



June 27, 2023

Dr. Jenny Kelly
Windward Community College
Veterinary Technology Program
45-720 Kealahala Rd
Kaneohe, HI 96744

Dear Dr. Kelly:

At its June 15 – 17, 2023 meeting, the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) **continued** the Windward Community College veterinary technology program on **Full accreditation** after deliberation of the report of evaluation from the January 18 – 19, 2023 site visit and the post site visit response (PSVR).

A final copy of the report of evaluation is included and also available under the INSTRUMENTS area in the CVTEA Accreditation Portal by Armature (Armature). A copy will be sent to the institution president in the near future. Included below is a summary of critical and major deficiencies with details regarding future reporting requirements.

After consideration of the documentation provided, the Committee has determined that continued reporting is required on the following deficiencies (see chart(s) below):

Critical deficiency(ies): None at this time

Major deficiency(ies): 1, 2 (noted below)

The next annual report will be due Spring 2024 (April 15, 2024). However, all programs are required to submit a progress report due Fall 2023 (September 15, 2023) to address rabies policy and mitigation processes through a reporting instrument in the Armature software management system. Absence of documented compliance by the September 1, 2023, deadline may lead to a change in accreditation status. reminder will be sent out approximately 2 months prior to the due dates. The next full accreditation site visit is scheduled for 2029.

Per the *Policies and Procedures of the AVMA CVTEA*, documentation of progress toward compliance with critical and major deficiencies must be included in the program's report to CVTEA. Insufficient progress toward meeting deficiencies may be considered cause for change in the program's accreditation status.

Congratulations on maintaining Full accreditation. On behalf of the evaluation committee, thank you for the courtesy and hospitality shown during the site visit. If you have any questions, or if staff may be of assistance in the preparation of your next report, please do not hesitate to contact staff (Julie Horvath; jhorvath@avma.org).

Sincerely,

Ms. Kelly Foltz, BA, LVT, VTS (ECC), CVTEA Chair
AVMA Center for Veterinary Medical Accreditation

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CRITICAL DEFICIENCY (IES)

Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for a change in the program's accreditation status.

It is critical that:

#	Critical Deficiency Description	Deficiency status (Met, Unmet with continued reporting)
	None	

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MAJOR DEFICIENCY (IES)

Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for a change in the program's accreditation status.

It is required that:

#	Major Deficiency Description	Deficiency status (Met, Unmet with continued reporting)
1.	Increasing numbers of Program students be accompanied by an appropriate increase in fiscal, human, and clinical resources available to the Program. (2, 4a, 5b, 9a)	Unmet; continue reporting on faculty hire progress, acquisition of additional teaching spaces, and additional animal resources through Hawaiian Humane Society.
2.	Medical records be comprehensive and consistent with contemporary veterinary practice standards. (5d)	Unmet; submit copies of completed updated medical records.