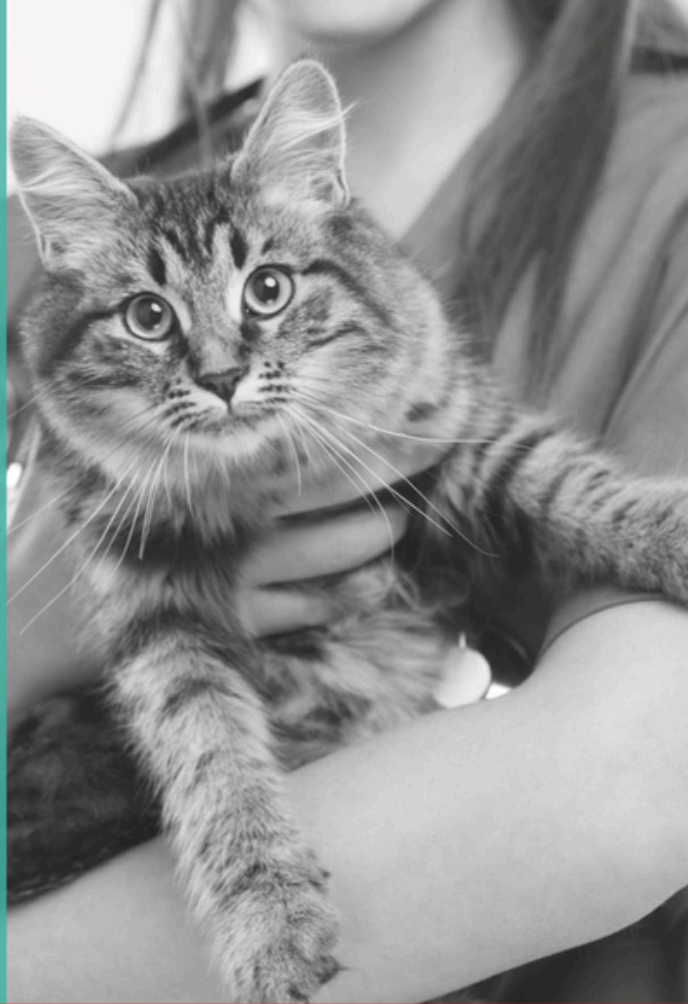


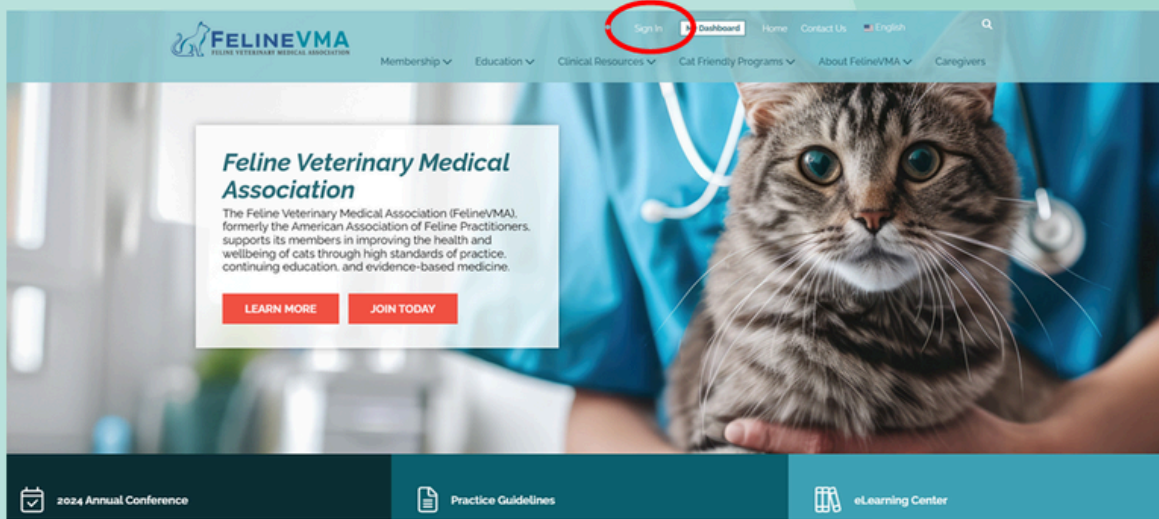


How to Renew Your Cat Friendly Practice[®] Status



www.catvets.com/cfp

Cat Friendly Practice® Renewal Steps



Step 1 – Go to [catvets.com](https://www.catvets.com) and click on ‘Sign In.’

***If you have not logged into the website since August 15, 2024, please follow the steps in the notes below.*



www.catvets.com/cfp

Since we updated the website in August 2024, the process to renew your Cat Friendly Practice® status is a bit different. If you follow the steps on the next few slides, you should be able to renew your practice without a problem.

Key Reminders:

All Cat Friendly Practices® approvals are valid for three (3) years.

At the end of the three-year period, all practices must review the Cat Friendly Practice® Checklist, verify compliance with all criteria, and renew their application. Please note that the CFP Committee updates the Checklist every two years, so new or revised criteria may be included.

**First-time Login Instructions:

There is a new login process to follow for the first time that you are accessing your account. You only need to follow these instructions once to verify your account, and then you'll be able to log in normally. Please follow these steps after you click "Sign In" at the very top of the home page on the new [catvets.com](https://www.catvets.com).

- On the pop-up screen, click "Set Up Account." Follow this step even if you have an existing account and this is your first time logging into the new website.
- Enter in your email address, desired password, and First and Last name.
- Look in your inbox for a "Welcome to AAFP!" email and click the "Verify" link in that email. Please check your Junk/Spam folder if you do not see the email in your inbox.
- If you see a grey error screen with a box of white text, please ensure that you have clicked the "Verify" link in the email you should have received.
- Follow the directions on the contact form to complete setting up your account.
- Navigate around your Account Center or go back to the website by clicking "My Dashboard" in the top menu.

Cat Friendly Practice® Renewal Steps

Welcome Ms. Sarah Nathans! | **My Dashboard** | Home | Contact Us | English

Membership | Education | Clinical Resources | Cat Friendly Programs | About FelineVMA | Caregivers

My Dashboard

Welcome to AAFP Member Center!

Position Statements | News | Conference

FelineVMA's Position on the Midlevel Practitioner | Introducing the Feline Veterinary Medical Association (FelineVMA) | Registration for the 2024 On-demand Virtual Annual Conference is Now Open

FelineVMA Learning Library | Practice Resources & Tools

Cat Friendly Certificate Program | **Cat Friendly Practice® Program**

eLearning Center | Educational Toolkits

WELCOME MS. SARAH NATHANS!

View/Edit Member Profile

WELCOME TO OUR NEW MEMBERS

- Noelle Brown
- Savannah Basham
- Simone McGuire
- Vitória Cortinhas Estevam de França
- Jocelyn Kean
- Kristina Lang
- Vanessa Stewart

Step 2 – Click on ‘My Dashboard.’ Then, under Practice Resources & Tools, click on the ‘Cat Friendly Practice® Program.’



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To access the Cat Friendly Practice® (CFP) application, the Guide to Becoming a Cat Friendly Practice, the CFP Checklist, and the FAQs, log into ‘My Dashboard.’ The CFP Program and related resources are exclusive to FelineVMA Members.

Cat Friendly Practice® Renewal Steps

The screenshot shows the 'Cat Friendly Practice® Program' page on the FELINEVMA website. The navigation bar includes links for Membership, Education, Clinical Resources, Cat Friendly Programs, About FelineVMA, and Caregivers. The main heading is 'Cat Friendly Practice® Program'. Below this is a 'WELCOME TO THE CAT FRIENDLY PRACTICE® PROGRAM' section with a sub-heading and a paragraph. A list of goals follows: 'The CFP Program seeks to transform and elevate the delivery of feline veterinary care by:'. The list includes: 'Laying the groundwork for the delivery of care to the underserved feline population.', 'Outlining strategies to help reduce the stress associated with the visit.', 'Identifying trends and baseline species information essential to gain a better understanding of the cats' distinct needs and behaviors.', 'Acknowledging the vital role of the cat caregiver in the veterinary visit and healthcare plan.', and 'Providing support to veterinarians and their teams to create a Cat Friendly environment.'. Below this is a 'Resources for Your Application' section with three cards: 'A Guide to Creating a Cat Friendly Practice®', 'Cat Friendly Practice® Program Checklist', and 'Frequently Asked Questions and Overcoming Obstacles'. On the right side, there are sections for 'Program Sponsors' (zoetis, Boehringer Ingelheim, Elanco, IDEXX, ROYAL CANIN), 'Program Supporters' (Wedgewood Pharmacy), and 'Program Endorsers' (EveryCAT, isfm).

Step 3 – Click on green ‘Apply or Renew’ button.



Here is where you can access the Cat Friendly Practice® resources as well as the application.

Cat Friendly Practice® Renewal Steps



Home ▾ My Account ▾ Membership ▾ Cat Friendly Practice® ▾ Store ▾ Support (Console-Only) ▾ My Dashboard ▾ Log Out

Designation Programs

Filter programs

Cat Friendly Practice® - Gold

Cat Friendly Practice® - Silver

Step 4 – Select the level to renew Cat Friendly Practice®.



www.catvets.com/cfp

Please note: If you complete a Silver-level designation and later decide to move up to a Gold-level designation, a new application must be completed, and the Silver-level application will need to be deleted.

Cat Friendly Practice® Renewal Steps



Home ▾ My Account ▾ My Organization ▾ Membership ▾ Cat Friendly Practice® ▾ Store ▾ My Dashboard ▾ Log Out

Cat Friendly Practice® - Gold

[◀ Back to All Programs](#)

[View My Organization's Certification](#)

[Submit Application/Renewal](#)

The Cat Friendly Practice® program is leading the movement to make veterinary care less stressful for cats and their caregivers.

Established by the American Association of Feline Practitioners (AAFP) and the International Society for Feline Medicine (ISFM), the Cat Friendly Practice® program is a global initiative designed to elevate care for cats by reducing the stress for the cat, caregiver, and also the entire veterinary team.

Resources for Your Application

- [A Guide to Creating a Cat Friendly Practice®](#)
- [Cat Friendly Practice® Program Checklist](#)
- [Frequently Asked Questions and Overcoming Obstacles](#)

Please note that a Cat Friendly Practice® designation is valid for 3 years and then must be renewed.

Step 5 – Click on the ‘Submit Application/Renewal’ button.



Cat Friendly Practice® Renewal Steps

Applicant: [REDACTED]

Please indicate below whether you would like to complete the CFP application yourself. If you select no, you will be able to skip to the end of the application and a Cat Advocate will be able to continue it in their account.

I intend to fill out the application myself

Cat Advocates

Cat Advocates are those in the practice who are responsible for communicating the standards throughout the practice, providing the tools and resources needed to achieve CFP status, and are the point of contact for questions about the application. The role can be filled by a veterinarian, technician, or ancillary staff. You may choose up to 15 advocates.

Please use the prefix 'Dr' for any Cat Advocates below who are also Veterinarians (example: Dr. John Doe).

Cat Advocate 1 Name: [REDACTED] Cat Advocate 1 Email Address: [REDACTED]

Cat Advocate 2 Name: [REDACTED] Cat Advocate 2 Email Address: [REDACTED]

- 1 STAFF TRAINING & CONTINUING EDUCATION/CLIENT COMMUNICATION
- 2 VETERINARY PRACTICE PREMISES/WAITING AREA
- 3 FELINE HANDLING & INTERACTION WITH CLIENTS
- 4 EXAMINATION ROOM & CLINICAL RECORDS
- 5 HOSPITALIZATION & BOARDING OF CATS
- 6 PAIN MANAGEMENT/OPERATING ROOM & ANESTHESIA
- 7 SURGICAL EQUIPMENT & DENTISTRY
- 8 DIAGNOSTIC IMAGING & LAB FACILITIES
- 9 TREATMENT/HEALTH & SAFETY
- 10 PREVENTATIVE CARE BY LIFE STAGES

Step 6 – Read the top box, mark as appropriate, and add in your Cat Advocates.



www.catvets.com/cfp

If you are completing the application yourself, check the box next to 'I intend to fill out the application myself.' If someone else from your team will complete the Checklist on your behalf, leave that box unchecked.

To allow another team member to complete the Checklist:

- They must be in our database as a member or non-member and listed as a Cat Advocate.
- Ensure all team members include your practice's name in their user profiles. This connects them to your practice and grants access to the Cat Friendly Practice® renewal application.

Cat Friendly Practice® Renewal Steps

Practice Information	1	STAFF TRAINING & CONTINUING EDUCATION/CLIENT COMMUNICATION
<input type="checkbox"/> I confirm that my practice does not conduct any elective declaws (onychectomies) and only performs onychectomy if deemed medically necessary by a licensed veterinarian.	2	VETERINARY PRACTICE PREMISES/WAITING AREA
	3	FELINE HANDLING & INTERACTION WITH CLIENTS
	4	EXAMINATION ROOM & CLINICAL RECORDS
Staff Training & Continuing Education	5	HOSPITALIZATION & BOARDING OF CATS
1.1 At least one practicing veterinarian must obtain:	6	PAIN MANAGEMENT/OPERATING ROOM & ANESTHESIA
<ul style="list-style-type: none">• 30 hours of RACE (or equivalent based on location) approved continuing education credits (CE) every 3 years.• 15 of those hours must be in feline medicine and surgery.	7	SURGICAL EQUIPMENT & DENTISTRY
<input type="checkbox"/> Our practice fulfills this criteria	8	DIAGNOSTIC IMAGING & LAB FACILITIES
	9	TREATMENT/HEALTH & SAFETY
1.2 Other veterinarians and veterinary team members who work with or handle cats, must receive a minimum of:	10	PREVENTATIVE CARE BY LIFE STAGES
<ul style="list-style-type: none">• 15 hours of continuing education (CE) every 3 years (this can include webinars, videos, in house-training, personal study, and other educational forums).• 7 of those hours must be in feline medicine and surgery.	11	IMAGE UPLOADS
<input type="checkbox"/> Our practice fulfills this criteria	12	REVIEW APPLICATION
	13	CONFIRM ORDER
	14	SUCCESS



Step 7 – Read and mark off the criteria.

www.catvets.com/cfp

- Please read through the criteria and mark off confirming that you fulfill the criteria.
- For Gold-level status, all items need to be marked off to submit the renewal application.
- If there is a criteria /service that your practice does not provide, do not mark that criteria off. Please email us at info@catvets.com, stating the criteria that is not applicable and providing an explanation. We ask that you refer clients to a practice that is a current Cat Friendly Practice® or a practice you can confirm adheres to the CFP Checklist criteria for that service. Please share the name of the practice(s) in your email. Once we receive your email, the Headquarters Staff can assist in completing your application.

Cat Friendly Practice® Renewal Steps

Applicant: [Redacted]

Cat Friendly Waiting Area
Choose File No file chosen Use URL
Photo to show the entire waiting area.

Cat Ward and Hospitalization Cages
Choose File No file chosen Use URL
Photo to show entire room.

Operating Room
Choose File No file chosen Use URL

Waiting Process Description
Please describe how you have made your waiting process more cat-friendly.

Isolation Facilities
Choose File No file chosen Use URL
Photo to show entire and separate isolation room.

Daily Inpatient Sheet
Choose File No file chosen Use URL
Enclose a copy of a hospital daily inpatient sheet including, but not limited to: examination and reassessment of the patient's condition, treatment (s), food and water intake, urine and feces output, clinical signs, weight (recorded daily).

Upload Additional Photos

Required for Gold Applications Only

1 STAFF TRAINING & CONTINUING EDUCATION/CLIENT COMMUNICATION
2 VETERINARY PRACTICE PREMISES/WAITING AREA
3 FELINE HANDLING & INTERACTION WITH CLIENTS
4 EXAMINATION ROOM & CLINICAL RECORDS
5 HOSPITALIZATION & BOARDING OF CATS
6 PAIN MANAGEMENT/OPERATING ROOM & ANESTHESIA
7 SURGICAL EQUIPMENT & DENTISTRY
8 DIAGNOSTIC IMAGING & LAB FACILITIES
9 TREATMENT/HEALTH & SAFETY
10 PREVENTATIVE CARE BY LIFE STAGES
11 IMAGE UPLOADS
12 REVIEW APPLICATION
13 CONFIRM ORDER

Step 8 – Add your photos.



www.catvets.com/cfp

The photos from previous applications did not carry over into the new system, so please add current photos that show the entire space of the areas listed below.

Required Areas (All Levels):

- Waiting area
- Cat Ward and Hospitalization cages
- Isolation facilities
- Operating Room
- Daily Hospitalization Inpatient Sheet

For Gold-level only:

- Cat-only examination room
- Dedicated dental space

If needed, we can retrieve most of the older photos and add them to your application upon request.

Cat Friendly Practice® Renewal Steps

Agreement

- The practice agrees to have its name, address, phone, and website (if available) on the AAFP website for cat owners.
- I understand that the practice must have a practitioner working here that has an AAFP membership in order to maintain CFP status.
- I agree to display the CFP Certificate prominently in the waiting room.
- I agree to nominate a Cat Advocate for the practice and will inform AAFP of any changes to this position.
- I confirm that I have read through, filled out, completed, and submitted all necessary information to obtain CFP status. Our practice will adhere to the Cat Friendly Practice® Checklist and agrees to all of the terms and conditions previously stated.
- The practice agrees to implement the AAFP/ISFM Cat Friendly Guidelines.
- I understand that the CFP designation is valid for three years and then must be renewed.
- I understand that my clinic address and demographic information may be shared with program sponsors, supporters, and endorses.

Please only check the box below if your application is completed and ready to be reviewed by the AAFP. If you are still working through required items, you can continue without checking the box to save your application (Cat Friendly Practice® -- My Applications).

- I certify that this application is filled out in its entirety and ready for review by the AAFP.

Terms & Conditions

The Cat Friendly Practice® (CFP) status and any promotional material that features it, can only be cited for the specific practice for which it was completed. Each practice branch will need to complete a separate application with supporting information. The AAFP may undertake random visits to practices and reserves the right to withdraw CFP status if any of the above is found to be untrue.

Signature

Clear Signature

4

- 1 STAFF TRAINING & CONTINUING EDUCATION/CLIENT COMMUNICATION
- 2 VETERINARY PRACTICE PROMOTES/ABLES THE AREA
- 3 FELINE HANDLING & INTERACTION WITH CLIENTS
- 4 EXAMINATION ROOM & CLINICAL RECORDS
- 5 HOSPITALIZATION & BOARDING OF CATS
- 6 PAIN MANAGEMENT/OPERATING ROOM & ANESTHESIA
- 7 MEDICAL EQUIPMENT & SUPPLY
- 8 DIAGNOSTIC IMAGING & LAB FACILITIES
- 9 TREATMENT/HEALTH & SAFETY
- 10 PREVENTATIVE CARE BY LIFE STAGES
- 11 IMAGE UPLOADS
- 12 REVIEW APPLICATION
- 13 CONFIRM ORDER
- 14 SUCCESS

Step 9 – Read, check off, and sign Agreement.



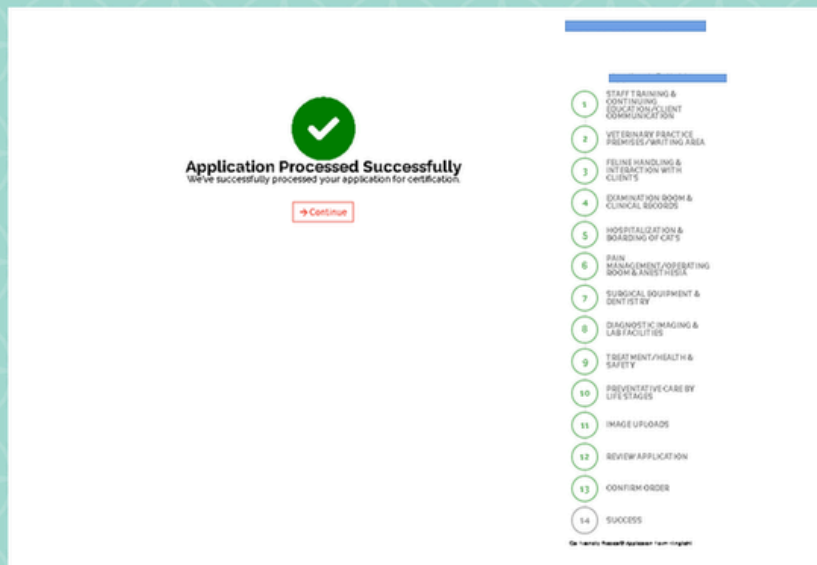
Please review all items in the Agreement, including the Terms & Conditions. Once completed, sign and click the 'Next' button to proceed.

Cat Friendly Practice® Renewal Steps

Step 10 – Click the ‘Submit Application’ button.



Cat Friendly Practice® Renewal Steps



Application Processed Successfully
We've successfully processed your application for certification.

[Continue](#)

- 1 STAFF TRAINING & CONTINUING EDUCATION/CLIENT COMMUNICATION
- 2 VETERINARY PRACTICE PROFILES/WRITING AREA
- 3 FELINE HANDLING & INTERACTION WITH CLIENTS
- 4 EXAMINATION ROOM & CLINICAL RECORDS
- 5 HOSPITALIZATION & BOARDING OF CATS
- 6 PAIN MANAGEMENT/OPERATING ROOM & ANESTHESIA
- 7 SURGICAL EQUIPMENT & SURVEILLANCE
- 8 DIAGNOSTIC IMAGING & LAB FACILITIES
- 9 TREATMENT/HEALTH & SAFETY
- 10 PREVENTATIVE CARE BY LIFE STAGE
- 11 IMAGE UPLOADS
- 12 REVIEW APPLICATION
- 13 CONFIRM ORDER
- 14 SUCCESS

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You are done!

www.catvets.com/cfp

SUCCESS! When you see this green check mark, you know that your application has been submitted. The Headquarters Office will review your renewal application within 4-6 business days and reach out to you if there are any questions.

For More Information

Questions? Email
info@catvets.com
Or visit www.catvets.com



www.catvets.com/cfp

If you have any questions or encounter any issues, please email us at info@catvets.com or call us at 1-800-874-0498.