



Veterinary Services Process Streamlining
National Veterinarian Accreditation Program (NVAP)
—NVAP Coordinator Job Aid—


 George Washington

Administration
Business Profile
Personal Profile
Vet Accreditation
Discoverer Reports
Contact Us

 Help Desk:
 877-944-8457: select
 option 3, then option 2

URL:
<http://vsps.aphis.usda.gov/vsps/public/CRLogin.do>

Purpose & Scope: To provide NVAP Coordinators with a quick reference for process steps & field definitions associated with their tasks in the Vet Accreditation module.

Help Information: If you are having problems using VSPS, click on *Contact Us* in the dark blue navigation bar for information such as Help Desk hours, phone number, email and web site addresses. The Help Desk phone number is also listed in the navigation bar, shown to the left.

Assumptions: You have an eAuthentication login that can be used to access the VSPS modules.

Required fields: You must enter information into a field marked with a red asterisk (*).

Pop-up blockers: Before logging into a Veterinary Services Process Streamlining (VSPS) module, turn off/disable your web browser's pop-up blocker function.



Warning! DO NOT click on . Doing so will kick you out of the application. Instead, use the "breadcrumbs" at top of screen to navigate.

Example: [VSPS Home](#) | [Vet Accreditation](#) | [Find Vet](#)

Overview

The NVAP Coordinator has numerous responsibilities in the Vet Accreditation process:

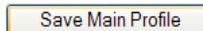
- (1) Create orientation records ("O" Records)
- (2) Create accreditation records
- (3) Authorize veterinarian in a new state
- (4) Update veterinarian records
- (5) Enter violations
- (6) Inactivate veterinarian
- (7) Edit AVIC information

Common symbols (& descriptions) in NVAP forms

	Click, to search in address book.
	Click, to add to your personal address book.
	Click, to select an approval and/or inspection date.
	Click, to search for a county after you enter a state or postal code, or to refine a search for a school.
	Click, to erase current data entry.

Create "O" Records (continued)

2 ADD VETERINARIAN FROM CRITERIA

- ▶ Click, [*Add Veterinarian from Criteria*], located at bottom-right corner of screen.
- ▶ Enter the vet's name (refer to paper copy of orientation record).
 - **Last Name** – Formal last name of vet.
 - **First Name** – Formal first name of vet.
- ▶ Click,  to save your data.

The following two messages should now automatically display.

The veterinarian record was saved.

Core orientation attendance has been updated.

- ▶ Click,  .

The vet and their associated information is now displayed at the bottom of the screen.

Repeat this process for each vet that attended the orientation.

Section #1 – Create "O" Records

To create multiple O-Records after an orientation session:

Click, *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

1 SEARCH FOR VETERINARIAN

- ▶ Select or enter the following information:
 - **School of Graduation** – School at which the orientation occurred.
 - **Core Orientation Date (From & To)** – Start & end dates of the orientation.
 - **Core Orientation State** – State in which the orientation session occurred (and where the school is located).
- ▶ Click,  to find records that match your search criteria.

Section #2 - Create Accreditation Records

To create and approve an initial accreditation record, when an "O" Record exists:

Click on *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

1 SEARCH FOR VETERINARIAN

- ▶ Select or enter the following information:
 - **Vet's name** – Enter *Last & First Name* in appropriate fields.
 - **Other key information** – To narrow the search, enter other information such as *Core Orientation State* and *School of Graduation*.
- ▶ Click,  to find records that match your search criteria.

Create Accreditation Records (continued)

2 VIEW SEARCH RESULTS

The search results are displayed in table format, as shown below.

Action	Last Name	First Name	Middle Name	Accred States	Federal Status	Attended Core	Federal Actions	Visible
[Remove] [Edit]	Lutz	Louie			Oriented	<input checked="" type="checkbox"/>	[List]	<input checked="" type="checkbox"/>

3 EDIT VET'S MAIN PROFILE

- ▶ Click, [\[Edit\]](#) located in the Action column shown above.
- ▶ Refer to paper copy of vet's application when entering the following information on the *Main* tab.

Main

Credential Details

- **Last 4 SSN** – Last 4 digits of applicant's Social Security number.
- **Date of Birth** – Date applicant was born. Select from calendar that goes back to 1915, or enter using the format mm/dd/yyyy.

Home Address

- **Professional Title** – Veterinary title of the vet (e.g. DVM) that appears on the Accreditation Certificate.
- **Address 1 & 2/City/State/Postal Code** – Add all of the vet's address information.
- **County** – This field auto-populates from a valid postal/zip code.
- **Country** – Select appropriate country from the drop-down list, if necessary (should auto-populate after postal code is entered).
- **Phone/Fax/Mobile** – Enter country code, area code & number, and extension (if appropriate) for each device.

Employment Details

- **Employee Type** – Vet's type of employment (select from long list: College or University, Private Practice, State or Local Government, Industry Employee, Federal or Dominion Government, etc).
- **Professional Activity** – Vet's profession (select from long list: avian medicine, teaching/education, surgery...can select multiple).
- **Species Specialties** – Vet's field of expertise (select from long list of species: Avian, Bovine, Equine, Fish...can select multiple).

▶ Click, [Save Main Profile](#).

The following two messages should now automatically display.

The veterinarian record was saved.

You have updated the contact information.

4 ADD VET'S ACCREDITATION INFORMATION

- ▶ Click, [Add Accreditation](#) (located in *State Accreditations* section at bottom of screen)

State Details

- **Accreditation State** – Select the State in which the vet has official credentials to practice.
- **State License** – The State license number.
- **Regulatory Status** – Select *yes* or *no*. If regulatory status is *Yes*, the *Regulatory Type* (Academic, Armed Services, or Government) and *Regulatory End Date* fields are displayed. In most cases, *No* will be the appropriate selection.

Business Address

- Confirm Address** **Make business available for public search?**

- **Business Name** – Formal name of business with which vet is associated.
- **Address 1/Address 2** – Street address of business; add Bldg # or any other additional address information in Address 2 field.
- **City/State/ Postal Code/County** – Additional address information. *Note: Only after you select a state or postal code, can you select a county from the drop-down menu.*
- **Country** – Country in which business resides.
- **Phone/Fax/Mobile** – Enter country code, area code & number, reach device.

▶ Click, [Add](#).

The accreditation request was successfully created.

Application Processing Info

- **Verify License** – License number is displayed. The application status is now *Initial*.

▶ Click, [Save & Process](#).

The accreditation was successfully updated.

- **Received** – Enter or select date the application was received.

▶ Click, [Next](#).

The application status changes to *Received*.

- **Supplemental Orientation Date** – *Additional information?*
- **State Accreditation** – *What are we looking for here?*
- **Remarks** – *What are we looking for here?*

▶ Click, [Next](#).

The application status changes to *Verified License*.

The application status has been set to 'Verified License'.

- **Approval** – Enter or select application approval date.

▶ Click, [Approve](#).

The application status changes to *Approved*.

The application status has been set to 'Approved'.

The accreditation was successfully updated.

[Approval Letter]



Click **Approval Letter** to view and print the letter to the applicant notifying them that they are *federally authorized to perform accredited duties in the state* for which they applied.

[Certificate]



Click **Certificate** to view and print the applicant's Veterinary Accreditation certificate. The certificate states the applicant is now *accredited to perform official services in connection with interstate and international movement of animals and with Cooperative State-Federal animal health programs*. The certificate does not ever change.

▶ Click, [\[Return to Main...\]](#).



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Create Accreditation Records (continued)

Main

User Profile

If the vet is a VSPS user, the NVAP Coordinator can link the accreditation record to the user profile.

- ▶ Enter the user's email address in the field provided.
- ▶ Click, if you want to view contact info.
- ▶ Click, to link accreditation record with profile.

Veterinarian Summary

- **Name, Date of Birth, Email, L4SSN (of the vet).**
- **Status** – Accredited
- **Accred.Date** – Date of accreditation.
- **Updated By** – Name of NVAP Coordinator who updated the record.

- ▶ Click, **[View Vet Profile Change History]** to view details of all changes to the vet's profile.

- ▶ View, *State Accreditations* section (at bottom of screen)
 - **Action** – The following actions can now be performed.
 - [Process] Click to update application processing info.
 - [Edit] Click to modify State details or business address.
 - [Letter] Click to view the approval letter.
 - [Application] Click to view application instructions.
 - **State** – State in which vet is accredited.
 - **Business** – Name of business with which vet is associated.
 - **License Number** – The vet's State license number.
 - **License Status** – Active or Inactive.
 - **Accreditation Status** – Reflects current status (e.g. Approved).

To create and approve an initial accreditation record, when an "O" Record DOES NOT exist:

Click on *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

- ▶ Search for vet, but "Nothing found to display".
- ▶ Click, **[Add Veterinarian from Criteria]** located at bottom of screen.
- ▶ Click, **Accreditation Authorization** to access all pertinent fields.
- ▶ Enter information from the Accreditation Application, including Orientation information.
- ▶ Click, .
- ▶ Continue with Add Accreditation process, outlined in step 4.

Section #3 - Authorize Vet in a New State

To authorize a vet to practice in a new State:

Click, *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

Follow the steps outlined in Section #2 that cover the following four actions.

1 SEARCH FOR VETERINARIAN

2 VIEW SEARCH RESULTS

3 EDIT VET'S MAIN PROFILE, if necessary

4 ADD VET'S ACCREDITATION INFORMATION

Step 4 is the step in which you add new State information: Accreditation State, License Type, State License Number, Regulatory Status, Business Address, etc.

- ▶ Click, .

Section #4 - Update Vet Records

To update a vet record:

Click, *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

Follow the steps outlined in Section #2 that cover the following three actions.

1 SEARCH FOR VETERINARIAN

2 VIEW SEARCH RESULTS

3 EDIT VET'S MAIN PROFILE

Main

You can edit the credential details, home address info, and employment details on the Main tab.

Note: The *New Status* field in the *Credential Details* section may need to be changed from Accredited to Deceased. If this is the case, click in the *Deceased* box , and Save Main Profile.

Update Vet Records (continued)

Accreditation Certification

You can edit the following on the *Accreditation Certification* tab.

- **Certification** – Select type of certification from the list (e.g. Scrapie veterinarian)
- **Training State** – Select name of State in which training occurred.
- **First Certification Date** – Enter date that initial certification occurred.
- **Certification Renewal Date** - Enter date on which certification was renewed. A certification expiration date is automatically set.

▶ Click, .

Confirm Contact Info

On the *Confirm Contact Info* tab, you can do the following:

- **Confirm vet's mailing address**
- **Confirm vet's State business addresses**
- **Allow public searches on the business addresses**

▶ Click, .

Federal Actions

You can edit the information on the *Federal Actions* tab:

Note: Different fields appear, depending on the Federal Action selected. Some of the fields are listed below.

- **Entry Date** – Date Federal Action was entered into VSPS.
- **IES Case Number** – Investigation & Enforcement Services case number.
- **IES Investigator** – Name of the Investigation & Enforcement Services case investigator.
- **State** – State in which violation occurred.
- **Final Action** – Final action taken as a result of the violation (e.g. Letter of Warning, Suspended < 6 months, Dismissed, etc.)
- **Violation Date** – Date on which the violation occurred.
- **Eligible Date** – Date vet is eligible to return to work.
- **Reinstate Date** – Actual date vet is to return to work.
- **Federal Action Details** – Additional details about the Federal Action.
- **OGC Case Number** – Office of General Counsel case number.

▶ Click, .

Section #5 – Enter Violations & the Associated Federal Action

Click, *Vet Accreditation > Find Vet > Find Vet Search Criteria*.

Follow the steps outlined in Section #2 that cover the following two actions (Search & Search Results).

Enter Violations (continued)

1

2

3

Federal Actions

On the *Federal Actions* tab:

To enter a violation committed by a vet along with the resulting Federal Action:

▶ Click, .

▶ Enter information; refer to Federal Actions in Section #4 for more details.

Note: Different fields appear, depending on the Federal Action selected.

▶ Click, .

The following three messages should automatically display.

A Federal Action was created successfully.

The CFR violation has been added.

Veterinarian status has been updated.

Note: If you change any information in the *Federal Action Information* section, after you have created it, you must

▶ Click, to save the change.

To add another CFR violation associated with the Federal Action selected:

In the *Violations* section of the form:

▶ Click, Federal Action (if necessary).

▶ Select appropriate CFR (Code of Federal Regulations).

▶ Click, .

The CFR violation has been added.

To select a violation letter:

In the *Violation Letter* section of the form:

▶ Select appropriate letter from the drop-down menu that includes choices such as: Conference Invitation, Warning - After Conference, Suspension Agreement, etc.

▶ Click, to view the letter.

▶ Click, when you are done adding or editing violations.

▶ Click, in the Veterinarian Summary section if you want to see the changes to the vet's profile.



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Section #6 – Inactivate a Vet’s License

To inactivate a vet’s license:

Click, *Vet Accreditation > Find Vet > Find Vet Search Criteria*.
 Follow the steps outlined in Section #2 that cover the following two actions.

1 SEARCH FOR VETERINARIAN

2 VIEW SEARCH RESULTS

- ▶ Scroll to find vet’s name.
 - ▶ Click, [\[Edit\]](#) – this takes you to the vet’s main profile.
 - ▶ Scroll to *State Accreditations* section at bottom of screen.
 - ▶ Click, [\[Edit\]](#) to access the appropriate record.
- In the *State Details* section,
- ▶ Click, on the *License Status* drop-down menu.
 - ▶ Select *INACTIVE*.
 - ▶ Click, [Save](#).

Note: If vet is only accredited in one state, the *New Status* (Main Profile > Credential Details > New Status) will also change to *Inactive*; however, if the vet is accredited in more than one state, the *New Status* remains *Active*.

Section #7 – Edit AVIC Information

To revise Area Veterinarian In-Charge (AVIC) information:

Click, *Administration > Update AVIC Info*.

1 SEARCH FOR AVIC

- ▶ Select or enter at least one of the following:
 - **Area Name** – State abbreviations indicating area of responsibility.
 - **AVIC First Name** – Formal first name of AVIC.
 - **AVIC Last Name** – Formal last name of AVIC.
 - **State** – State in which AVIC has responsibility.
- ▶ Click, [Search](#) to find records that match your search criteria.

2 VIEW SEARCH RESULTS

Example of Search Results

Matching AVIC Areas	
Action	Area Name
[Delete] [Edit Contact] [Edit States]	CO Jamie Snow

Update AVIC Information (continued)

3 EDIT CONTACT INFORMATION

Note: Edit Contact is the **ONLY** action you should perform in this section. Do not Add, Delete, or Edit States.

Click, [\[Edit Contact\]](#).

- ▶ Revise appropriate *Name Information*.
 - **Business Name** – Name of business with which AVIC is associated.
 - **Prefix** – Title before AVIC’s name (e.g. Dr. for doctor).
 - **First /Middle/Last** – Formal name of AVIC.
 - **Suffix** – Additional name information (e.g. II, III, Jr., Sr.).
 - **Professional Title** – Job title of AVIC (e.g. DVM).
 - **Primary Email** – Computer mail address of AVIC.
- ▶ Revise appropriate *Main Address* information.
 - **Address 1/Address 2** – Street address of vet; add Bldg # or any other additional address information in Address 2 field.
 - **City/State/ Postal Code/County** – Additional address information. *Note: Only after you select a state or postal code, can you select a county from the drop-down menu.*
 - **Country** – Country in which vet resides.
 - **Premises ID** – Unique number used to identify an address.
- ▶ Revise *Mailing and Shipping Address* information if necessary.
- ▶ Revise *Phone Number* information if necessary.

Phone/Fax/Mobile/Toll Free/TDD – Enter Country Code, Area Code and Number, and Extension if applicable for all types of phones.
Note: The Country Code is not required.

- ▶ Click, [Save](#) to save your data.
- ▶ Click, [Save & Return](#) to save your data and go back to the AVIC Search page.

You have updated the contact information.