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Florida VETERINARY MEDICAL ASSOCIATION

(407) 851-3862 info@fvma.org www.fvma.org

Certified Veterinary Assistant (CVA) Certification Standards & Requirements

This document provides the official certification standards, examination requirements, testing procedures, accommodations process, and related policies governing the Florida Veterinary Medical Association (FVMA) Certified Veterinary Assistant (CVA) credential. This information is made publicly available in accordance with Florida Career and Professional Education (CAPE) certification requirements.

CERTIFYING AGENCY

The Florida Veterinary Medical Association (FVMA) serves as the certifying agency for the Certified Veterinary Assistant (CVA) credential.

Individuals who successfully meet all program requirements and achieve a passing score on the certification examination will be awarded an official CVA certificate issued by the FVMA.

The certificate serves as documentation of successful completion of the certification process and required assessments.

FVMA maintains certification records and issues replacement certificates when necessary.

CERTIFICATION OVERSIGHT

The Florida Veterinary Medical Association (FVMA) is the certifying body responsible for establishing, maintaining, and administering the Certified Veterinary Assistant (CVA) credential.

FVMA oversees program standards, certification requirements, examination administration, and credential issuance.

Patterson Veterinary Academy serves as FVMA's educational and testing platform partner.

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PROCTORED TESTING REQUIREMENTS

All CVA certification examinations must be administered in a proctored environment.

The proctor is responsible for verifying the identity of the test candidate prior to testing.

The proctor is responsible for maintaining a secure testing environment throughout the examination process.

Examinations may be proctored by a veterinarian (DVM), or a credentialed veterinary technician (CVT).

EXAMINATION SECURITY

Examination content is maintained within a secure testing platform.

Proctors are not provided access to examination questions for any extended period beyond what is necessary to administer the assessment.

Examination content is protected from unauthorized distribution, reproduction, or disclosure.

EXAMINATION SCORING

Certification examination scores are generated through the official testing platform and reported to the FVMA.

FVMA maintains authority over certification decisions and credential issuance.

Passing examination results are required for certification eligibility.

TESTING TIME LIMITS

Applicants are allotted four (4) hours to complete the certification examination.

Applicants must achieve a minimum passing score of 70%.

Approved disability accommodations may modify testing conditions, including time limits, when appropriate.

EXAMINATION CONTENT BLUEPRINT

The CVA certification examination evaluates knowledge in the following subject areas:

- The Role of the Veterinary Assistant
- Medical Terminology
- Safety
- Species and Breed Identification
- Animal Behavior
- Handling and Restraint
- Diseases and Parasites
- Client Service and Communication
- Diagnostic Imaging
- Nutrition
- Laboratory Techniques
- Nursing
- Emergency Procedures
- Surgical Assisting
- Pharmacology

MINIMUM PERFORMANCE LEVEL

Candidates must achieve a score of 70% or greater to pass the certification examination.

EXAMINATION REGISTRATION PROCESS

The Certified Veterinary Assistant (CVA) program is available through participating secondary and postsecondary educational institutions.

Information regarding examination access and registration is available through FVMA and its educational partner, Patterson Veterinary Academy.

ACCOMMODATIONS PROCESS

Candidates requiring disability-related accommodations should contact FVMA no fewer than fifteen (15) days prior to the requested testing date.

Requests will be reviewed and coordinated with the testing platform provider to ensure appropriate accommodations are available.

Accommodation requests may be submitted to:

Florida Veterinary Medical Association (FVMA)
7207 Monetary Drive
Orlando, Florida 32809
Phone: (407) 851-3862
Email: membership@fvma.org

RECORD RETENTION AND AUDIT PROCESS

Participating schools, instructors, and testing sites are responsible for maintaining documentation supporting student eligibility, skills verification, and practical experience.

FVMA reserves the right to audit records associated with certification eligibility and examination administration.

CERTIFICATION ELIGIBILITY

FVMA intends to provide information regarding knowledge areas covered by the certification examination.

FVMA may recommend educational resources, coursework, textbooks, and preparatory materials to assist candidates in preparing for the examination.

Participation in any specific course, curriculum, or instructional product is not required for certification eligibility.

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COMPUTER SECURITY REQUIREMENTS

The certification examination is delivered through a secure testing platform that incorporates computer lockout features.

These controls restrict access to outside websites, unauthorized resources, screenshots, and other materials during the examination process.

The testing platform is designed to protect the integrity and security of the examination.

CONFIDENTIALITY OF EXAMINATION CONTENT

Candidates are not provided access to operational examination questions prior to administration of the certification examination.

Examination preparation materials do not contain the exact questions used on the operational certification examination.

Examination content remains confidential before, during, and after examination administration.