

It is YOUR Time to Achieve Excellence.

Offered solely through the Veterinary Hospital Managers Association, the CVPM credential represents the highest level of certification a veterinary practice management professional can achieve. CVPMs:

- Excel as leaders
- Are recognized as role models
- Enjoy greater earning potential
- Have access to more career opportunities

Start the journey
to becoming a CVPM!



The Step-by-Step Guide to becoming a CVPM

STEP 1: QUALIFY

Candidates must demonstrate:

- ✓ A minimum of three years of experience as a practice manager and proficiency in 26 of 30 duties, including: development, maintenance, computer training, communication, interaction, records, safety, benefits, payroll, accounts receivable, income reconciliation, credit policies, accounts payable, inventory, financial reporting, budgeting, purchasing, fee setting, client communication, client interaction, client grief protocol, client education, clients education programs, client/patient/staff comfort, professional liaison and community involvement.
- ✓ Completion of 18 college semester hours in management related courses, such as accounting; economics/finance; computer science; marketing; management; labor relations/human resources; law/taxation
- ✓ 48 hours of management-focused continuing education courses
- ✓ 4 letters of recommendation

STEP 2: APPLY

Go to www.vhma.org to download the CVPM application. Submit the completed application, along with the application fee and supporting documentation to VHMA.

STEP 3: TAKE EXAM

Upon application approval candidates have two years to take the electronic examination offered through local test centers in the United States and Canada. The examination is composed of true-false and multiple-choice questions about relevant management knowledge in Human Resources, Law and Ethics, Marketing, Organization of the Practice and Finance.

STEP 4: CONTINUING EDUCATION

Once certified, CVPMs commit to ongoing continuing education standards.

For complete information about the CVPM process, go to www.vhma.org. Investing in the CVPM credential is an investment in yourself and your long-term career.

