

## Renew Your Accreditation On-Line

The United States Department of Agriculture's (USDA) National Veterinary Accreditation Program has created a new system to allow an Accredited Veterinarian to apply for their Accreditation Renewal on-line.

Renewing on-line is convenient and fast! It can be done in 4 easy steps **two of these steps only need to be done once.**

If you have questions about your accreditation contact your local VS Area Office:

[http://www.aphis.usda.gov/animal\\_health/area\\_offices/](http://www.aphis.usda.gov/animal_health/area_offices/)

### WHY RENEW ON-LINE IN VSPS?

- It saves time since many fields are pre-populated!
- They're much easier to read than paper forms.
- You can electronically send your application for renewal so no mailing needs to be done.
- It will preserve an electronic copy for your records in VSPS.

## Steps for Getting Started in VSPS

### STEP 1: OBTAIN A LEVEL-ONE EAUTHENTICATION ACCOUNT

Go to <https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>

Fill out the required fields in the form; password requirements are listed below.

Your password is case-sensitive and you are required to change it every 180 days.

#### Required Characters

- 12 to 24 characters long
- One uppercase letter (A, B, C, etc.)
- One lowercase letter (a, b, c, etc.)
- One number: 1 2 3 4 5 6 7 8 9
- One special character: ! # - \$ % \* = + : ; , ? ~

#### Do Not Use

- Dictionary words

Select "Continue".

Print the following page for your records and select "submit".

An email will be sent to the email address entered while creating your account within one hour. You will only have 7 days to activate your account but it can be done any time after you receive the email. Account activation is done by clicking on a link in the email that is sent to you which will look like this:

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

**NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

For questions on eAuthentication contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

## STEP 2: LOG INTO VSPS AND REQUEST THE ROLE OF A VETERINARIAN.

Go to <https://vsps.aphis.usda.gov/vsps/>

- Enter your National Accreditation Number (NAN), your last name and your school of graduation. The state you select must be the state where you are accredited. A green success message is displayed, log out and then back in to complete the activation process.
- If the above information is not entered as it appears in our records, an email is sent to the VSPS helpdesk and your role will be approved **within two days**. The help desk will contact you .
- If it is not approved within two days please contact the IT help desk (contact information at the bottom of this handout).

If you have any questions about the NVAP please contact the area office coordinator in your state. Their contact information can be found here:

[http://www.aphis.usda.gov/animal\\_health/area\\_offices/](http://www.aphis.usda.gov/animal_health/area_offices/)

You may also call NVAP Staff at 970-494-7218 during regular business hours.

## STEP 3: LOCATE THE 1-36A APPLICATION ON-LINE

Select **Vet Accreditation** and then “My Veterinary Record”.

Select **Apply Online** at the bottom of the screen.

## STEP 4: SUBMIT YOUR APPLICATION

- Select “yes” for **option 5**. If you wish to make a contact information change or change your Category you may do this at the same time.
- Scroll down and enter your Aphis Approved Supplemental Training Modules and the date they were taken.

### **Tips for Accreditation Renewal:**

1. Renewal can only be done if you are within 6 months of the expiration of your Accreditation Renewal Date (ARD).
2. You must complete your APHIS Approved Supplemental Training (AAST) Modules ahead of time.
3. AAST modules can be found at the NVAP website: [www.aphis.usda.gov/nvap](http://www.aphis.usda.gov/nvap)
4. If you have questions contact your Area Office: [http://www.aphis.usda.gov/animal\\_health/area\\_offices/](http://www.aphis.usda.gov/animal_health/area_offices/)
5. You will be notified by email that your application has been “approved” if you have a valid email address in the system.

### **VSPS Help Desk Contact Information:**

The Help Desk is available Mon-Fri 8:00 AM - 5:00 PM Mountain Time.

Any request made outside of this window will be addressed on the next working day.

Phone: 877-944-8457: select option 3.

Email: [vsithelpdesk@aphis.usda.gov](mailto:vsithelpdesk@aphis.usda.gov)

A help desk ticket can be opened via the website: <http://support.aphis.usda.gov/arsys>