

The Academy of Veterinary Clinical Pathology Technicians

Instructions for Confidential Letters of Recommendation

- 1) Submit two letters of recommendation. Each letter must come from a different category from those listed below:
 - An AVCPT member
 - A supporting veterinarian
 - A supporting credentialed veterinary technician
 - A member of the American Society of Veterinary Clinical Pathology (ASVCP)
 - A veterinary technology specialist (VTS) in any of the NAVTA approved specialties

For example, you may request a recommendation letter from the veterinarian with whom you are employed and a one from a credentialed veterinary technician with whom you work.

- 2) Fill out the candidate information section of the Confidential Letter of Recommendation Form.
- 3) Print **two** copies of the form.
- 4) Give one form to each of the qualified people, as indicated by the categories listed above, from whom you are requesting a recommendation.
- 5) Remind your references that recommendation letters **must** be submitted directly to AVCPT by the letter writer. The letter writer may submit their letter of recommendation directly to AVCPT by scanning the word processed document and emailing it to avcpt.vts@gmail.com or the original letter can be mailed to the following address:

Barbie Papajeski
100 AHT Center
Murray State University
Murray, KY 42071

- 6) Remind your references that the due date for their letter of recommendation is due by the application deadline.
- 7) You will receive notice of when a letter of recommendation is received from the AVCPT credentialing committee.
- 8) Letters of recommendation that are not signed by the letter writer and received directly from those making the recommendation or two letters from the same category will be rejected.

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Confidential Letter of Recommendation

Name of Candidate:
Candidate Address:
Candidate Email Address:
Candidate Phone Number:

It is imperative that this form be completed in its entirety. The individual whose name appears above has applied for candidacy as a Veterinary Technician Specialist in Clinical Pathology. This letter of recommendation is required before the candidate's application can be accepted. Please answer the questions below in as candid and as specific a manner as possible. When complete, submit the form directly to AVCPT by scanning the word processed document and emailing it to avcpt.vts@gmail.com or by printing and mailing the form to the following address:

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100 AHT Center
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Murray, KY 42071

Be assured that your comments will be held in the strictest confidence and the applicant will not have access to your letter or the information contained within it.

Name of person completing this form:
Credentials:
Address:
Email Address:
Phone Number:
Relationship to the candidate:

- How long have you known the candidate?
- Under what circumstances have you known the candidate?
- How would you describe the candidate's integrity and sincerity of commitment to the veterinary technician profession?
- How would you describe the candidate's professional ethics, trustworthiness and honesty in a professional setting?
- Describe the candidate's technical ability as a veterinary technician in the field of clinical pathology.
- Please include any general comments that you would like to add regarding this candidate.

Thank you, for your participation on behalf of the candidate and AVCPT. Please email or mail this form as indicated above to ensure confidentiality.