

HOW TO COMPLETE YOUR CVT RENEWAL FORM

1. Fill out your CVT Renewal Form completely and make it legible. Make sure to sign and date your form as well. Also, don't forget to fill out Section B on the form. Don't write "see attached" or leave it blank. It helps us out tremendously if you fill out the program title and date along with the CEU's earned. Therefore we can match each certificate to the programs you've attended. If it is not filled out we will not allow any CEU to be rolled over to the following year.
2. Put your CVT# on your check under the memo section. If your employer or someone else is paying to have your certification renewed, make sure your name is next to the CVT# as well.
3. Make sure your name is listed on all CEU certificates and highlight or circle the number of CEU's earned at each seminar.
4. Make sure you have not repeated the same online course from previous years as these will not be accepted.
5. Send in copies of your CEU certificates, not the originals. If the copies get lost in the mail, you still have the originals to make more copies. Note, if you are taking online CEU courses you may not repeat the same course. It is okay to take an online CEU course from a different provider on the same topic.
6. Send in your CVT Renewal Form before your certification expires. Your certification expiration date is located in the lower left hand corner of your certification certificate. A late fee of \$25.00 will be charged if your CVT Renewal is received after it has expired.
7. Allow 4 – 6 weeks to process your renewal. Although we try to have a faster turn around time, renewals that may need to be returned due to a missing certificate or an incomplete form can make your renewal process take much longer than you anticipated.
8. Fill out the MVTA Continuing Education Log if needed. If you attended a seminar in which you earned more than 12 credits then a MVTA Continuing Education Log needs to be filled out. For example, if you attended a seminar worth 18 credits the MVTA want to see 18 hours of CEU listed on the form.
9. Please include a return address label to help insure proper delivery of your CVT certificate.

If you need any of the forms listed above you can retrieve those forms from our website at www.massvta.org.

Thank you for your help.
The MVTA Mail Committee

***YOUR EMAIL ADDRESS IS FOR MVTA USE ONLY.
ALL MVTA NEWSLETTERS AND ASSOCIATION NOTIFICATIONS ARE SENT VIA EMAIL. YOUR
EMAIL ADDRESS WILL NOT BE GIVEN TO ANY THIRD PARTY VENDORS.**

(PLEASE SEE OTHER SIDE)

