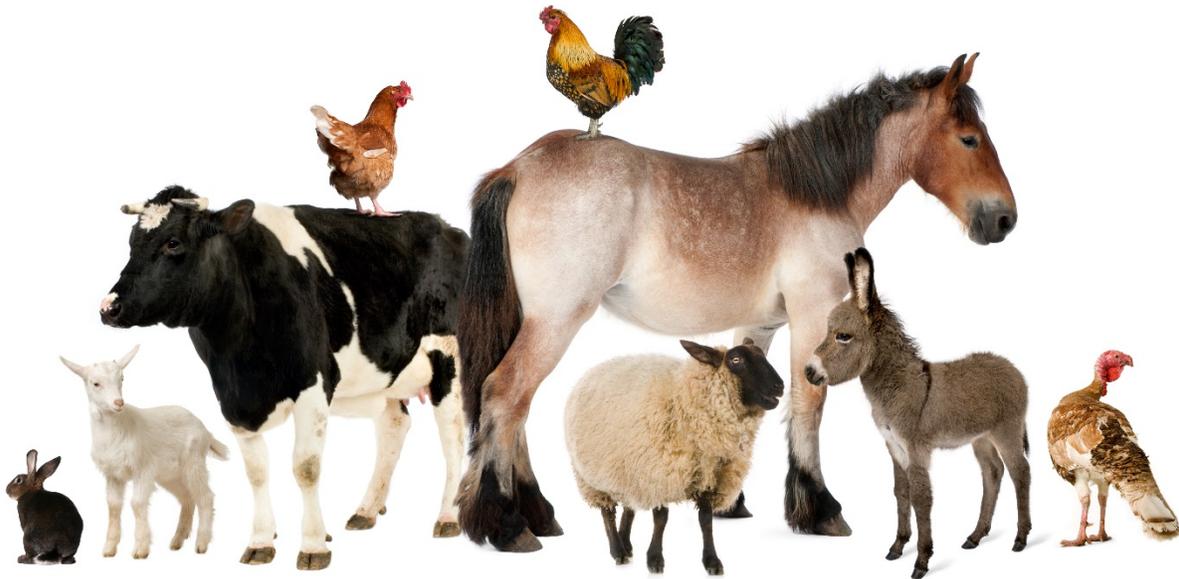


National Veterinary Accreditation Program (NVAP) Renewal Process for Users who Currently Have an eAuthentication Account



If you have not completed your APHIS Approved Supplemental Training, you are not ready to renew. Please go to <http://www.aphis.usda.gov/animal-health/nvap/take> to complete your required training.

If you have previously set up an eAuthentication account, there are four scenarios:

1. Your user id and password are active and you are able to log in at:
<https://vsapps.aphis.usda.gov/vsps/>
 - Proceed to the VSPS Steps below.
2. You are not able to log in due to forgotten user id/password/inactive account and you are not able to reset your password.
 - You must start over and set up a new eAuthentication Account – please see the other handout titled: “On-line Renewal for First Time Users”
3. You are not able to log in due to account inactivity but you **DO** know your user id/password.
 - Call 1-800-457-3642 (Option 1 and then Option 4) to get assistance to activate the account.

4. You are not able to log in due to forgotten user id/password:

1. Click on the 'Forgot Password' link on the login page.
2. Select the 'Reset my password with my email' option and 'Continue'.
3. Enter your 'Email Address' and 'Submit'. A message will display to notify you an email will be sent to the address provided with a link to reset your password. Note: If you have not received the message and remained on the page, you can use the 'Resend Email' button to resend the email.
4. Check your email for an email title 'eAuth-Reset Password' and click 'Reset Password'.
5. Enter and confirm a new password that meets the password requirements and 'Submit'.
6. A confirmation message will display.
7. Click 'Continue', if applicable.

Once you have successfully created your new password, an email confirmation will be sent to your email address.

For questions on eAuthentication, contact the Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642 select option 1 and then option 4.

VSPS Steps:

1. Select the URL below or copy and paste it into your browser. Access the site below and use your eAuth ID and password to access the system:
2. <https://vsapps.aphis.usda.gov/vsps>
3. Select **Vet Accreditation**
4. Select "My Veterinarian Record".
5. Select **Apply Online** at the bottom of the screen.
6. Select "yes" for **option 5**.
7. Update all of your contact information including your email address.
8. Scroll down and enter the required information for your APHIS Approved Supplemental Training Modules.

9. At the bottom of the screen, Select “Apply”
10. You will be notified by email when your application has been “approved.”

If at any point you have difficulties with the on-line renewal process, you can renew using a paper **VS Form 1-36A** application, which you will sign in ink and mail to your **NVAP Coordinator**.

For **HELP** see the resources below:

If you require help, contact the eAuthentication Help Desk at: eAuth Help Desk: 800-457-3642 (Opt 1 and Opt4)

Once you have a user name and password and have successfully logged in to VSPS but are having issues submitting your application for renewal, please contact the VSPS Help desk at: help@usda.gov with a subject line of “VS IT Systems VSPS Link New eAuth Account to VSPS Profile”. Please include your new eAuth username, preferred email address, and your National Accreditation Number (NAN) or call 877-944-8457 (Opt 2).

If you have questions about your renewal or other questions about the **National Veterinary Accreditation Program** contact your NVAP Coordinator:
https://www.aphis.usda.gov/animal_health/vet_accreditation/downloads/nvap_coordinator.pdf

Or go to the NVAP website at: <https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/nvap>

To check your accreditation renewal date:
https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/nvap/ct_areavet