

AVZMT 2023 Submission & Deadline Information

Notification of Intent requirements:

1. Notification of Intent to submit an application for the 2023 examination must be sent via email to vicepresident@avzmt.org **on or before the deadline (See Notification of Intent Deadline below)**.
2. To this email, attach a cover letter explaining why you believe you are ready and prepared to apply for the AVZMT exam. Share any notable accomplishments and summarize your (credentialed) zoo veterinary technician work history.
3. A \$25 partial payment is to be submitted with the Notification of Intent and will be applied to the *examination fee*. **Payment must be received on or before the deadline (See Notification of Intent Deadline below)**. This payment will be refunded if the candidate submits a notification of cancellation to vicepresident@avzmt.org by the cancellation deadline. Otherwise, the payment is non-refundable.
 - a. Payment can be made via check or Zelle®.
 - i. Checks should be made out to AVZMT and mailed to the AVZMT Treasurer. Contact treasurer@avzmt.org for mailing instructions.
 - ii. To send payment via Zelle®, use the Zelle® app or website (www.zellepay.com).
 1. Use treasurer@avzmt.org to create the pay-to contact.
 2. Enter a description of what you're paying in the "What is this for?" or "Memo" section.
 3. Email treasurer@avzmt.org to notify the Treasurer that payment has been submitted via Zelle®.

Application submission instructions:

1. All application forms should be formatted and saved on a flash drive as instructed in the Application packet.
 - a. **CURRENT FORM VERSION FOR THE 2023 APPLICATION = E2023**
 - b. Forms **MUST** be completed using an Adobe product (Reader, Acrobat). Check your browser default settings.
 - c. JPEG or PNG files will not be accepted.
2. Flash drive with completed Application packet is to be submitted to the Credentialing Committee. Instructions for mailing will be sent to applicants by 30 days prior to Application deadline.
3. Applicant shall submit a non-refundable application fee of \$50 along with their completed Application packet. Payment can be made via check or Zelle®.
 - a. Payment can be made via check or Zelle®.
 - i. Checks should be made out to AVZMT and mailed to the AVZMT Treasurer. Contact treasurer@avzmt.org for mailing instructions.
 - ii. To send payment via Zelle®, use the Zelle® app or website (www.zellepay.com).
 1. Use treasurer@avzmt.org to create the pay-to contact.
 2. Enter a description of what you're paying in the "What is this for?" or "Memo" section.
 3. Email treasurer@avzmt.org to notify the Treasurer that payment has been submitted via Zelle®.

2023 Application Deadlines:

1. Letter of Intent deadline – August 1, 2022
2. Notification of cancellation deadline – December 31, 2022
3. Application Packet submission deadline – February 6, 2023
4. Application ruling notification deadline – April 6, 2023
5. Notification of exam format deadline – July 6, 2023
6. 2023 AVZMT EXAMINATION DATE – OCTOBER 6, 2023