

AVCA Basic Program Provider Requirements for Application for Approval

An animal chiropractic program may seek approval from the AVCA Education Committee. The purpose of the Committee is to develop approval criteria for animal chiropractic programs. Such approval to be used to determine eligibility of program graduates for AVCA certification and for advising regulatory/licensure bodies regarding acceptable animal chiropractic training programs.

Please thoroughly review the “AVCA Standards for Providers of Continuing Animal Chiropractic Education” before completing this application. The standards document can be emailed from the AVCA office or found on the AVCA website.

- Please complete and return the application with documentation and submission fee.
 - Should application be withdrawn BEFORE committee review, there is a non-refundable \$150.00 administration charge
 - There is no refund AFTER committee review
- Application processing period is up to 90 days once completed application received
- A complete application is expected upon submission to AVCA
- Should the documentation not be submitted as requested, AVCA Staff will hold the application for 30 days.
- Notification of incomplete submission will be provided once
- The application shall then be closed without review, and a new basic program provider application must be submitted
- *Incomplete applications will not be considered*

Additional instructions:

- Submit completed application in 2 parts: PDF all accompanying documents together in one (1) file EXCEPT for the Schedule Excel form which remain a separate document
- email to avcainfo@junct.com
- Payment information may be called, mailed, or faxed to AVCA office
- Please do not include credit card information in pdf attachment

Application qualifications:

1. The institution must comply with all applicable local, state or provincial licensing requirements.
2. The institution must demonstrate that it has provided continuous education in animal chiropractic for a minimum of one (1) year and
3. That a minimum of one graduating class must have completed the required educational program.*
4. The institution must demonstrate that it has been under the same ownership for at least one (1) year prior to submitting an application for approval.
5. The institution must verify that it has not had an approval or accreditation withdrawn by any other national or international animal chiropractic or other approval or accreditation body.
6. The institution agrees upon application that it will abide by AVCA requirements for approval and the applicable policies and procedures.
7. The institution agrees to support the goals and integrity of the AVCA.

**A first graduating class may apply to sit the ACCC/AVCA certification examination prior to the program applying for approval, providing the program plans to apply for AVCA Basic Program Provider approval. A program not applying will result in annulment of graduates certification.*

AVCA approved institutions / programs are required:

1. To provide accurate and truthful information in all diplomas, advertising, catalogs and promotional materials describing educational programs/services offered by them. These documents must not contain false, misleading or exaggerated claims or statements.
2. Each basic program is required to provide a minimum of 210 certified hours.
3. To admit both licensed Doctors of Chiropractic and Doctors of Veterinary Medicine.
4. The individual responsible for the chiropractic technique lecturers and animal chiropractic technique laboratory must ensure that instructors are up-to-date on the standards required to obtain and maintain ACCC/AVCA certification. For example, during the ACCC certification examinations, candidates must be able to demonstrate diversified techniques.
5. The Basic Animal Chiropractic Certificate Program graduates must be prepared to obtain consent, evaluate, provide a report of findings, arrive at and communicate a clinical assessment, and treat neuromusculoskeletal and biomechanical conditions of animal patients. All graduates must be competent in the common activities as described by the professional practice analysis of the AVCA and must be able to demonstrate diversified chiropractic adjustments with intent to move joints of the animal's spine beyond the usual physiological range of motion using a fast, low amplitude thrust.

Documentation Required with Application:

1. Learning objectives and education mission.
2. Provide a list of all administrators, faculty, and professional staff members with their respective academic credentials.
3. Provide a list of each course delivered, a description of contents, category classification, method of delivery and value in terms of contact and/or credit hours. Subject matter, category and delivery method should be consistent with those listed in the AVCA Provider Standards document.
4. Number of modules, module title/identification and number of hours per module. Use Agenda/Schedule Per Module Format Sample.
5. Provide descriptions of physical facilities and learning resources.
6. Provide a description of admission requirements such as graduates of nationally recognized Doctor of Chiropractic or Doctor of Veterinary Medicine institutions that are currently licensed and in active practice; program attendance requirements, and program graduation requirements.
7. Provide policies and procedures regarding discipline, attendance, examinations, grades, satisfactory academic progress, sample certificate of completion, and procedures for handling student complaints.

Information Links for the following may be found on the association website animalchiropractic.org on the Forms and Info page under Contact and Info page :

1. Provider CE Standards
2. Agenda/Schedule Per Module Format Template (Excel file)
3. Animal Chiropractic Professional Practice Analysis
4. Animal Chiropractic Certification Commission (ACCC) Certification and Examination Information <http://avcaexam.regstep.com/>

Basic Program Provider Application

Application Submission Fee \$600.00 for two (2) year approval period

A complete application is expected upon submission to AVCA. Should the documentation not be submitted as requested, notification of incomplete submission will be provided once. AVCA Staff will hold the application for 30 days. If a complete application is not received, the incomplete application shall be closed without review, and a new basic program provider application must be submitted. *Incomplete applications will not be considered.*

Consolidate completed application with accompanying documents in order into one (1) pdf file only and email to avcainfo@junct.com. Payment information may be called, mailed or faxed to AVCA office. Please do not include credit card information in pdf attachment. Applications take up to 90 days for consideration.

Basic Program Provider Contact information:

Basic Program/ Institution

Name:

Address:

City: State: Zip:

Telephone:

Fax:

Mobile Phone:

Email:

Web Site:

Basic Program Provider Contact Person:

Contact Person(s):

Address:

City: State: Zip:

Telephone:

Fax:

Mobile Phone:

Email:

About the Basic Program:

Program Title:

Location:

No. of Modules:

No. of Hours Per Module:

No. of Total Credit Hours Applied

For:

Person(s) Who Will Authenticate the Course Attendance:

- A complete application is expected upon submission to AVCA.
- Should the documentation not be submitted as requested, notice of incomplete submission will be provided once. AVCA Staff will hold the application for 30 days.
- If a complete application is not received, the incomplete application shall be closed without review, and a new basic program provider application must be submitted.
- Applications may take 6-12 weeks to consider.

I hereby certify that all the information listed above is correct and that nothing has been omitted. All required documents are included with the application.

Print Name	Signature
Title	Date

Basic Program Provider Application Submission Fee
\$600.00 fee for two (2) year approval

Should application be withdrawn (or closed) **BEFORE** committee review, there is a non-refundable \$150.00 administration charge. There is **no** refund **AFTER** committee review.

Payment Information – All Funds U.S. Currency

If you live outside the United States, we can only accept credit card payments (Visa, MasterCard or Discover)

Check Enclosed (make payable to AVCA) Check No: _____ TOTAL AMOUNT: _____

Credit Card:

Visa MC Discover

Card No:

Exp. Date

Card Holder Name

CVV Code:

Card Billing Address

Signature

Date

MAILED APPLICATIONS, OR APPLICATION FAXES WILL NOT BE ACCEPTED

PLEASE EMAIL TO:

Application and All Documents **MUST** be contained in order in ONE (1) PDF attachment.

Email Address: avcainfo@junct.com

Please do NOT transmit any credit card information via email.

Credit Card payment may be telephoned 918-784-2231
or faxed with a copy of the this payment page to 918-784-2675.

If paying by check, please mail check with a copy of the this payment page (only) to
AVCA, 442236 E 140 Road, Bluejacket, OK 74333

	<p>Documentation and Information Required You may insert the information in this form, inserting/ adding additional pages as needed, or use this form as an outline/ guide for the order in putting the information together.</p>
<p>1.</p>	<p>Please list learning objectives and education mission</p>

2.	Provide a list of administrators and professional staff members with their respective academic credentials

3.	<p>Provide a list of faculty with their respective academic credentials Include a list of faculty names with degree/s here, then insert page/s with their names and academic credentials if needed</p>
4.	<p>Provide a list of each course delivered, a description of contents, category classification, method of delivery, and value in terms of contact and credit hours (subject matter, category, and delivery method should be consistent with those listed in the AVCA CE Provider Standards document) Please insert the pages here.</p>
5.	<p>Provide in the Agenda/Schedule Per Module Format Template available with this application the number of modules, module title/identification and number of hours per module This information will ONLY be accepted in the Excel template format provided with the application.</p>
6.	<p>Provide descriptions of physical facilities and learning resources (Add or insert pages as needed)</p>

7.

Provide a description of admission requirements such as graduates of nationally recognized Doctor of Chiropractic or Doctor of Veterinary Medicine institutions that are currently licensed and in active practice; program attendance requirements, and program graduation requirements

8.

Provide policies and procedures regarding discipline, attendance, examinations, grades, satisfactory academic progress, sample certificate of completion, and procedures for handling student complaints

Hours Requested	Category-Record number of hours in each category that applies
	<p>Category One – Clinical</p> <p>This category includes subject matter that is clinically applicable and related to the philosophy of chiropractic, or the science of clinical assessment and chiropractic diagnosis of the vertebral subluxation complex, treatment plans and the prevention of injury/disease as it relates directly to patients. However, this subject matter does not meet the criteria of Category Two, but rather is case based, anecdotal and/or undergoing scientific investigation. However, there must be an established “possibility” of success based on experience.</p>
	<p>Category Two – Scientific</p> <p>This category includes all conventional clinical sub-categories that are evidence based. In addition to the science of clinical assessment and chiropractic diagnosis of the vertebral subluxation complex, treatment plans and the prevention of injury/disease as it relates directly to patients, it also includes topics in veterinary and chiropractic science that are not specifically clinical in nature but consider the comprehensive range of the practice of animal chiropractic. This embraces but is not limited to topics related to public animal chiropractic practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship “in-service” training for publically employed animal chiropractic professionals etc. Based on scientific principles, there must be an established “probability” of success that conforms to the professions accepted and scientifically supported standards of experimental design, data collection and analysis.</p>
	<p>Category 3 – Practice Management/ Professional Development</p> <p>This category includes subject matter that helps make animal chiropractic professionals more competent and capable in serving the public interest in the delivery of animal chiropractic services but which is not necessarily scientific or clinical in nature. It can include but may not be limited to: business management, regulatory compliance, jurisprudence, skills based training in instrumentation, medical records, software management, member wellness, the art of animal chiropractic and communication and professional ethics.</p>

<p>Check All That Apply</p>	<p>Method of Delivery</p> <p>The method(s) of delivery, regardless of the AVCA CE Category, shall be appropriate to the educational content, objective and purpose of the program and presented in an effective manner that will best benefit the audience. The method(s) of delivery should, where practical, encourage active participation and involvement on the part of the participating attendee.</p>
	<p>Seminar/ Lecture - A seminar/lecture is an “in person” or “face to face” program, where presenter(s) and attendees are in the same location and where the event takes place in “real time” i.e., same time frame for all participants.</p>
	<p>Lab - A Lab is a face to face program which allows the attendees to have hands-on experience, training and/or practice of the techniques being taught.</p>
	<p>Interactive-Distance (Web-based, Teleconference or Audio-Conference) - An Interactive program must include instant or asynchronous two way communication during online or audio presentations, webinars, or teleconferences.</p>
	<p>Non-Interactive-Distance (Online, Correspondence, Journal, Question Writing, or Other Self-Study) - An independent/self-study program that includes methods of delivery such as online courses; videos, DVDs, journal articles or other electronic transmissions or other correspondence programs.</p>