



# American College of Poultry Veterinarians Certifying Exam Handbook

The mission of the American College of Poultry Veterinarians is to establish standards and implement the specialty certification of veterinarians who attend to poultry health and well-being by oversight of training programs and credentials, preparation and administration of the certification exam, and support of continuing education for recertification, with accountability to the American Board of Veterinary Specialties.

The vision of the American College of Poultry Veterinarians is to define and set the gold standard in the veterinary specialty of poultry health and well-being.

Questions regarding the information in this handbook should be addressed to:

ACPV Office  
12627 San Jose Blvd., Suite 202  
Jacksonville, FL 32223-8638  
[support@acpv.info](mailto:support@acpv.info)

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## Definition of Terms

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**Applicant:** A person who has applied to take the exam and has not gone through credentialing review.

**Candidate:** A person who has applied AND has been approved by the Credentials Review Committee as eligible to take the exam AND approved by the Board of Governors.

**Sponsor:** A sponsor must be an ACPV diplomate in good standing and have knowledge about the applicant's experience in poultry veterinary medicine. A sponsor's endorsement of an applicant indicates that the sponsor believes that the applicant has adequate training, experience, and knowledge to sit and pass the exam.

**Primary sponsor:** An ACPV diplomate who has supervised or has direct knowledge of the applicant's experiences, competence, and skills in most, if not all, areas of the exam. See Appendix E.

**Secondary sponsors:** ACPV diplomates that have partial knowledge of the applicant's experience, competence, and skills.

**Application Part 1:** Consists of providing the names and contact information of three sponsors.

**Application Part 2:** Consists of remaining information needed to determine eligibility.

## Policies Procedures, and Requirements

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### Introduction

This handbook was created to assist applicants in applying and preparing for the ACPV certifying exam. There are three routes to be eligible to take the specialty exam. There may be parts of this handbook that may or may not be applicable to all applicants.

Sponsors should review this handbook with potential candidates as soon as possible to make sure they have adequate experience in enough areas to pass the exam. This is especially important for potential candidates in postgraduate degree programs and experiential routes.

The ACPV Certifying Exam is governed by the policies, procedures, and requirements in effect during the current application period. The ACPV reserves the right to make changes in its fees, policies, procedures, and requirements at any time, with or without prior notice. The *Candidate Handbook* is updated as requirements or exam details change, and the "Exam Application/Policy" section of the ACPV website should always be referenced for the most current version of this document. Hyperlinks are provided in the *Candidate Handbook* to relevant documents on the ACPV website, especially to documents or information that is most likely to be revised from year to year.

### Contact Information

Questions regarding the ACPV Certifying Exam or eligibility criteria should be sent to the Executive Vice President at [evp@acpv.info](mailto:evp@acpv.info) or the ACPV office at [support@acpv.info](mailto:support@acpv.info).

## Certifying Exam

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The exam is administered via computer. The candidate will need to download the exam software to their own computer. It is strongly recommended that each Candidate practice typing and spelling skills to complete the exam in a specific time period.

The Certifying Exam will be given in English only and in (3) sections consisting of projected images, multiple-choice questions, and a written practical exam. The Certifying Exam content is based on a blueprint of key tasks, poultry species, organ systems, laboratory diagnostics, and distribution of topics. Applicants are strongly recommended to review the blueprint in the handbook to determine if they have covered all the necessary items to be a successful candidate before applying. See appendix E.

The Basic Exam, consisting of multiple-choice questions, will test the candidate's knowledge of a broad range of topics involved in clinical poultry medicine.

The Applied Exam in 2 parts (projected images and written questions) will be a practical exam dealing with diagnostic recognition and problem solving. Questions may require written response to exhibits, such as photographs showing gross or microscopic lesions, figures, laboratory findings, production history and data, descriptions of clinical signs and lesions. Questions requiring short answers will involve diagnoses, recommending therapeutics, and preventive or management action. Interpersonal communication skills are also evaluated by the ability of the candidate to convey information in a thoughtful, concise manner that a variety of people can understand regardless of their education level.

Content of the exam includes the following subject areas with emphasis on diagnostic investigation and production:

- Diagnostic Investigation and Epidemiology 34%
- Production 20%
- Biosecurity 12%
- Professional Skills including oral, written, and interpersonal communications 11%
- U.S. Regulations regarding poultry 9%
- Food Safety 5%
- Research Skills 5%
- Anatomy and Physiology 4%

## Preparation for the Exam

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The exam will allow veterinarians who have successfully completed training programs in poultry medicine or other graduate programs, or who have extensive practical experience, to

successfully pass the exam. Suggested Study Materials include but are not limited to:

1. Pertinent scientific journals:  
Avian Diseases, Avian Pathology, and Poultry Science.
2. Books
  - Swayne, D. (2020). Diseases of Poultry 14<sup>th</sup> Edition. Ames, Iowa: Wiley-Blackwell
  - Williams, Susan M. (2016). A Laboratory Manual for the Isolation, Identification, and Characterization of Avian Pathogens 6<sup>th</sup> Edition. Jacksonville, FL: American Association of Avian Pathologists
  - Abdul-Aziz, T. (2016). Avian Histopathology, 4<sup>th</sup> Edition. Jacksonville, FL: American Association of Avian Pathologists
  - Owen, R. (2017). A Practical Guide for Managing Risk in Poultry Production 2<sup>nd</sup> Edition. Jacksonville, FL: American Association of Avian Pathologists
  - Williams, C. (2022). Incubation and Hatchery Performance Manual. 1<sup>st</sup> Edition. Jacksonville, FL: American Association of Avian Pathologists
3. Slides and CDs
  - <https://aaap.memberclicks.net/slide-study-sets> study sets published by the AAAP.
4. Miscellaneous materials and links for information on regulations, best management practices, and welfare guidelines. For example:
  - AAAP Animal Welfare Committee guidelines--Content for AAAP members only (must be logged in):
    - Approved Poultry Welfare Terms from July 2008 Welfare Committee meeting
    - Broiler Foot paw Scoring Guide
    - Gait Scoring Video
    - Auditing for Wing Trauma
    - Cervical Dislocation Guide
    - Emergency Mass Depopulation Guide
    - Avian Influenza Resources
  - Suggested Websites: National Poultry Improvement Plan, National Chicken Council, National Turkey Federation, American Egg Board, and US Food and Drug Administration, etc.

## Responsibilities of the Applicants, Sponsors and Training Programs or Advanced Degree Institutions

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### Responsibilities of the Applicants:

The level of responsibility expected of trainees for their own education is high and demands extensive independent study of specimens for diagnosis and interpretation, textbooks, journals, and consultation with pathologists, clinicians, and other specialists. Field experience in North American poultry production is essential. Supplementary participation as a student in lectures or participation in seminars may be useful; however, this should not be the major emphasis of the training. The Certifying Exam is the culmination of intensive preparation involving a wide range of poultry health topics. The final phase of concentrated study can generally be successful only if the preceding training has been suitable in breadth and depth.

Applicants are responsible for submitting Part 1 and Part 2 of the application.

Applicants will submit the Application Part 1 with the primary and secondary sponsors' names and contacts. One sponsor is the primary sponsor and two are secondary sponsors. A sponsor must be an ACPV diplomate in good standing and have knowledge about the applicant's experience in poultry veterinary medicine. A **primary** sponsor is an ACPV diplomate who has supervised or has direct knowledge of the applicant's experiences, competence, and skills in most, if not all, areas of the exam. See Appendix E. **Secondary** sponsors are ACPV diplomates who have partial knowledge of the applicant's experience, competence, and skills. Applicants should fill out Appendix B and share with the sponsors.

### Responsibilities of the Sponsors:

A sponsor's endorsement of an applicant indicates that the sponsor believes that the applicant has adequate training, experience, and knowledge to sit and pass the exam. Sponsorship of an applicant is not to be taken lightly because the ACPV Credentials Review Committee puts considerable trust in sponsors in determining the acceptability of an applicant. A sponsor's endorsement clearly does not guarantee success for the applicant, but it should guarantee that the applicant fulfills the minimum requirements and has been thoroughly prepared.

The primary sponsor must be intimately involved with the training of the applicant. Secondary sponsors must know in some detail what is being done for and by the applicant. All sponsors should serve as counselors who review all aspects of the applicant's training and progress on a regular basis. A primary or secondary sponsor must not have a conflict of interest with the applicant as viewed by an objective outside observer. Sponsors can review candidate's experiences and determine if any areas are lacking or need strengthening. In April prior to the year of the exam, sponsors will receive a sponsorship form which details the knowledge and experience required of applicants, so they can determine if any areas are lacking or need strengthening and discuss remediation with the applicant. It is recommended that the sponsors

review the completed Appendix B provided by the applicant. Completed Sponsorship forms are due to the ACPV business office by the Oct 1 deadline the year prior to the exam.

## Three Training Route Options

In addition to having earned a DVM degree or equivalent, the applicant must fulfill one of the following options:

**Training Program Route:** The applicant has participated and completed an ACPV approved training program. See ACPV website for a list of approved ACPV Training Programs.

**Advanced Degree Route:** The applicant has earned an M.S. degree or an equivalent or higher postgraduate degree with major emphasis in Poultry Veterinary Medicine before or after obtaining the DVM or equivalent degree. Transcripts from such a program must be included in the application to allow determination of a sufficient degree of poultry medicine emphasis.

**Experience Route:** The applicant has completed 5 years of professional experience after obtaining the DVM degree, relevant to Poultry Veterinary Medicine.

### Responsibilities of the Training Program

The training program must keep its good standing as evaluated by the ACPV Training Program Review Committee to be an approved training program. See the ACPV website for a list of approved training programs.

### Responsibilities of Advanced Degree Route Applicants

If an advanced degree program is unable to provide experiential learning and field exposure, it is up to the applicant to gain such experiences outside of the advanced degree program. This may delay when the applicant is ready to take the exam after getting the advanced degree. The applicant should have knowledge and experience in all the disciplines associated with poultry health, diagnostics, and disease control. This includes diagnostic investigation and epidemiology, production, biosecurity, professional skills including oral, written, and interpersonal communications, U.S. regulations regarding poultry, food safety, research skills, anatomy and physiology. This should be confirmed by selected sponsors.

### Responsibilities of Experience Route Applicants

Experiential applicants need to be able to document five (5) years of experience working in the poultry industry as a veterinarian before they are eligible to apply for the exam. Applicants must document one or more activities including, but not limited to, teaching, research, service, or diagnostics with increasing responsibilities over this period of time. This should be confirmed by the selected sponsors. The applicant should have knowledge and experience in all the disciplines associated with poultry health, diagnostics, and disease control. This includes diagnostic investigation and epidemiology, production, biosecurity, professional skills including

oral, written, and interpersonal communications, U.S. regulations regarding poultry, food safety, research skills, anatomy, and physiology.

### Responsibilities of the Sponsors:

The primary sponsor shall also review the publications to be submitted with the application and provide guidance to the applicant if any of those do not meet the ACPV standard.

## Eligibility

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The following prerequisites must be met to the satisfaction of the Credentials Review Committee before the applicant is determined eligible to take the Certifying Exam:

1. Applicants must have earned a DVM or an equivalent veterinary qualification which would enable the applicant to practice veterinary medicine in the US or another country.
  - A. All applicants must submit a diploma of their veterinary degree.
  - B. An applicant who holds a veterinary degree from an AVMA accredited College or School of Veterinary Medicine must request an official veterinary diploma be sent directly to the ACPV office by their granting institution or submits a notarized photocopy.
  - C. The applicant who has graduated from an international AVMA listed College or School either has their diploma verified through a credential certification company with the verification sent directly from the company to the ACPV office or submits a notarized photocopy. If the original diploma is not in English, the candidate must provide a certified English translation with a notarized photocopy of the original. A list of credential evaluation companies is available on the National Association of Credential Evaluation Services (NACES) website. Please contact NACES to find an appropriate company for this purpose
2. Applicants must have a valid license to practice veterinary medicine. If a license is not required to practice veterinary medicine in the country of an applicant, the applicant must request that a supporting document in English be sent directly to the ACPV office by the veterinary practice-granting authority of that country.
3. The applicant must be sponsored by three (3) Diplomates of the College. Only ACPV members in good standing will be allowed to sponsor exam applicants. [ACPV Members in Good Standing](#)
4. Applicants applying for credentialing under the provisions of the ACPV approved training program route must provide one (1) of the following documents:
  - a) An official copy of a certificate of completion, or
  - b) Final transcripts of an ACPV approved training program or
  - c) A letter of anticipated completion from the program coordinator.

*\*After the exam fees are paid, if a training route applicant finds that he/she/they will not be able to*

*complete the training program by the previously anticipated completion date, the program coordinator shall submit an addendum to the letter from 4c regarding the situation and submit it to the ACPV Executive Vice President. The application will be withdrawn.*

5. Applicants applying for credentialing under the provisions of the advanced degree program route must have earned the M.S. degree or an equivalent or higher postgraduate degree with major emphasis in poultry veterinary medicine before or after obtaining the DVM or equivalent degree. Applicants must submit a diploma and transcripts from such a program to allow determination of a sufficient degree of poultry emphasis. Additional documentation must be submitted to ensure adequate field experience.
6. Applicants applying for credentialing under the provisions of the professional experience route must have at least five (5) years of professional experience after receiving the veterinary degree relevant to poultry veterinary medicine in one or more activities including, but not limited to, teaching, research, service or diagnostics with increasing responsibilities over this period of time.
7. Publications. The candidate shall have authored as first author three case, research, or technical reports of a standard suitable for publication or that make a potential contribution to the field of poultry veterinary medicine. More than 1 nutrition-based manuscript will not be allowed unless it is documenting a formulation mistake resulting in a deficiency/toxicity. Manuscripts dealing with feed additives should demonstrate benefits to poultry health versus strictly feed conversion improvements. Chapters from a dissertation or thesis will not be accepted unless already published.
  - a. In all cases, the applicant shall submit a copy of the relevant article and/or reports described above. These articles must be translated into English. Abstracts or outlines of presentation will not be accepted. Applicants must share these publications with their primary sponsor for review before submitting them with the application.
8. Application Part 1: The applicant will fill out an online form with the name and contact information for three sponsors. This is due April 1 (6 months prior to application part 2 deadline). This will give sponsors enough time to review the applicant's experience and address deficiencies.
9. Application Part 2: The applicant will submit Part 2 of the application by the deadline of Oct 1<sup>st</sup> with the appropriate application fees. An incomplete or late application will not be reviewed by the Credentials Review Committee. See appendix A for Application checklist.
10. Application Part 2: The applicant will submit Part 2 of the application by the deadline of Oct 1<sup>st</sup> with the appropriate application fees. An incomplete or late application will not be reviewed by the Credentials Review Committee. See appendix A for Application checklist.

poultry emphasis. Additional documentation must be submitted to ensure adequate field experience.

11. Applicants applying for credentialing under the provisions of the professional experience route must have at least five (5) years of professional experience after receiving the veterinary degree relevant to poultry veterinary medicine in one or more activities including, but not limited to, teaching, research, service or diagnostics with increasing responsibilities over this period of time.
12. Publications. The candidate shall have authored as first author three case, research, or technical reports of a standard suitable for publication or that make a potential contribution to the field of poultry veterinary medicine. More than 1 nutrition-based manuscript will not be allowed unless it is documenting a formulation mistake resulting in a deficiency/toxicity. Manuscripts dealing with feed additives should demonstrate benefits to poultry health versus strictly feed conversion improvements. Chapters from a dissertation or thesis will not be accepted unless already published.
  - a. In all cases, the applicant shall submit a copy of the relevant article and/or reports described above. These articles must be translated into English. Abstracts or outlines of presentation will not be accepted. Applicants must share these publications with their primary sponsor for review before submitting them with the application.
13. Application Part 1: The applicant will fill out an online form with the name and contact information for three sponsors. This is due April 1 (6 months prior to application part 2 deadline). This will give sponsors enough time to review the applicant's experience and address deficiencies.
14. Application Part 2: The applicant will submit Part 2 of the application by the deadline of Oct 1<sup>st</sup> with the appropriate application fees. An incomplete or late application will not be reviewed by the Credentials Review Committee. See appendix A for Application checklist.

## Application Deadlines

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- Part 1 is due **Apr 1** by midnight in the ACPV business office.
- Part 2 is due **Oct 1** by midnight in the ACPV business office. Incomplete or late applications or those lacking payment will not be accepted.

## Credentialing Requirements for Exam

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The Executive Vice President will perform the initial review of the applications to determine that all documents are submitted, are the proper documents, and that documents are properly certified. If the documents are not in English, the Executive Vice President will see if a translation and certification have been performed. If the application contains improper documents, the Executive Vice President can contact the applicant. The Executive Vice President can reject any application that does not meet the requirements.

The Credentials Review Committee will review all completed applications, documents, and publications to determine if all criteria for taking the exam are met. Applicants may be contacted for additional information. Sponsors may be contacted to determine whether experiences documented correspond to the committee's assessment of the applicant or if there is conflicting documentation.

The Executive Vice President will contact applicants after the review and Board of Governors' decision to inform them of their status to take the exam.

## Certification and Criteria to Repeat Failed Exams

Candidates will be required to satisfactorily complete all 3 parts of the certifying exam within a three-year period. Passing one part of the exam is not necessary to complete any other part of the exam. Candidates who fail any part will be eligible to repeat those parts within the three-year period and pay the appropriate fee to retake that part of the exam.

Candidates should prepare a study plan that has been reviewed and approved by their primary sponsor to help prepare in retaking the exam. Reviewing the exam strengths/weakness reports with primary sponsor is strongly encouraged so that deficiencies can be addressed before the next exam period.

If the candidate has passed a part, it will not be necessary to re-sit for that part during the three-year period. Candidates who do not pass all parts within the three consecutive exam periods must reapply as new candidates and retake all parts.

## Americans with Disabilities Act (ADA) Requests

Candidates who wish to take the certifying exam and require ADA accommodations should contact the ACPV Business office as soon as they apply for the exam. If a candidate has a disability or impairment which may require special accommodation(s) to take the exam, additional documentation must be emailed to the ACPV Office ([support@acpv.info](mailto:support@acpv.info)) by October 1<sup>st</sup>. See Appendix D.

Accommodation cannot be granted retroactively, so that if a candidate informs ACPV of an impairment or disability after the exam has been completed, there can be no changes made in that candidate's exam results or changes in how that candidate's exam is graded in comparison to other candidates.

## Application Process and Exam Policies

### Application Process

1. The **Executive Vice President** reviews application for completeness.
2. The **Credentials Review Committee**:

- a. Reviews publications and evaluates the applicant in relation to experience, appraisal by sponsors, veterinary degree, formal training, and current valid licensing or equivalent.
  - b. Makes the decision regarding acceptability of an applicant to sit for the exam based on the value judgment of all the members of the Credentials Review Committee.
  - c. Generates a listing of approved and unapproved applicants and sends the list to the Executive Vice President.
3. **The Board of Governors of the American College of Poultry Veterinarians** ratifies the list of approved and unapproved candidates. Applicants are notified within 60 days of the application due date.
4. **Executive Vice President**  
The Executive Vice President sends letters to all applicants, approved or unapproved. Unsuccessful applicants have the right to appeal the adverse decision as outlined in the by-laws and ACPV Procedural Manual which conform to the requirements of the American Board of Veterinary Specialties.

The various stages in review and approval ensure that all candidates are considered on an equitable basis and that the best interests of the College, the profession and its constituencies are served. The need to respond to all sections of the application in detail and to provide supporting documentation including certificates, translations as required, and publications is essential to a fair evaluation.

Applicants are encouraged to contact the Executive Vice President in advance of the application deadline regarding any aspect of the completion of the application or the review process. Routine matters can be dealt with by exchange of e-mail, fax or telephone. More complicated issues will be referred to the Chairperson or a member of the Credentials Review Committee.

### Denial of Credentialing

An applicant denied credentialing may appeal the decision using the ACPV Appeals procedure.

### Grounds for reconsideration or review:

The affected person may petition for reconsideration or review of the College decision on the grounds that the College ruled erroneously by, among other things: 1) Disregarding the established criteria of the College for certification; 2) Failing to follow stated procedures; or 3) Failing to consider relevant evidence and documentation presented.

### Appeals Process

1. An affected party may petition ACPV to reconsider its decision by filing with ACPV a written petition for reconsideration that shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
2. Such petition must be received in the ACPV office within 90 days of the date ACPV announces its adverse decision.

3. The appeals committee will meet in executive session to reach its final decision, which may then be forwarded to the governing body of ACPV for final action in accordance with the constitution/bylaws and articles of incorporation of ACPV.
4. The ACPV's final action pertaining to the appeal will be delivered in writing by certified mail to the affected party within 60 days after the appeal was received by the ACPV.
5. Upon completion of steps (a) through (d), if the affected party is not satisfied with the final decision, he/she/may request mediation by the ABVS.

### Exam Completion Requirement

A candidate will have three years, representing three consecutive exam periods, to successfully complete all phases of the exam. A fee as determined by the Board shall be charged for each and every exam. Any candidate who has not successfully completed three phases of the exam within three years after the application will be permitted to reapply after the third year. Such candidates will be required to submit a new application and exam fee. The candidate will be required to complete the entire sequence, comprising all three parts (phases) of the exam.

### Policy for Deferring of Certification Exam

This policy outlines the procedures for candidates who elect not to take the exam even though credentialed with all fees paid. All candidates have a three-year window, beginning with the first year they are accepted, to complete the exam. If the candidate has not passed all sections of the exam within the three-year window, they must follow the above procedure for eligibility timeline (above paragraph). An exam fee is required each year a candidate sits for the exam. If the candidate has paid an exam fee and then elects not to write the exam, they must notify the Executive Vice President by June 1st of the exam year, or the exam fee will be forfeited to the ACPV.

### Reporting of Results

The candidate will be notified by the Exam Committee Chair regarding their results via email, followed by a letter via post. The Chair has up to 8 weeks after the exam to notify the candidate. Successful candidates will be admitted into the College no later than 10 weeks after they have completed the exam.

## Appendix A: Checklist for Exam Application:

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- Request official copy of diploma from veterinary school or college granting institution.
- Provide copies of license to practice veterinary medicine or official document that verifies ability to practice veterinary medicine.
- Submit Application Part 1 and 3 sponsor names by April 1.
- Sponsors complete and submit sponsor forms by October 1.
- Submit Application part 2 including 3 first author manuscripts by Oct 1.
- Document completion of ACPV approved training program, OR document postgraduate degree by providing transcripts and diploma, OR document a minimum of 5 years of poultry veterinary experience.
- Pay appropriate fees by due dates.

All documents must be in English. All non-English documents or manuscripts must be submitted to a certified translation and credentialing company and submitted directly to the ACPV office from such company.

## Appendix B: Documenting Experience

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Please document your experiences in the following areas. Include date(s), hours, name of courses, workshops, training opportunities, etc. This will help your sponsors know if you have enough experience in their opinion to pass the exam. Use more space if needed.

<b>Anatomy and Physiology</b>
<b>Biosecurity</b>
<b>Diagnostic Investigation and Epidemiology</b>
<b>Food safety</b>
<b>Production</b>
<b>Professional skills including oral written and interpersonal communications</b>
<b>US regulations regarding poultry</b>
<b>Research skills</b>
<b>Other experience</b>

## Appendix C: Exam Readiness

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### Study Plan

A candidate who needs to repeat sections will devise a study plan that will prepare him/her for the areas that need strengthening. Review the plan with the primary sponsor.

Areas to include in a study plan should correspond to exam weaknesses. **Reviewing your results from the exam score report with your primary sponsor** is necessary to determine what areas are needed to review and serve as a resource for materials or experiences needed.

Examples of questions that may be discussed with the primary sponsor include the following:

1. Do I have sufficient diagnostic experience? Can I perform a necropsy, collect correct samples, interpret results, and devise a treatment protocol or corrective actions based on results? What diseases are reportable?
2. Do I have sufficient North American poultry production experience? Do I know what types of equipment are used in the various housing options for various poultry species? Do I know about US regulations regarding medications? Do I know how to perform a welfare audit or understand what an audit reports means? Am I familiar with AgriStats and know what it is used for? Do I know the kind of management needed for different poultry species?
3. Do I have sufficient knowledge of diseases, etiology, control measures, clinical signs, and gross lesions?
4. Do I have sufficient food safety knowledge? What happens in a processing plant? What testing does USDA perform in a plant? What are HACCP control points?

## APPENDIX D: REQUEST FOR SPECIAL ACCOMODATIONS

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### REQUEST FOR SPECIAL ACCOMMODATIONS FOR THE CERTIFYING EXAM

The American College of Poultry Veterinarians (ACPV) complies with the Americans with Disabilities Act of 1990 (as amended). To ensure equal opportunities for all qualified persons, the ACPV will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the exam, you must complete this form and return it with your exam application.

Please provide all information.

Last Name\_\_\_\_First Name\_\_\_\_Middle Initial \_

Telephone number: ( )\_\_\_\_\_Anticipated Exam Date\_\_\_\_\_

Have you previously taken the ACPV Certifying Exam?      Yes      No

If yes, on what date?\_\_\_\_\_

Please identify the disability that substantially limits one or more of your sensory, manual, or speaking skills (e.g. disability that impairs significantly your ability to arrive at, read, or otherwise complete the exam):

Will your disability require a special accommodation in order for you to take the ACPV Certifying Exam?      Yes       No

If yes, please list the special testing accommodation requested. Use a separate sheet if more space is needed:

Note: You must provide the ACPV with written documentation from an appropriate health care professional supporting the accommodation you are requesting. This documentation must include a diagnosis of your health condition and a specific recommendation and justification for the special testing accommodation that you require. This documentation, due to the ACPV Office by October 1<sup>st</sup>, must be included with the submission of your fees to take the exam. The ACPV will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the ACPV will pay for any reasonable accommodations that are provided for you.

Signature of Candidate

Date

## APPENDIX E: ACPV EXAM BLUEPRINT

### KSA Weights: Alphabetical and by Weight

#### KSA Weights – Alphabetical

Weighting Method = Distributed Average		Test Blueprint Weights		Number of Points (out of 300)	
KSA	Weight	Min	Max	Min	Max
Anatomy	2.08%	1%	3%	3	9
Animal health regulations	4.71%	4%	6%	12	18
Animal use/biosafety regs	1.05%	0%	2%	0	6
Audit training	0.69%	0%	2%	0	6
Biosecurity	1.81%	1%	3%	3	9
Bird behavior	1.20%	0%	2%	0	6
C&D (cleaning and disinfection)	1.08%	0%	2%	0	6
Clinical examination	0.59%	0%	2%	0	6
Comm/interpersonal skills	7.61%	7%	9%	21	27
Contamination and adulteration	0.73%	0%	2%	0	6
Cytology and histopathology	0.94%	0%	2%	0	6
Data collection	3.15%	2%	4%	6	12
Data management	1.94%	1%	3%	3	9
Diagnostic tests	5.34%	4%	6%	12	18
Disease	8.97%	8%	10%	24	30
Disease pathogenesis	2.56%	2%	4%	6	12
Economics	1.83%	1%	3%	3	9
Embryology	0.43%	0%	1%	0	3
Environmental regulations	0.59%	0%	2%	0	6
Epidemiology	3.70%	3%	5%	9	15
Euthanasia	1.95%	1%	3%	3	9
Experimental design	0.23%	0%	1%	0	3
Food safety regulations	0.89%	0%	2%	0	6
Gross pathology	2.88%	2%	4%	6	12
Hatchery management	2.13%	1%	3%	3	9
Immunology	0.91%	0%	2%	0	6
Isolation and containment	0.42%	0%	1%	0	3
Knowledge of biosecurity equip	0.17%	0%	1%	0	3

Laboratory skills	1.39%	0%	2%	0	6
Logistics	1.27%	0%	2%	0	6
Media training	1.26%	0%	2%	0	6
Microbiology	1.41%	0%	3%	0	9
Neurology	0.23%	0%	1%	0	3
Nutrition	0.94%	0%	2%	0	6
Parasitology	1.25%	0%	2%	0	9
Performance standards	0.94%	0%	2%	0	6
Pharmacology	0.75%	0%	2%	0	6
Principles of sample collection	2.13%	1%	3%	3	9
Processing plant management	1.53%	1%	3%	3	9
Production management	7.04%	6%	8%	18	28
Quality control	1.40%	0%	2%	0	6
Quality management	1.17%	0%	2%	0	6
Records assessment	3.22%	2%	4%	6	12
Statistics	0.75%	0%	2%	0	6
Test validation	1.00%	0%	2%	0	6
Therapeutics	0.25%	0%	1%	0	3
Vaccinology	0.85%	0%	2%	0	6
Workplace regs (e.g. OSHA)	1.59%	1%	3%	3	9
Writing skills; written comm	9.08%	8%	10%	24	30

### KSA Weights - By Weight

Weighting Method = Distributed Average		Test Blueprint Weights		Number of Points (out of 300)	
KSA	Weight	Min	Max	Min	Max
Writing skills; written comm	9.08%	8%	10%	24	30
Disease	8.97%	8%	10%	24	30
Comm/interpersonal skills	7.61%	7%	9%	21	27
Production management	7.04%	6%	8%	18	28
Diagnostic tests	5.34%	4%	6%	12	18
Animal health regulations	4.71%	4%	6%	12	18
Epidemiology	3.70%	3%	5%	9	15
Records assessment	3.22%	2%	4%	6	12
Data collection	3.15%	2%	4%	6	12
Gross pathology	2.88%	2%	4%	6	12
Disease pathogenesis	2.56%	2%	4%	6	12
Hatchery management	2.13%	1%	3%	3	9
Principles of sample collection	2.13%	1%	3%	3	9
Anatomy	2.08%	1%	3%	3	9
Euthanasia	1.95%	1%	3%	3	9
Data management	1.94%	1%	3%	3	9
Economics	1.83%	1%	3%	3	9
Biosecurity	1.81%	1%	3%	3	9
Workplace regs (e.g. OSHA)	1.59%	1%	3%	3	9
Processing plant management	1.53%	1%	3%	3	9
Microbiology	1.41%	0%	3%	0	9
Quality control	1.40%	0%	2%	0	6
Laboratory skills	1.39%	0%	2%	0	6
Logistics	1.27%	0%	2%	0	6
Media training	1.26%	0%	2%	0	6
Parasitology	1.25%	0%	2%	0	9
Bird behavior	1.20%	0%	2%	0	6
Quality management	1.17%	0%	2%	0	6
C&D (cleaning and disinfection)	1.08%	0%	2%	0	6
Animal use/biosafety regs	1.05%	0%	2%	0	6

Test validation	1.00%	0%	2%	0	6
Cytology and histopathology	0.94%	0%	2%	0	6
Nutrition	0.94%	0%	2%	0	6
Performance standards	0.94%	0%	2%	0	6
Immunology	0.91%	0%	2%	0	6
Food safety regulations	0.89%	0%	2%	0	6
Vaccinology	0.85%	0%	2%	0	6
Pharmacology	0.75%	0%	2%	0	6
Statistics	0.75%	0%	2%	0	6
Contamination and adulteration	0.73%	0%	2%	0	6
Audit training	0.69%	0%	2%	0	6
Clinical examination	0.59%	0%	2%	0	6
Environmental regulations	0.59%	0%	2%	0	6
Embryology	0.43%	0%	1%	0	3
Isolation and containment	0.42%	0%	1%	0	3
Therapeutics	0.25%	0%	1%	0	3
Experimental design	0.23%	0%	1%	0	3
Neurology	0.23%	0%	1%	0	3
Knowledge of biosecurity equip	0.17%	0%	1%	0	3

**Appendix I**  
**Final Content Outline**

	<b>Weight</b>	<b>Approx Score Points (out of 300)</b>	<b>Weight Range</b>	<b>Score Range (out of 300)</b>
<b>Anatomy &amp; Physiology</b>	<b>3%</b>	<b>9</b>	<b>1% to 6%</b>	<b>3 to 18</b>
Anatomy	2.08%	6	1% to 3%	3 to 9
Embryology	0.43%	2	0% to 1%	0 to 3
Neurology	0.23%	1	0% to 1%	0 to 3
<b>Biosecurity</b>	<b>8%</b>	<b>24</b>	<b>5% to 11%</b>	<b>15 to 33</b>
Biosecurity	1.81%	6	1% to 3%	3 to 9
Epidemiology	3.70%	11	3% to 5%	9 to 15
Isolation and containment	0.42%	2	0% to 1%	0 to 3
Knowledge of biosecurity equipment	0.17%	1	0% to 1%	0 to 3
Pharmacology	0.75%	2	0% to 2%	0 to 6
Vaccinology	0.85%	3	0% to 2%	0 to 6
<b>Diagnosis</b>	<b>30%</b>	<b>90</b>	<b>27% to 33%</b>	<b>81 to 99</b>
Clinical examination	0.59%	2	0% to 2%	0 to 6
Cytology and histopathology	0.94%	3	0% to 2%	0 to 6
Diagnostic tests	5.34%	16	4% to 6%	12 to 18

Disease	8.97%	27	8% to 10%	24 to 30
Gross pathology	2.88%	9	2% to 4%	6 to 12
Immunology	0.91%	3	0% to 2%	0 to 6
Laboratory skills	1.39%	4	0% to 2%	0 to 6
Microbiology	1.41%	4	0% to 3%	0 to 9
Parasitology	1.25%	4	0% to 2%	0 to 9
Disease pathogenesis	2.56%	8	2% to 4%	6 to 12
Principles of sample collection	2.13%	6	1% to 3%	3 to 9
Test validation	1.00%	3	0% to 2%	0 to 6
Therapeutics	0.25%	1	0% to 1%	0 to 3
<b>Food safety</b>	<b>5%</b>	<b>15</b>	<b>2% to 8%</b>	<b>6 to 24</b>
Contamination and adulteration	0.73%	2	0% to 2%	0 to 6
Food safety regulations	0.89%	3	0% to 2%	0 to 6
Quality control	1.40%	4	0% to 2%	0 to 6
Quality management	1.17%	3	0% to 2%	0 to 6
<b>Production</b>	<b>24%</b>	<b>72</b>	<b>21% to 27%</b>	<b>63 to 81</b>
Audit training	0.69%	2	0% to 2%	0 to 6
Bird behavior	1.20%	4	0% to 2%	0 to 6
C&D (cleaning and disinfection)	1.08%	3	0% to 2%	0 to 6
Economics	1.83%	6	1% to 3%	3 to 9
Euthanasia	1.95%	6	1% to 3%	3 to 9
Hatchery management	2.13%	6	1% to 3%	3 to 9
Logistics	1.27%	4	0% to 2%	0 to 6

Nutrition	0.94%	3	0% to 2%	0 to 6
Performance standards	0.94%	3	0% to 2%	0 to 6
Processing plant management	1.53%	5	1% to 3%	3 to 9
Production management	7.04%	21	6% to 8%	18 to 28
Records assessment	3.22%	10	2% to 4%	6 to 12
<b>Professional skills</b>	<b>18%</b>	<b>54</b>	<b>15% to 21%</b>	<b>45 to 63</b>
Communication and interpersonal skills	7.61%	23	7% to 9%	21 to 27
Media training	1.26%	4	0% to 2%	0 to 6
Writing skills; written communication	9.08%	27	8% to 10%	24 to 30
<b>Regulatory</b>	<b>8%</b>	<b>24</b>	<b>5% to 11%</b>	<b>15 to 33</b>
Animal health regulations	4.71%	14	4% to 6%	12 to 18
Animal use and biosafety regulations	1.05%	3	0% to 2%	0 to 6
Environmental regulations (e.g., EPA)	0.59%	2	0% to 2%	0 to 6
Workplace regulations (e.g. OSHA)	1.59%	5	1% to 3%	3 to 9
<b>Research</b>	<b>6%</b>	<b>18</b>	<b>3% to 9%</b>	<b>9 to 27</b>
Data collection	3.15%	9	2% to 4%	6 to 12
Data management	1.94%	6	1% to 3%	3 to 9
Experimental design	0.23%	1	0% to 1%	0 to 3
Statistics	0.75%	2	0% to 2%	0 to 6