



Office Use Only

# \_\_\_\_\_



# VETERINARY ASSISTANT PROGRAM CVA LEVEL I EXAM APPLICATION

PLEASE PRINT

## APPLICANT'S INFORMATION

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

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

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

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

Date of Application: \_\_\_\_\_

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

## SUPERVISOR'S INFORMATION

I certify that the student named above had meet the **200 hours** classroom requirements of hands-on training.

**Exam Type:** (Check One):  Online  Paper

**Supervisor Title:** (Check One):  Instructor  DVM  Texas LVT  RVT/CVT/LVT\*  
(\*CVT, RVT or LVT supervision allowed out of State)

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

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

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

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

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 at least 90 days and has demonstrated competency in the behaviors and skills checked herein, and I recommend that this applicant be considered for certification at Veterinary Assistant Level I.

## PAYMENT INFORMATION

*The exam fee is **\$145/applicant**. A check can be mailed or payment by credit card can be mailed or faxed to: TVMA • 8104 Exchange Drive • Austin, Texas 78754 • 512/610-6652 • Fax: 512/452-6633. Results will be mailed to the school after scoring is complete.*

(Check one):  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_



# VETERINARY ASSISTANT PROGRAM CVA LEVEL I CLINICAL HANDS-ON TRAINING VALIDATION

(MUST BE SUPERVISED & CHECKED OFF BY DVM OR TX LVT ONLY)

## APPLICANT'S INFORMATION

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

## SUPERVISOR'S INFORMATION

**Supervisor Title:** (Check One)  DVM  Texas LVT  RVT/CVT/LVT\*  
 (\*CVT, RVT or LVT supervision allowed out of State)

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

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

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

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

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

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

**Total Hands-On Training Hours:** \_\_\_\_\_  
 (Minimum 300 total hours worked for CVA certification or 225 with an approved recommendation letter from the DVM/LVT/CVT/RVT worked under)

Supervisor's Signature: \_\_\_\_\_  
 By affixing my signature above, I certify that the applicant named above has trained or worked under my supervision for the required hours of HANDS-ON TRAINING WITH LIVE ANIMALS (shadowing hours do not count towards certification)



# VETERINARY ASSISTANT PROGRAM CVA LEVEL I SKILLS VALIDATION CHECKLIST

## VERIFICATION

*(MUST BE SUPERVISED & CHECKED OFF BY DVM OR TX LVT ONLY)*

Note: All competencies must either be **performed** or **described** by the applicant, even if a certain species is not seen by the practice

### APPLICANT'S INFORMATION

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

### SKILLS VALIDATION CHECKLIST SUPERVISOR'S INFORMATION

**Supervisor Title:** (Check One):  DVM  Texas LVT  RVT/CVT/LVT\*  
 (\*CVT, RVT or LVT supervision allowed out of State)

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 trained or worked under my supervision for the required hours of HANDS-ON TRAINING WITH LIVE ANIMALS (shadowing hours do not count towards certification)

# LEVEL I SKILLS VALIDATION CHECKLIST

*(MUST BE SUPERVISED & CHECKED OFF BY DVM OR TX LVT ONLY)*

NOTE: All competencies must be either **performed** or **described** by the applicant, even if a certain species is not seen by the practice.

Applicant has demonstrated reasonable proficiency or competency in the following work requirements:

Performed OR Described		Skill or Competency	Performed OR Described		Skill or Competency
<input type="checkbox"/>	<input type="checkbox"/>	Uses common terminology (spoken and written) required in your veterinary practice	<input type="checkbox"/>	<input type="checkbox"/>	Uses (or can describe) the proper method of haltering a large animal
<input type="checkbox"/>	<input type="checkbox"/>	Keeps assigned work areas clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	Practices (or can describe) the proper personal safety precautions when releasing a large animal
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates a basic knowledge of sanitary procedures	<input type="checkbox"/>	<input type="checkbox"/>	Properly restrains animals when assisting the veterinarian with cephalic and saphenous venous sampling
<input type="checkbox"/>	<input type="checkbox"/>	Handles animals in a safe, humane manner	<input type="checkbox"/>	<input type="checkbox"/>	Properly muzzles fractious animals
<input type="checkbox"/>	<input type="checkbox"/>	Can name and select the equipment items most commonly used in your veterinary practice	<input type="checkbox"/>	<input type="checkbox"/>	Handles and holds animals so as to generally avoid bites to themselves and to the attending veterinarian
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates a basic understanding of the most commonly used veterinary drugs	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates (or describes) the proper method of moving cattle and horses through chutes and into or out of stalls
<input type="checkbox"/>	<input type="checkbox"/>	Recognizes the symptoms commonly associated with animals affected by rabies	<input type="checkbox"/>	<input type="checkbox"/>	Recognizes and avoids potential safety hazards in the examination room or area
<input type="checkbox"/>	<input type="checkbox"/>	Uses procedures that ensure personal safety when handling animals suspected of having rabies	<input type="checkbox"/>	<input type="checkbox"/>	Handles animals in the examination room or area so as to prevent harm to the patient and humans
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates appropriate understanding and respect of the human-animal bond in dealing with clients and their animals	<input type="checkbox"/>	<input type="checkbox"/>	Carefully observes patients and surroundings and reports observations to the attending veterinarian
<input type="checkbox"/>	<input type="checkbox"/>	Handles and disposes of "sharps" instruments safely and in compliance with practice standards	<input type="checkbox"/>	<input type="checkbox"/>	Aids the veterinarian in the handling and treatment of patients
<input type="checkbox"/>	<input type="checkbox"/>	Uses the proper procedure for lifting and positioning animals	<input type="checkbox"/>	<input type="checkbox"/>	Provides an additional set of eyes and hands for the attending veterinarian
<input type="checkbox"/>	<input type="checkbox"/>	Uses the proper procedure for placing animals in a cage	<input type="checkbox"/>	<input type="checkbox"/>	Handles and uses disposable "sharps" containers in a safe manner
<input type="checkbox"/>	<input type="checkbox"/>	Uses the proper procedure for placing large animals in a stall	<input type="checkbox"/>	<input type="checkbox"/>	Follows OSHA guidelines in collecting and disposing of bio-hazardous materials

# LEVEL I SKILLS VALIDATION CHECKLIST

Applicant has demonstrated reasonable proficiency or competency in the following work requirements:

Performed OR Described		Skill or Competency	Performed OR Described		Skill or Competency
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates (or explains) the proper method of collecting fecal samples (including the palpation sleeve) in the large animal	<input type="checkbox"/>	<input type="checkbox"/>	Follows accepted procedures when bathing or dipping patients
<input type="checkbox"/>	<input type="checkbox"/>	Uses correct quantities of feces for fecal floatations	<input type="checkbox"/>	<input type="checkbox"/>	Safely cares for animals in runs, cages, stalls and paddocks
<input type="checkbox"/>	<input type="checkbox"/>	Recognizes fresh fecal samples	<input type="checkbox"/>	<input type="checkbox"/>	Uses the bedding types indicated for specific breeds/species of housed animals
<input type="checkbox"/>	<input type="checkbox"/>	Can explain client options for disposal of euthanized or deceased animals	<input type="checkbox"/>	<input type="checkbox"/>	Changes bedding materials in a timely and efficient manner
<input type="checkbox"/>	<input type="checkbox"/>	Discusses individual or communal cremation options with owners of deceased pets	<input type="checkbox"/>	<input type="checkbox"/>	Disposes of used bedding materials as needed and in a proper manner
<input type="checkbox"/>	<input type="checkbox"/>	Properly prepares the deceased animal for presentation to the owner	<input type="checkbox"/>	<input type="checkbox"/>	Recognizes and avoids safety hazards in the areas where patients are housed
<input type="checkbox"/>	<input type="checkbox"/>	Exhibits proper decorum when presenting a deceased animal to its owner	<input type="checkbox"/>	<input type="checkbox"/>	Uses proper sanitary procedures in changing bedding materials
<input type="checkbox"/>	<input type="checkbox"/>	Correctly collects urine through natural means	<input type="checkbox"/>	<input type="checkbox"/>	Maintains and repairs cages, kennels, and stalls as needed
<input type="checkbox"/>	<input type="checkbox"/>	Knows proper method for collecting urine samples that are adequate for culturing microorganisms	<input type="checkbox"/>	<input type="checkbox"/>	Properly uses (or describes the proper use of) common devices and equipment to restrain horses, cattle, goats and swine for treatment
<input type="checkbox"/>	<input type="checkbox"/>	Collects urine samples during the correct time of day	<input type="checkbox"/>	<input type="checkbox"/>	Recognizes common breeds and varieties of exotic animals that visit the clinic and calls them by the correct common name
<input type="checkbox"/>	<input type="checkbox"/>	Correctly demonstrates usage of shielded gowns, gloves, and other protective wear for radiographic image acquisition	<input type="checkbox"/>	<input type="checkbox"/>	Safely handles and restrains exotic animals for examination and treatment
<input type="checkbox"/>	<input type="checkbox"/>	Implements and observes recommended radiation safety measures	<input type="checkbox"/>	<input type="checkbox"/>	Autoclaves veterinary instruments using moist pressure autoclave and chemical sterilization
<input type="checkbox"/>	<input type="checkbox"/>	Handles, uses and stores radiographic image capturing equipment	<input type="checkbox"/>	<input type="checkbox"/>	Follows a prescribed procedure for cleaning all stainless steel instruments
<input type="checkbox"/>	<input type="checkbox"/>	Bathes and dips patients as instructed	<input type="checkbox"/>	<input type="checkbox"/>	Follows correct procedure for ultrasonic cleaning of instruments
<input type="checkbox"/>	<input type="checkbox"/>	Avoids basic hazards and species susceptibilities to certain bath and dip products when preparing and giving dips and baths	<input type="checkbox"/>	<input type="checkbox"/>	Lubricates instruments properly during the cleaning process



# LEVEL I SKILLS VALIDATION CHECKLIST

Applicant has demonstrated reasonable proficiency or competency in the following work requirements:

Performed OR Described		Skill or Competency	Performed OR Described		Skill or Competency
<input type="checkbox"/>	<input type="checkbox"/>	Maintains all dental equipment in clean and usable condition for performing prophylaxis treatments	<input type="checkbox"/>	<input type="checkbox"/>	Selects the correct syringe on demand from the veterinarian
<input type="checkbox"/>	<input type="checkbox"/>	Determines that all active scavengers are working properly in evacuating anesthesia gases as needed	<input type="checkbox"/>	<input type="checkbox"/>	Correctly fills syringes with medication as directed
<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all sharp and cutting blades are removed and disposed of properly following surgical procedures	<input type="checkbox"/>	<input type="checkbox"/>	Recognizes intravenous, intramuscular, subcutaneous, and intraperitoneal applications
<input type="checkbox"/>	<input type="checkbox"/>	Describes (or demonstrates) the proper method for administration of a paste or topical drug on an equine patient	<input type="checkbox"/>	<input type="checkbox"/>	Correctly selects the needle gauge and length requested by the veterinarian
<input type="checkbox"/>	<input type="checkbox"/>	Describes (or demonstrates) the proper method for administration of a bolus, paste or topical drug for a bovine patient	<input type="checkbox"/>	<input type="checkbox"/>	Properly disposes of syringes, needles and other sharp objects commonly used in the veterinary clinic
<input type="checkbox"/>	<input type="checkbox"/>	Describes (or demonstrates) the proper method for administration of tablets, capsules, liquid and topical drugs for canine and feline patients	<input type="checkbox"/>	<input type="checkbox"/>	Properly identifies and disposes of expired substances
<input type="checkbox"/>	<input type="checkbox"/>	Stores animal feeds according to instructions	<input type="checkbox"/>	<input type="checkbox"/>	Obtains information relative to animal being boarded and/or discharged
<input type="checkbox"/>	<input type="checkbox"/>	Measures food quantities accurately	<input type="checkbox"/>	<input type="checkbox"/>	Discusses and explains the charge for boarding costs
<input type="checkbox"/>	<input type="checkbox"/>	Reads and follows food label directions correctly	<input type="checkbox"/>	<input type="checkbox"/>	Posts and records money collected to the appropriate records as directed
<input type="checkbox"/>	<input type="checkbox"/>	Reads and correctly follows written instructions for animal feeding	<input type="checkbox"/>	<input type="checkbox"/>	Interacts cheerfully with clients and handles complaints with a smile
<input type="checkbox"/>	<input type="checkbox"/>	Reports animal food and water consumption rates correctly and on schedule			
<input type="checkbox"/>	<input type="checkbox"/>	Administers hydrotherapy according to directions			