



Recognized as the World Leader in Animal Chiropractic

# AMERICAN VETERINARY CHIROPRACTIC ASSOCIATION

## AVCA Basic Program Provider Requirements for Application for Approval

*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 and documentation with non-refundable processing fee. Applications may take 6-10 weeks to consider.

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.***

Consolidate completed application with accompanying documents into one (1) pdf file and email to [avcainfo@junct.com](mailto:avcainfo@junct.com). Payment information can be called, mailed or faxed to AVCA office. Please do not include credit card information in pdf attachment.

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 The institution must verify that it has not had an accreditation withdrawn by any other national or international animal chiropractic or other accreditation body.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.*

**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. Animal chiropractic technique lecturers and animal chiropractic technique laboratory instructors are required to maintain current active ACCC/AVCA certification.
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.

## 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.***

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**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:** \_\_\_\_\_

<b>No. of Total Credit Hours Applied</b>	
<b>For:</b>	

**Person(s) Who Will Authenticate the Course Attendance:** \_\_\_\_\_

\_\_\_\_\_

**DOCUMENTATION Checklist**

Check	Documentation Required:
	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 – see below.
	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.

**SAMPLE Agenda/Schedule PER Module Format (use this format, show totals per day):**

Date, Day							
Session Title	Start Time	Stop Time	Minutes of CE Requested	Session Topic/ Title	Presenter Name	Subject Matter/ Category	Method of Delivery
Research #1	12:00pm	1:00pm	60	Literature Search Engines	Dr. John Smith	Cat 2: Scientific	Seminar/ Lecture
Research Lab #1	1:00pm	2:00pm	60	Lab One	Dr. John Smith	Cat 2: Scientific	Lab Computer lab
Break	2:00pm	3:00pm	--	--	--	--	--
Research #2	3:00pm	4:00pm	60	Lecture Good Research Questions	Dr. John Smith	Cat 2: Scientific	Seminar/ Lecture
Research #3	3:00 pm	4:00pm	60	Lecture Methods	Dr. Jane Doe	Cat 2: Scientific	Seminar/ Lecture
Total CE Hours (Using 50/60 Minute Hour)			4.00				
Maximum hours for any <b>ONE</b> Participant			3.00				

**Category - Record the number of hours in each category that applies.**

<b>Category One</b>	<b>Clinical</b>	<b>Hours Requested</b>
<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>		

<b>Category Two</b>	<b>Scientific</b>	<b>Hours Requested</b>
<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 the “One Health Initiative” (<a href="http://www.onehealthinitiative.com/">http://www.onehealthinitiative.com/</a>) and 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>		

<b>Category Three</b>	<b>Practice Management/ Professional Development</b>	<b>Hours Requested</b>
<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>		

<b>Method of Delivery</b>		
<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>		
<b>Check All That Apply</b>	<b>Method</b>	<b>Refer to AVCA Standards for Complete Description</b>
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

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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 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](mailto: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

## Information Links

1. Provider CE Standards

[http://animalchiropractic.org/08.documents/AVCA\\_CE\\_Standards\\_App\\_2018.pdf](http://animalchiropractic.org/08.documents/AVCA_CE_Standards_App_2018.pdf)

2. Animal Chiropractic Professional Practice Analysis

[http://animalchiropractic.org/08.documents/PPA\\_of\\_AVCA.pdf](http://animalchiropractic.org/08.documents/PPA_of_AVCA.pdf)

3. Animal Chiropractic Certification Commission (ACCC) Certification and Examination Information

<http://avcaexam.regstep.com/>

**American Veterinary Chiropractic Association**

442236 E 140 Road, Bluejacket, OK 74333

Phone: 918-784-2231 Fax: 918-784-2675

Email: [avcainfo@junct.com](mailto:avcainfo@junct.com)

[www.animalchiropractic.org](http://www.animalchiropractic.org)