

A Veterinarian's View of the VSPS Vet Accreditation Process

1. A veterinary student starts his/her training at a veterinary school.
2. During his studies, the veterinary student attends an orientation training conducted by the AVIC for that State. At the end of the orientation training, every student fill out a short form and give it to the AVIC.
3. The AVIC delivers these forms to the appropriate nVAP Coordinator.
4. The nVAP Coordinator enters the data from these orientation forms into VSPS.
5. The veterinary student graduates from veterinary school.
6. The veterinarian starts actively practicing in a State. In order to be allowed to practice, the veterinarian must be licensed by that State.
7. The veterinarian decides he/she wants to become accredited so that he/she can do Federal-affiliated veterinary assignments.
8. The veterinarian should first use VSPS to create his own Veterinarian Record:
 - a. The veterinarian logs into VSPS. By default, he logs in as a guest.
 - b. If this is the first time he is logging into VSPS, he will be presented with a blank **Contact Information** form.

**Veterinary Services
Process Streamlining**

VSPS Home

Please complete the profile contact information.

Contact Information

Email Address * vspstest90@yahoo.com

Name Information		Address Information	
Prefix	<input type="text"/>	Address 1 *	<input type="text"/>
First Name *	vsp	Address 2	<input type="text"/>
Middle Name	<input type="text"/>	City *	<input type="text"/>
Last Name *	testintny	State *	Select a State
Suffix	<input type="text"/>	Postal Code *	<input type="text"/>
Nickname	<input type="text"/>	Country *	Select a Country
Maiden Name	<input type="text"/>		
Professional Title	<input type="text"/>		

Telephone Number(s)

Type	Country/Number Code	(nnn) nnn-xxxx	Ext.
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone *	<input type="text"/>	<input type="text"/>	<input type="text"/>
TDD	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toll Free	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Cancel

He fills this out and saves it – which creates a user profile record within VSPS.

- c. Still in VSPS, the veterinarian selects the **Personal Profile>My Roles** feature to request that a Veterinarian role be assigned to him.



- d. If this is the first time he is requesting a Veterinarian role, he will see an **Establish VSPS Profile** screen.

...no screenshot available

He fills this out and saves it.

- e. VSPS compares the data in this **Establish VSPS Profile** screen to any Veterinarian Records that have been already been migrated into VSPS. (Migrated records are usually dated 1995 or older).

- ~ If the **Establish VSPS Profile data** matches any Veterinarian Records already in VSPS, the veterinarian will immediately be assigned the Veterinarian role. An email attesting to this will also be sent to his nVAP Coordinator.
- ~ If there is no match, an email is sent to his nVAP Coordinator. The Coordinator will contact the veterinarian to determine whether there is erroneous data in any existing records or the veterinarian does not have any records yet in VSPS.

Should the veterinarian not have any records yet in VSPS:

~ The veterinarian will need to manually request a Veterinarian role by using the **Personal Profile>My Roles** feature:

[Request Port Authorization] [Request National Authorization]	Live Import Coordinator	I am a federal employee in either the NCIE or...
[Request Role]	NVAP Administrator	I am a federal employee in the office of the Ni...
[Request Avic Area Authorization] [Request National Authorization]	NVAP Coordinator	I am a federal employee in either the NVAP of...
[Request Role]	Product Export Administrator	I am an administrator for the Product Export r...
[Request Avic Area Authorization] [Request National Authorization]	Product Export Coordinator	I am a federal employee in either the NCIE offi...
[Request Role]	Product Import Administrator	I am an administrator for the Product Import m...
[Request Avic Area Authorization] [Request National Authorization]	Product Import Coordinator	I am a federal employee in either the NCIE offi...
[Request Import Center Authorization]	Quarantine Enforcement Officer	I am a federal employee. I perform quarantine...
[Request Role]	Riverdale/Regional Staff	I am a federal employee. I perform various du...
[Request State Authorization]	State Regulatory Official	I am a state employee. I perform regulatory du...
[Request State Authorization]	Veterinarian	I am a licensed Veterinarian.
[Request Practice Authorization] [Request Veterinarian Authorization]	Veterinarian Assistant	I am an assistant to an accredited doctor of v...
[Request Avic Area Authorization] [Request Port Authorization] [Request Import Center Authorization]	Veterinary Medical Officer	I am a federal Veterinary Medical Officer.



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VSPS Home | Request Role

Request Role

Role Name	Role Description
Veterinarian	I am a licensed Veterinarian.

Role Assignment Information	Role Assignment Data
State *	Colorado
State License *	CO5555
School of Graduation *	United States Colorado State University
Year of Graduation *	1975
Last 4 SSN *	0000
Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>

~ the nVAP Coordinator will use the Vet Accreditation>Add Vet feature to enter the data from the veterinarian's accreditation application into VSPS.

- f. Still in VSPS, the veterinarian uses the **Vet Accreditation>My Veterinarian Record** feature to create his own Veterinarian Record (which is different than the user profile record already created in Step 8b above).



- g. There are three tabbed pages on the Veterinarian Record form: **Main, Accreditation Specialization,** and **Confirm Contact Info.** When finished, the veterinarian selects **Save Main Profile.**

Main Tabbed Page (below)

Veterinary Services
Process Streamlining

VSPS Home | Vet Accreditation | Find Vet | Edit Veterinarian Profile

User Profile: **testtwentythree, vsp** [Un-Link](#)

Veterinarian Summary:
 Name: **Johnston, Sue** Date of Birth: **03/24/0068** Status: **Oriented**
 Email: **sj@google.mail.com** L4SSN: **9999** Accred. Date: **12/07/2007** Updated By: **vsp m. testtwentythree f**

Main | **Accreditation Specialization** | Confirm Contact Info

Credential Details
 Core Orientation Date: 12/05/2007 Viable
 Contact Info: **Not Confirmed**
 Core Orientation State: Colorado School of Graduation: Colorado State University
 Last 4 SSN: 9999 Year of Graduation: 2007
 Date of Birth: 03/24/0068

Home Address
 First Name: Sue
 Last Name: Johnston
 Professional Title: Vet
 Nickname:
 Maiden Name:
 Email Address: sj@google.mail.com
 Address 1: 2150 Centre Avenue
 Address 2:
 City: Fort Collins
 State: Colorado
 Postal Code: 80524
 County:
 Country: United States
 Phone: 1 (970) 555-5555
 Fax:
 Mobile:

Employment Details
 Employee Type: Select Employee Type
 Professional Activity: Administration, Anatomy, Anesthesiology, Aquatic Animal Medicine, Avian Medicine, Biochemistry
 Species Specialties: Alpacas, Amphibian, Antelope, Aquaculture Bait Fish, Aquaculture Food Fish, Aquaculture Ornamental Fish

[Save Main Profile](#)

State Accreditations
 Add Accreditation

Action	State	Business	License Number	License Status	Accreditation Status
[Process]	Colorado		38987	INACTIVE	Submitted
[Application]	Arizona	High Mountains Veterinary Services	A2555	INACTIVE	Submitted

[Return to Find Vet Results](#)

Accreditation Specialization Tabbed Page (below)

Veterinary Services
Process Streamlining

VSPS Home | Vet Accreditation | Find Vet | Edit Veterinarian Profile

User Profile: **testtwentythree, vsp** [Un-Link](#)

Veterinarian Summary:
 Name: **Johnston, Sue** Date of Birth: **03/24/0068** Status: **Oriented**
 Email: **sj@google.mail.com** L4SSN: **9999** Accred. Date: **12/07/2007** Updated By: **vsp m. testtwentythree f**

Main | **Accreditation Specialization** | Confirm Contact Info

Accreditation Specializations
 Action Name Training State 1st Qual Date Renewal Date Expiration Date Status
 This Veterinarian currently does not have any Specializations

[Return to Find Vet Results](#)

Confirm Contact Info Tabbed Page (below)

Veterinary Services
Safeguarding Animal Health

Veterinary Services
Process Streamlining

VSPS Home | Vet Accreditation | Find Vet | Edit Veterinarian Profile

User Profile
testtwentythree, vsp

Veterinarian Summary

Name	Johnston, Sue	Date of Birth	03/24/0068	Status	Oriented
E-Mail	sj@google.mail.com	L4SSN	9999	Accred. Date	
		Updated On	12/07/2007	Updated By	vsp m. testtwentythree f

Main | Accreditation Specialization | **Confirm Contact Info**

Main Mailing Address

2150 Centre Avenue
Fort Collins, CO 80524
United States

(970) 555-5555

State Business Address(es)

Address	Select to Confirm	Allow Public Search?
Colorado 1313 Mocking Bird Lane Loveland, CO 80538 United States (970) 494-7214	<input type="checkbox"/>	<input type="checkbox"/>
Arizona 5555 High Mountain Drive Phoenix, AZ 55555 United States (555) 155-5555	<input type="checkbox"/>	<input type="checkbox"/>

h. The veterinarian logs out of VSPS.

9. The veterinarian starts the Federal accreditation process in either of two ways:
- Accesses an nVAP website (which is totally different from VSPS) and fills out an accreditation application form. When finished, the veterinarian submits this form both electronically and in hardcopy format to the appropriate nVAP Coordinator.
 - Logs into VSPS and uses its **Vet Accreditation>Apply For** feature within VSPS.



- i. An Accreditation Application form is presented onscreen for the veterinarian to fill out.

- ii. After completing and saving it, the veterinarian clicks on **Apply**.
 - iii. He will see a popup window displaying the completed application form. He is instructed to print this form out and mail it to his nVAP Coordinator.
 - iv. The veterinarian logs out of VSPS.
10. The nVAP Coordinator, upon receiving the hardcopy accreditation application form from the veterinarian, verifies the data in it.
 11. The nVAP Coordinator notifies the veterinarian's AVIC and State Area Health Official that the accreditation application is accurate.
 12. The AVIC and State Area Health Official both endorse and sign off on the accreditation application.
 13. The nVAP Coordinator sends hardcopies of the formal approval letter and certificate to the veterinarian. (This step is done only for the first State for which a veterinarian is accredited.)
 14. The veterinarian is now accredited in one State.
 15. If the veterinarian wishes to become accredited in another State, he must repeat Steps 8-13 for each additional accreditation.