

Credentials Committee sub-committee

This committee will be responsible for evaluating history forms and required documentation submitted by potential applicants. Notification will be provided to each applicant within 5 business days if approval is granted on the history form.

See Article VI, Section 2: 2-4 for details on submission.

Application for examination must be made to the Executive Secretary on a form provided by the Academy, and filed along with the prescribed application fee and required documents on or prior to the calendar date 8 months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.

Applicants will submit only the HISTORY FORM – copies of DIPLOMA/LICENSE and any supporting documentation by JUNE 1 of the year of application submission.

Approval of the history form by the credentials committee is MANDATORY in order to submit the remainder of the application by December 31. AVTA will NOT evaluate an application submitted Dec 31 if the history form and required documentation are not approved by JUNE 1 of the application year.

Applicants may resubmit the history forms as many times as needed before JUNE 1, until accepted.

A list of applicants with approved history forms will be submitted to the Credentials Committee Chair no later than July 1 of each year.