

AVZMT 2016 Examination Application Information

**Notification of intent to submit an application for the 2017 examination must be received via email, avzmt.email@gmail.com, no later than November 15, 2016.

Notification of cancellation must be received no later than December 31, 2016.

A \$25 partial payment for the exam is also due November 15, 2016 and will be applied to the examination fee. This payment will be refunded if the candidate submits a notification of cancellation by December 31, 2016.

Otherwise the payment is non-refundable.

VTS [Zoo] examination application process:

- The applicant shall submit the non-refundable application fee of \$50.00 and the completed application packet in electronic format (CD-R) to the AVZMT Credentialing Committee on or before eight [8] months prior to the scheduled examination date.¹
- Electronically save supporting documents and forms requiring signatures by scanning to the CD. Submit all files in pdf format, excluding Case Reports.
- Current Form version for the 2017 application = E2017

The documents shall be organized in the following order:

- 1) Form 1 Applicant Information* and required documentation
- 2) Form 2 Employment History and required documentation
- 3) Form 3 Continuing Education Record and required documentation
- 4) Form 4a-4m Advanced Skills Lists {**80% of list completed**}
- 5) Form 5 Case Logs, in chronological order. Include glossary if using abbreviations
{**Cases prior to January 1, 2014 are ineligible**}
- 6) Case Reports
- 7) Letters of Recommendation
- 8) Form 6 Waiver Agreement

*Updating contact information submitted to AVZMT is the sole responsibility of the applicant

- Applicants will receive notification of delivery from the Credentialing Committee by electronic mail [email].
- Eligibility rulings are made by the AVZMT Executive Board from the information provided by the Credentialing Committee. Applicants will be notified of approval/rejection status no less than six [6] months preceding the scheduled examination date.²
- Approved candidates will be advised of the exam format no less than three [3] months prior to the examination.³

NOTE: Format changes to application forms, submitting previous form versions, incomplete application packets, or not following the above instructions shall render the candidate ineligible for the examination. The application fee will not be refunded.

For the 2017 examination:

¹January 4, 2016

²March 4, 2016

³June 4, 2016