

2024-25 FELLOWS APPLICATION



www.avte.net/fellows



Full Fellows Application

Thank you for your interest in the AVTE Fellows Program. Earning the Fellows designation is an impactful step to demonstrating your place as a committed part of our community of educators. Through their actions, those who earn the Fellows designation will have shown their commitment to leadership, mentorship, and innovation within veterinary medicine, growing the next generation of veterinary technicians.

Earning this recognition entails demonstrating your commitment to core tenets in four ways.

- By meeting a set of criteria that all candidates must complete.
- Earning a minimum score through self-study in three core areas: leadership, mentorship, innovation
- Providing two letters from colleagues that attest to your commitment to our field
- Commitment to uphold the Fellows code of conduct

To offset the costs of administering the program, there is a one-time fee of \$50 to apply for the designation.

Over the coming pages, this application will guide you through a set of questions that you will answer to demonstrate the successful completion of the four elements in your application. If you have any questions at any time, please reach out to AVTE staff (help@AVTE.net).

We are excited that you have decided to take this step in your career as an educator and look forward to presenting you with this special credential soon.

Sincerely,

Tara Groves
Chair, AVTE Fellows Task Force

AVTE Fellows Program

NECESSARY CRITERIA

All candidates for the AVTE Fellows designation must meet a set of necessary criteria. Please initial each element to confirm that you meet this expectation for candidates. You are not required to submit documentation for these elements at the time of application but may be asked for materials as part of the review process.

1) Meet The Following Core Requirements

initial

- Graduate of an Accredited AVMA (or Canadian) Veterinary Technology or DVM Program _____
- Credentialed Veterinary Technician or DVM for at Least 5 Years _____
- **Initial year the relevant pathway meet a time in educational service criteria through one of the following pathways:**
 - ~ **Those employed full-time in an educational institution** _____
Time spent on teaching or program-level educational leadership in veterinary technician education has been at least 40% of total professional activity for the past three years.
 - ~ **For those that serve in an Adjunct Capacity** _____
Time spent teaching veterinary technician education has been at least three classes per year in the last five years.
 - ~ **If you are in a corporate setting** _____
Candidates must have conducted, on average, two educational training sessions each month. To meet this requirement, those in this pathway may combine part-time employment in an academic institution with service in a corporate training capacity - please contact the AVTE office for additional guidance.
 - ~ **Retirees** _____
Candidates who have retired from a full-time position within an academic institution within the last three years are expected to demonstrate that they would have met the point requirements during the three years before their retirement.
- AVTE member in good standing for at least two years _____
- Attend at least one AVTE Annual Meeting in the last five years and one additional (veterinary medicine or general education) in the last three years. _____
- There is no history of professional disciplinary action within the past five years. _____



AREA 1 - LEADERSHIP

Demonstrate a Commitment to Leadership in Veterinary Technology Education

Candidates for the AVTE Fellows Designation are expected to demonstrate a commitment to leadership by earning at least 15 points through the opportunities noted below. Please note the number of points you claim for each element below. Points may be earned for activities that have taken place within the past three years. Except for a copy of your CV, documentation is not required at submission but may be requested during the review process.

Leadership Pathway	Scoring	Points Claimed
Service as Program Director, Assistant Director, or Clinical Director	5 pts for each year served	
Service in a Leadership Role for a Program Committee, Task Force, Working Group, or as a Clinical Manager in the field	3 pts for each year served	
Service on a program committee, task force, or working group	2 pts for each year served	
Service as a Leadership Mentor for a Credentialed Veterinary Technician	2 pts for each mentorship term completed	
Service in Leadership on an AVTE Committee or Task Force	3 pts for each year served	
Service on an AVTE Committee/Task Force or in a Similar Role in Another National Organization in Veterinary Medicine	2 pts for each year served	
	Total Pionts	

AREA 2 - MENTORSHIP

Demonstrate a Commitment to Mentorship in Veterinary Technology Education

Candidates for the AVTE Fellows Designation are expected to demonstrate a commitment to mentorship by earning at least 15 points through the opportunities noted below. Please note the number of points you claim for each element below. Points may be earned for activities that have taken place within the past three years. Except for a copy of your CV, documentation is not required at submission but may be requested during the review process.

Mentorship Pathway	Scoring	Points Claimed
Advisor for a Student Club	3 pts for each academic year in the role	
Advisor for a Student Project Outside of Regular Class Schedule	2 pts for each project	
Participant in a student project outside of candidates' regular class schedule	1 pt per project	
Continuing Education on a Topic Related to Student Mentorship	1 pt per CEU earned in area	
Student Mentor through an established program that has multiple mentor/mentee relationships	2 pts for each mentorship term completed	
Speaker at a career day or other community awareness event	1 pt for each event	
Developed a Student Success Initiative Utilized at Your Program / Place of work	2 pts per initiative	
Participant in a Student Success Initiative Utilized at Your Program / Place of Work	1 pt per initiative	
Total Pionts		

AREA 3 - INNOVATION

Demonstrate a Commitment to Mentorship in Veterinary Technology Education

Candidates for the AVTE Fellows Designation are expected to demonstrate a commitment to innovation by earning at least 15 points through the opportunities noted below. Please note the number of points you claim for each element below. Points may be earned for activities that have taken place within the past three years. Except for a copy of your CV, documentation is not required at submission but may be requested during the review process.

Innovation Pathway	Scoring	Points Claimed
Advanced Degree (masters, related to education)	5 pts	
Earned Certificate in an Area Related to Teaching	3 pts per certificate earned	
Earned Certificate in an Area Related to Veterinary Technology (e.g. Fear Free)	3 pts per certificate earned	
A Primary Author / Developer of a Course or Training Project Offered for Credit (if applicable)	3 pts per course developed	
Authored Paper on a Topic Related to the Delivery of Veterinary Technology Education	3 pts per paper authored	
Spoken at a Conference or Invited to Speak to a Faculty on the Topic of Veterinary Technology Education	2 pts per talk delivered	
	Total Pionts	

AREA 4 - COMMUNITY SUPPORT

As part of their application, candidates are expected to provide two letters of recommendation from members of the AVTE community. Please note those who will be fulfilling this requirement on your behalf. A recommendation form that needs to be completed by each reference is at the end of this application.

Please note: a candidate must ensure that these individuals have submitted a reference on their behalf.

Reference #1

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Is a member of AVTE (required): ____

Reference #2

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Is a member of AVTE (required): ____

AREA 5 - COMMITMENT TO UPHOLDING THE CODE OF CONDUCT

Your submitted application represents your commitment to upholding the AVTE Fellows Code of Conduct:

The Association of Veterinary Technician Educators promotes excellence in veterinary technician education through leadership, mentorship, and innovation.

As a candidate for AVTE's, I pledge my commitment to the highest standards of professionalism and ethics in all aspects of my work and promise to support AVTE's mission and goals to the same.

Fellows Information Online:

**Basic Background:
www.avte.net/fellows**

**Application:
www.avte.net/fellowsapplication**

**Online reference form:
[www.surveymonkey.com/r/
avtefellowsreference](http://www.surveymonkey.com/r/avtefellowsreference)**



REFERENCE FORM

THANK YOU for taking the time to share your feedback on the candidate for the AVTE Fellows designation that is noted below. Your feedback will be confidential and vital to the AVTE Fellows Committee's work.

Name: _____

Organization: _____

Before commenting on the candidate, how long and in what capacity have you known this candidate:

On a separate Page, please comment on:

- Your review of the candidate's credentials and accomplishments as an educator.
- Integrity and general character of the candidate
- Awareness of any issues or concerns that might limit the candidate's devotion of professional time to activities directly related to the education of veterinary technicians
- Areas in which the candidate has made significant contributions to the education of veterinary technicians
- Areas in which the candidate will likely make significant future contributions to the education of veterinary technicians
- Ability of the candidate to advocate for the continue advancement and development of educational opportunities for veterinary technicians

Your Name: _____

Organization: _____

City/State: _____

Phone/Email: _____

Your Signature:

X _____

Your reference may be submitted to fellows@avte.net



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Your Name: _____

Organization: _____

City/State: _____

Phone/Email: _____

Your Signature:

X _____

Your reference may be submitted to fellows@avte.net

As a final step, please share your information below. AVTE will email to confirm receipt of your application. Applicants deemed to not have met the criteria for Fellowship may present reasons that their application should be reconsidered by the AVTE Board of Directors in a manner that will be laid out in our decision letter. The decision of the Board of Directors, in any request for reconsideration, is final. Candidates not accepted may reapply after a 90 day period.

Please initial here to acknowledge you understand and agree to the information in the paragraph above. Applications will only be reviewed with this acknowledgment. ____

Candidate Information

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Education: _____

Payment Information

Application Cost: \$50

Check Enclosed: ____

Please Bill my Credit Card: __ Visa __ Mastercard __ AmericanExpress

Card Number: _____ CVV: _____

Billing Address: (check here if same as above) __

Address: _____

City/State/Zip: _____

Authorized Signature

X _____

