

## INSTRUCTIONS FOR COMPUTER USE OF APPLICATION FORMS

AVECCT is providing electronic forms that can be easily filled in on your computer, saved and printed for your application. For this year, it is not mandatory that you use these forms in this manner, however, your application must be typed, not handwritten.

In order to use your computer to fill in the forms, you will need Acrobat Reader, **which** is available for free by downloading at:

[http://www.adobe.com/products/acrobat/readstep2\\_allversions.html](http://www.adobe.com/products/acrobat/readstep2_allversions.html)

Any version of Acrobat Reader will allow you to print the forms on your printer.

**BEFORE YOU BEGIN...** Please take a moment to ensure that the form works well for you, and you can *save it* to your computer. We are not responsible for any lost data.

The forms used in this package are the official AVECCT forms that you are expected to use. **If you choose to duplicate the forms in another program, they must be identical, or they will not be accepted!**

We *will not* be providing technical support regarding the filling in of these forms. If they do not work for you, please do not waste too much time, simply print the pages and fill them in with a typewriter. **We are not responsible if you fail to appropriately back up your Forms or do not have time to fill them in completely before the application due date. This is your responsibility, and the due date for applications will not be extended!**

### DOWNLOADING INSTRUCTIONS

Simply click the link for each form as identified below. The file will automatically be downloaded to your computer and you can choose the location where it will be saved. It would be wise to make a folder that is strictly for your application documents, to make it easy to put together at the end. A copy of each form is also found in the application package, however those versions are only suitable for printing. You must download these individual forms if you plan on filling in by computer. The forms required are as follows:

Form 1: Applicant Information

Form 2: Waiver Release

Form 3: Employment History-2 pages

Form 4: Skills Form-2 pages (must be filled in by hand)

Form 5: Continuing Education (may need multiple copies, see instructions below)

Form 6: Case Log (will need multiple copies, see instructions below)

For Forms that require multiple copies, such as the Continuing Education Form (if you have CE from more than one source), each page must be treated as an individual file. The best way to handle this is to download the form, then open it (it will automatically

open in Acrobat if you double click it), choose “SAVE AS”, and rename it as “CE Page 1”, then choose “SAVE AS” again, and rename it as “CE Page 2” etc.

### **FILLING IN THE FORM.**

Each file will automatically open in Acrobat Reader. Most computers have this software preinstalled, or it is easy to follow the link above and get your copy for free.

The forms should work for Acrobat Reader versions 6 to 8. If you have an older version, you may want to upgrade to the newest version your computer will support. The forms can be printed using any version of Acrobat Reader.

The first thing you will notice when you open each file, is a purple bar at the top of the page, that says **“Please fill out the following form. You can save data typed into this form.”** You may receive a message saying that **“This document has enhanced features that are not available in this version of Acrobat”**, which means you *will have to download the new version of Acrobat* if you want to fill in your forms on the computer.

In the purple status bar, click the box that says “Highlight Fields”.

Now you will see blue shaded fields throughout the form, indicating the fields that you are going to fill in. Use the TAB button to move between fields. In most cases, multi-line fields are treated as individual lines (exception is on the Employment History form where you can hit “Enter” to move down a line), and a TAB must be used to go between them. Each line is set to stop typing at the end of the line, so you cannot add more information or change the font size or number of characters on a line. If the line ends before your information, simply TAB and move on to the next line.

Every time you stop typing, be sure to save a copy on your computer. Simply choose “SAVE” at the top of the screen. It wouldn’t hurt to make a backup copy of the file on a disk, or print out your pages every time you finish typing, just to protect yourself.

Your application must be printed out before submission, it will not be accepted in electronic form. Be sure to sign any areas that require your signature. Print all forms except Form 1 three times to make your three copies.

## INSTRUCTIONS FOR THE CASE LOG FORMS

All case logs must be in CHRONOLOGICAL order. It would be easiest for you to organize your logs on paper, then fill in the forms on the computer, as Acrobat Reader does not allow you to sort your information.

If you end up deleting a case log for whatever reason, please simply delete the information from the case log, leaving its space blank. Do not fill with another one, it will affect the chronological order.

We respect your client's privacy, and ask that you do not include the full client name or address in either your Case Logs or Case Reports. Please provide only enough case information (such as a hospital case number or identifier) that any information could be verified easily.

**Applicant's Name:** Use your full name, use TAB key to move between fields.

**Page \_\_\_ of \_\_\_ :** Please update the page number on each sheet, and total number of pages on each sheet. Example, Page 1 of 12.

**Date:** Use whatever format you like, but be consistent. Standard short forms (ie 10/05/07) are acceptable.

**Species:** ie dog/cat, canine/feline etc.

**Sex:** limited space, you will need to use short forms, ie MN, M, F, FS, etc

**Age:** Again, short forms are ok, but stay consistent ie 3yo, 3yrs, 6mos, etc.

**Weight:** ie 50#, 50lbs, 50kgs

**ID:** preferably a case number, for privacy reasons. The credentials committee may have to call for more information, so a unique identifier is important. We respect your client's privacy, and ask that you do not include full client name or address.

**Diagnosis:** Use the available space accordingly, stick with the main diagnosis, not the entire problem list.

**Nursing procedures:** need to TAB between the lines in this section. Include relevant information about procedures, nursing skills, etc. that YOU performed.

Remember, short forms are ok, but please provide a key for the committee ie HBFR = Hit by Falling Rocks ☺ on a separate page.

**Outcome:** What happened? Discharged, euthanized, died, etc.

**Length of Care:** minutes, hours, days, weeks, months...How long was the patient under your care?