CHECKLIST

Date	Supervisor's Initials	Skill
		Is able to understand the basic structure, function and use of a microscope
		Understands the different components of a complete urinalysis (cytology, dip stick, sg, etc)
		Defines cytology and understands how it is used daily in the clinical setting
		Identifies and collects materials used for different types of cytology (swab preps, skin scrapes, tape preps, impression smears, fungal cultures, blood smears)

Date	Supervisor's Initials	Skill
		Describes and performs correct Diff Quick staining of both clean and contaminated samples
		Identifies and collects materials needed to set up an animal for IV fluid administration
		Describes proper monitoring of a patient while on fluids
		Is familiar with different types of fluid administration and equipment