



AMERICAN COLLEGE OF POULTRY VETERINARIANS

Procedural Manual

Last Revised: August, 2022

ACPV Vision

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.

ACPV Mission

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.

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1 ACPV Policy on Credentialing

1.1 Introduction

Applicants are referred to the requirements for credentialing which are incorporated in Article IV, Section 4-03(a) of by-laws of the College. This interpretation is intended to guide applicants and reflects the policy of the Credentials Review Committee, approved by the Board of the College. The policy is based on experience relating the qualifications and experience of applicants to their subsequent performance on the Certification Examination. A handbook for potential candidates is available for download and use to document the experiences of the applicant and relationships of the sponsor letter writers.

1.1.1 Applicant Credentials

An applicant's credentials are evaluated in five areas: professional training, experience, licensing, publications, and sponsorship.

1. Professional Training

a. Veterinary Degree

b. Academic Training and Professional Training in Addition to a Veterinary Degree

In addition to having earned the DVM degree or equivalent, the applicant must have additional training through one of the following routes:

i) Graduated from an ACPV approved training program.

ii) Earned a postgraduate degree.

iii) Gained a prescribed amount and kind of professional experience.

2. Experience

3. License

4. Publications

5. ACPV Diplomate Sponsorship

1.1.2 Document Language Requirements

All documents must be submitted in English. If other than English, these documents must be accompanied by a certified English translation. Suggested companies are listed in the Certifying Exam Handbook.

1.2 Professional Training

1.2.1 Veterinary Degree

Applicants must have earned a DVM or VMD or an equivalent veterinary qualification which would enable the applicant to practice veterinary medicine in the USA or another country.

All applicants must submit a diploma.

a. The 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.

b. The applicant who has graduated from a non-AVMA accredited College or School must have their diploma verified through a credential certification company with the verification sent directly from the company to the ACPV office. Suggested companies are listed in the Certifying Exam Handbook.

1.2.2 Training Program Route

Applicants applying for credentialing under the provisions of the ACPV approved training program route must provide one (1) of the following documents at the time examination fees are due:

- a. An official copy of a certificate of completion, or
- b. Final transcripts of ACPV approved training program or
- c. A letter of anticipated completion from the program coordinator.

If a training route applicant finds that his or her program will not be completed by the time the examination fee is due, he or she must notify the ACPV Executive Vice President, and the application will be withdrawn.

1.2.3 Postgraduate Degree Route

Applicants applying for credentialing under the provisions of the postgraduate 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 or production experiences.

1.2.4 Professional Experience Route

Applicants applying for credentialing under the provisions of the professional experience route must have at least five (5) years 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.

1.3 Experience

1.3.1 Experience Requirement

The Committee will review the experience of all applicants based on documented exposure to multiple segments of the poultry industry including breeding, commercial egg, broiler, turkey, quail, duck, or broiler production. Each applicant's knowledge of poultry veterinary medicine including, but not limited to anatomy and physiology, biosecurity, diagnosis, production, food safety, professional skills including oral, written and interpersonal communications, U.S. regulations regarding poultry, and research skills will be evaluated (see Certifying Exam Handbook for documentation). The committee recognizes that broad exposure to a number of sub-disciplines within poultry veterinary medicine as enumerated above is essential for success in the certification examination. Applicants who have or will have successfully completed an approved ACPV residency program will be deemed to have acquired sufficient experience for credentialing. Credentialing will be denied an applicant if, in the opinion of the committee, experience is limited to research laboratory studies, a single commercial species, or one or two narrow aspects of veterinary medicine that would be more appropriate to diplomate status in other specialty colleges: for example, in microbiology or pathology.

1.3.2 Documentation Requirement

It is incumbent on applicants to provide detailed descriptions of past experience. Evaluation will be facilitated by the applicant providing a schedule tabulating date and place of employment, job title and a brief description of responsibilities, related to poultry veterinary medicine. Applicants applying under the provisions of the professional experience route must provide sufficient information to assure the committee that the applicant has attained the necessary field experience and exposure to poultry

veterinary medicine consistent with the alternative route to credentialing, as defined in the Policies and Procedures Manual of the American Board of Veterinary Specialists.

1.4 License

Applicants must supply a copy of their veterinary license. Applicants who graduate from a veterinary college in a country where a diploma, rather than a formal license, qualifies one to practice veterinary medicine must submit a verification of this practice through a document certification company. (See the Certifying Exam Handbook for suggested companies.)

1.5 Publications

Applicants must submit a total of three publications as part of their application. The intention of the publication requirement is to confirm that the candidate has made a contribution to knowledge in the field of poultry veterinary medicine and is capable of communicating to peers, in writing, observations relating to field cases or basic and applied research. Manuscripts dealing with nutrition must demonstrate benefits to poultry health versus strictly feed conversion improvements. Thesis or dissertation chapters are not accepted unless they are already published articles.

1.5.1 Publication Criteria

The publications are judged on the following criteria:

1. Applicant is first author
2. Originality of the material
3. Potential contribution to the profession and the industry
4. Acceptable Publications
 - a. An evaluation of the journal or publication (if published). Peer-reviewed journals such as Avian Diseases, Avian Pathology, Poultry Science, Journal of Applied Poultry Research and equivalent publications will be considered as highly acceptable. Industry periodicals including the Watt, Elsevier, and similar publications which are widely read and maintain acceptable editorial standards will also be considered acceptable.
 - b. Company reports or studies with restricted circulation will also be acceptable, providing they indicate a structured approach to identifying and defining problems, applying scientific principles and incorporate acceptable organization and presentation. These “confidential” documents and reports will be reviewed only by the Committee and will be returned to the applicant.
 - c. General review articles may be acceptable if the author undertakes a structured and interpretive review of available literature with appropriate citations.
5. To give the greatest chance for acceptable papers, the following elements should be included:
 - a. Abstract: Serves to contain a concise statement of introductory materials, a hypothesis if relevant, a few key points about the study design or methods, and a few key results.
 - b. Introduction: Serves as the basis for the study, case report or research trial, usually in the form of a concise review of the pertinent literature that surrounds questions to be explored.
 - c. Materials and Methods: Serves as a clear description of the experimental design, if one is used. This section can also describe in sufficient detail how samples were collected and analyzed, necessary quality controls and statistical methods.
 - d. Results: Serves to present study results, including relevant data and supporting statistical analyses.

- e. Discussion: Serves to relate the study to existing literature. The interpretation of the results should be clearly stated in light of the statistical significance and the impact on the poultry industry.
 - f. Summary: Serves to pull ideas of the paper together to draw any conclusions or
 - g. Emphasize the importance or relevance of the work.
 - h. References: Serves to acknowledge the works found in other manuscripts that were utilized in reviewing the literature and producing results of the present study.
6. All three publications submitted must be separate, stand-alone entities and not duplicated. Topics can be related, but the material within each report should be distinct.
7. Unacceptable Materials: Reproduction of material available in published texts, procedures manuals and promotional material issued by breeders, pharmaceutical or biologics manufacturers will not satisfy the publications requirement. Abstracts of platform or poster presentations are not acceptable in terms of the publication requirement.

1.6 Application Part 1: Sponsorship by ACPV Diplomates

Three ACPV Diplomates in good standing must serve as sponsors to support the credentialing of the applicant. The Application Part 1 form is found on the Exam/Policy page of the ACPV website. By April 1, six months before the application deadline of October 1, applicants must submit the Part 1 application form to the ACPV office which includes:

1. A listing of the names and emails of three ACPV Diplomates in good standing who intend to sponsor the applicant.
2. An indication of the ACPV Diplomat who will serve as the applicant's primary sponsor. Sponsors will receive the ACPV Sponsorship Form for the purpose of:
 - a. Ensuring they are familiar with the criteria by which they will evaluate the applicant.
 - b. Informing them that they are expected to provide information pertaining to the applicant's thorough preparation for the exam.

1.6.1 ACPV Sponsorship Form

Each sponsor must submit a sponsorship form confidentially to the ACPV for the application to be complete. It is expected that sponsors will provide a frank and factual appraisal of the applicant in relation to his or her suitability to practice poultry veterinary medicine. Sponsors should review the Certifying Exam Handbook for documenting experiences. The sponsor's endorsement of an applicant certifies that said applicant has been provided the training experience, preparation time and access to training materials adequate to sit for and pass the exam. The Credentials Review Committee can ask for additional documentation or deny the application if there is a discrepancy between the information provided by the applicant and the appraisal by one or more sponsors.

1.7 Application Part 2 Deadline

All applicants are required to submit the completed application to the Executive Vice President by the application deadline of each year. This is an absolute final date, and no extensions are granted. Incomplete applications will not be considered. Although the applicant has no direct control over the submission of the three letters of sponsorship, it is expected that appropriate contact between the applicant and sponsors will ensure receipt of the letters of sponsorship by the application deadline.

1.8 Review Procedure Process

The various stages in review and approval ensure that all applicants are considered on an equitable basis and that the best interests of the College, the profession and its constituencies are served.

1.8.1 Initial Review

The Executive Vice President reviews the applications to make sure:

- a. they are complete.
- b. proper documents are uploaded.
- c. documents are properly certified and if the original is in a language other than English, properly translated and certified.
- d. and current valid license or equivalent.

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.

1.8.2 In Depth Review

The Credentials Review Committee is responsible for the in-depth review of application. The committee:

- a. reviews publications and evaluates the applicant in relation to experience, appraisal by sponsors, veterinary degree, formal training.
- b. makes the decision regarding acceptability of an applicant to sit for the examination based on the value judgment of all the members of the Credentials Review Committee.
- c. generates a list of approved and unapproved applicants and sends the list to the Executive Vice President.

1.8.3 Board of Governors Approval

The American College of Poultry Veterinarians Board of Governors ratifies the list of approved and unapproved applicants.

1.8.4 Notification of Applicants

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.

2 Certifying Exam

The Examination Committee shall develop and conduct examinations, evaluate results, and make reports and recommendations to the Board with respect to certification of candidates for Diplomate status.

1. Eligible applicant will be examined at the times and places fixed by the Board or by the Examinations Committee.
2. The certifying exam in poultry veterinary medicine shall consist of three parts: practical (written essays), images, and multiple choice.
3. Examinations taken consecutively shall be administered in conjunction with the annual meeting of the AAAP.
4. Criteria for successful completion of the examinations shall be announced in advance by the Examinations Committee.
5. The content of the exam (all parts combined) will be portioned according to the 2013 exam blueprint as follows:
 - Anatomy & Physiology 4%
 - Biosecurity 12%
 - Diagnosis 34%
 - Food safety 5%
 - Production 20%

Professional skills 11%

Regulatory 9%

Research 5%

6. The Examinations Committee shall conduct the exams, evaluate the results thereof, and notify the Board of its recommendations concerning each applicant.
7. The Executive Vice President shall notify the applicants in writing of results of their examinations within 14 days after the final action of the Board.
8. An applicant 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 applicant 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 applicants will be required to submit a new application and exam fee. The applicant will be required to complete the entire sequence, comprising all three parts (phases) of the exam.
9. Policy for deferring of certifying 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 (8). 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 1 June of the exam year or the exam fee will be forfeited to the ACPV.

3 Certificates

3.1 Issuance of Certificate

The affirmative vote of a majority of the members of the Board shall be necessary and, subject to the provisions of the Bylaws, shall be sufficient to authorize election to and certification of Diplomate status in accordance with the provisions of this Article IV.

1. Certificates shall be in such form as shall be prescribed and approved by the Board, shall be signed by the President or President-elect and by the Executive Vice President of the College, and shall bear the seal of the College.
2. Certificates shall be and shall remain the property of the College, but each person to whom a certificate shall be issued shall be entitled to possession unless and until such certification shall be revoked.

3.2 Revocation of Certificate

1. Any certificate granted or issued by the Board of the College may be revoked by resolution of the Board. In case of a revocation of a certificate, the Board shall authorize the Executive Vice President to request the return of the certificate. Persons whose certificates have been revoked shall cease to be members of the College and their names shall be deleted from the directories of the College.
2. Certificates shall be issued for a period of 10 years and will expire at the time designated therein. In order to maintain Diplomate status, the member will submit evidence of undertaking approved annual continuing education programs. Diplomates must meet the above annual recertification requirements for at least eight years out of a ten consecutive year period (based on their admittance in the college). A Diplomate failing to meet the eight out of ten-year requirements will be required to retake the current ACPV examination or such other examination that shall be

determined by the Board. Persons failing to obtain recertification shall cease to be members of the College, except that a member retiring from full time employment of the specialty may apply for Emeritus status and will not be subject to recertification.

4 Guidelines for Standing Committees

4.1 Current Standing Committees

The following are the ACPV standing committees: Credentialing, Examination, Nominations, Continuing Education, Training Program Review, Recertification, Appeals and Ethics.

4.2 Committee Composition

Members of the standing committees (except for the Recertification committee which will have a four-year staggered term) shall be appointed to staggered three-year terms. 1/3 (1/4 for Recertification committee) of the members of each committee shall be nominated annually by the President and approved by the Board of Governors. Committee chairs will be nominated by the President with the approval of the Board. Tenure of standing committee members shall begin immediately following the Annual Business Meeting. A member of any standing committee may be removed by the Board without assigning any cause. Vacancies in the membership of any standing committee shall be filled by the President of the Board, with the approval of the Board.

4.3 Additional Terms

Members of standing committees may be appointed for one additional term but are ineligible for additional service on the committee until they have been absent from the committee for at least one year.

4.4 Additional Committees

The Board, by resolution, may from time to time create and appoint such other committees, or advisory boards, and designate their functions and responsibilities as it may deem appropriate and desirable to contribute to the educational and scientific programs of the College. Members appointed to such committees or advisory boards need not be members of the Board.

5 Credentials Review Committee

5.1 Committee Composition

The Credentials Review committee shall consist of three members in good standing of the College. In making appointments, due regard shall be given to the various fields encompassed in poultry veterinary medicine.

5.2 Committee Task

The Credentials Review Committee is responsible for the in-depth review of ACPV examination applications (See section 1.8 Review Procedure Process.) Following the initial review of applications by the Executive Vice President, the committee:

1. reviews publications and evaluates the applicant in relation to experience, appraisal by sponsors, veterinary degree, formal training, and publications Refer to ACPV CR training document and Examination Credentials Review file.
2. makes the decision regarding acceptability of an applicant to sit for the examination based on the value judgment of all the members of the Credentials Review Committee.

3. generates a list of approved and unapproved applicants and sends the list to the ACPV Board of Governors for ratification.

5.3 Committee Timeline and Process

- | | |
|-------------|--|
| April 1 | Application Part 1 with sponsors names submission deadline |
| October 1 | Application Part 2 submission deadline |
| October 2 | Initial Review by Executive Vice President |
| October 15 | In Depth Review by Credentials Review Committee begins. |
| November 15 | Credential Review Committee sends a list of approved and unapproved applicants to the Board of Governors for ratification. An explanation is included for unapproved applicants. |
| November 16 | Board of Governors vote on Credentials Review Committee recommendations. |
| December 1 | Executive Vice President notifies all applicants. |

6 Examinations Committee

6.1 General Guidelines

The Examinations committee shall consist of no fewer than six members in good standing of the College. In making appointments to the committee, due regard shall be given to the various fields encompassed in poultry veterinary medicine. The ACPV Examinations, Credentials Review and Training Program Review committees should be familiar with each other's policies and procedures as the College's standing depends on a clear understanding of what is expected of all candidates.

6.1.1 Committee Appointments and Terms

The ACPV President appoints all committee members. The committee is led by a chairperson. The President will appoint new members and an upcoming chair elect in June each year. The committee is encouraged to make a recommendation to the President regarding who will serve as upcoming chair elect. There are seven members on the committee. Committee member terms are 3 years except for the chair who serves 4 years. The chairperson will serve one year as chair-elect, one year as acting-chair and one year as past-chair. Committee member terms are organized on a rotating basis with two members rotating on the committee each year and one senior member rotating off while the other senior member serves as past chair. The chair elect is selected from committee members completing their first year of service. All terms begin and end after the grading for the current year's exam is completed. Chair positions (upcoming chair elect, chair elect, chair and past chair) rotate after the grading for the current year's exam is completed.

6.1.2 Committee Member Responsibilities

Participation in the ACPV Examinations Committee requires a commitment to confidentiality as well as a significant time commitment. Committee members sign a confidentiality statement agreeing not to divulge the contents of the exam. In addition, committee members must use professional discretion in discussing exam candidates and/or any exam details which might harm the integrity of the exam and exam process.

Each exam committee member is vital to the success of the committee especially in grading the exam. Exam committee members must make every effort to participate in all committee activities. Care will be taken that meetings, exams and grading sessions are scheduled when all committee members can attend. If a committee member misses two or more activities, especially within a short time frame, or

finds that he/she is unable to participate in grading the exam, he or she should resign from the committee so that a replacement can be selected.

6.1.3 Chair Responsibilities

The committee chair is responsible for seeing all the work of the Exam Committee is done. This includes the upkeep of the certifying examination and conducting the yearly exam. Tasks to conduct the exam are detailed in 6.1.6. The chair works closely with the ACPV office headed by the Executive Director. All costs are paid through the ACPV office. All correspondence with candidates goes through the ACPV office. Standard questions from candidates are most often handled by the ACPV office. More controvertible issues involving candidates, or the exam are addressed in the following escalating order: Exam Chair (and committee if desired), Executive Director, Executive Vice President, Appeals Committee (if appropriate to the circumstance), and Board of Governors. The Chair should be familiar with the ACPV appeals process.

6.1.4 Past Chair Responsibilities

The Past Chair is responsible for the following committee tasks:

1. Notify the Board of Directors of successful and failed candidates SOP 6.1.6-3b.
2. Notify successful and failed candidates SOP 6.1.6-3c.
3. Complete and share reports and statistics on exam SOP 6.1.6-3d.
4. Recognize new diplomates SOP 6.1.6-3e.

In addition, the Past Chair serves in an advisory role to the Chair regarding the work of the Exam Committee.

6.1.5 Chair Elect Responsibilities

The Chair Elect is responsible for determining the following year's exam date and securing the following year's exam site. SOP 6.1.6-1a.

6.1.6 Committee Tasks

Committee tasks are divided into three sections: Tasks before the exam, tasks during the exam and tasks after the exam. Each task has a corresponding standard operating procedure (SOP) document which details the task.

1. Before the Exam

- a) Determine the following year's exam date and sites. SOP 6.1.6-1a, July year prior to exam.
- b) Determine the exam schedule. SOP 6.1.6-1b, September year prior to exam.
- c) Review the ACPV website. SOP 6.1.6-1c, October year prior to exam.
- d) Assign candidates to exam sites and update "ACPV Exam All Candidates Contact Info" spreadsheet. SOP 6.1.6-1d, November year prior to exam.
- e) Correspond with new and returning candidates. SOP 6.1.6-1e, November prior to exam through May.
- f) Assign Exam Committee members and diplomate volunteers to conduct exam at various sites. Assign a Site Manager. Assign exam committee roles for each site. SOP 6.1.6-1f, January
- g) Send exam consultant (Rob Malinowski) list of candidates at each site and section of the exam they are taking. SOP 6.1.6-1g, January
- h) Arrange logistics for each exam site. SOP 6.1.6-1h, April through July.
- i) Conduct exam grading sessions for Exam Committee. SOP 6.1.6-1i, June
- j) Send materials for Administering the Exam Notebook to each site captain. SOP 6.1.6-1j, June
- k) Create COVID-19 Adherence Sheet and Distribute SOP 6.1.6-1k, July.

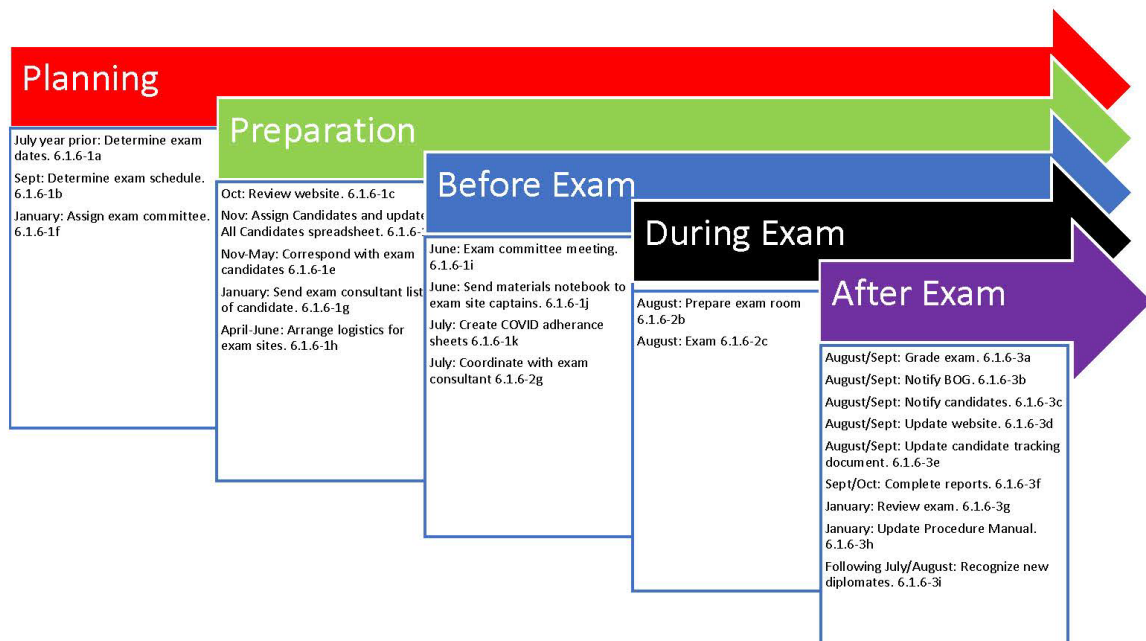
2. Administering the Exam

- a) Coordinate with Exam Consultant. (SOP)6.1.6-2a, July
- b) Exam room preparation prior to the exam. (SOP) 6.1.6-2b, August
- c) Complete tasks the day of the exam. (SOP) 6.1.6-2c, August.

3. After the Exam

- a) Grade the Exam (SOP)6.1.6-3a, August/September.
- b) Notify Board of Governors of failed and successful candidates (SOP)6.1.6-3b, August/September.
- c) Notify successful and failed Candidates (SOP)6.1.6-3c, August/September.
- d) Update Exam Page on the ACPV website. (SOP) 6.1.6-3d, August/September.
- e) Update candidate tracking document. (SOP)6.1.6-3e, August/September.
- f) Complete and share reports and statistics on exam. (SOP) 6.1.6-3f, September/October.
- g) Review and update the exam. (SOP)6.1.6-3g, January.
- h) Update Exam Committees Entries in the Procedure Manual and Exam Committee SOPs and associated forms (SOP) 6.1.6-3h. January.
- i) Recognize new diplomates (SOP)6.1.6-3i, Following July/August.

6.1.7 Task Timeline



7 Nominations Committee

7.1 Committee Composition

The Nominations Committee shall consist of three members in good standing of the College. In making the appointments, due regard shall be given to the various fields of achievement in poultry veterinary medicine and the geographic distribution of Diplomates. Members of the Board shall not be appointed to the Nominations Committee during their term of office. The members of the committee should have communication capabilities such that they can be in contact with the entire body of the College membership as necessary. The three members have typically been asked to serve a three-year rotation

with a staggered date of service such that one member rotates off each year (typically this has been the chairperson), a new chairperson is assigned each year (traditionally the ranking member of the committee), and a new member is assigned to the committee from the general membership at the discretion of the Board.

7.2 Committee Task

7.2 Committee Task

Each year the Nominations Committee will submit to the Executive Vice President an election slate consisting of two candidates for President-Elect and four candidates for Governor on the ACPV Board of Governors. Every fifth year (or as openings arise) the Nominations Committee will also nominate a candidate for ACPV Executive Vice President using the procedures described in the manual entry below. (See 7.5.) Per the ACPV Bylaws, Section 5-03(d), the Board of Governors must represent the professional, geographic and gender diversity that is characteristic of the College. Therefore, the Nominations Committee must submit a slate which preserves the diversity guidelines prescribed in the bylaws. The committee will discuss the current composition of the Board of Governors to determine the diversity needs of the slate. Then each member of the committee will solicit nominees and put forth their nominations to the entire committee. All nominees must indicate they are willing to serve in the position before being put forth as a nominee. The committee task begins the first week of January each year. The task of contacting the Nominations Committee members, initiating discussion regarding potential candidates for nomination, and supplying the final list of nominations to the Board falls to the committee chair.

7.3 Election Timeline

Dates listed in the table below are approximations. The ACPV office will determine specific dates each year and send to the appropriate parties.

1 st week of January.	ACPV Office emails the Nominations Committee chair.	Activate ACPV Nominations Committee to nominate two for President Elect and four for two Governor positions.
1 st week of January.	ACPV Office	Call for nominations to membership for ACPV positions. Nominations must be submitted in writing, include a brief statement of qualifications and candidate's willingness to serve.
End of January.	ACPV Office	Nominations for ACPV positions from membership close.
1 st week of February.	ACPV Nominations Committee	Slate due from the ACPV Nominations Committee. Two President Elect nominations are needed and four Governor nominations.
1 st week of February.	ACPV Office	Email candidates asking for a CV.
3 rd week of February.	ACPV Office	ACPV Candidate CVs due.
1 st week of March.	ACPV Office	Voting for ACPV positions begin. Only members in good standing can vote. Two candidates for President Elect are listed. Voters choose one. Four

		candidates for Governor are listed. Voters select two.
2 weeks after voting begins	ACPV Office	Voting for ACPV positions end.
3 rd week of March.	ACPV Office	Notify unsuccessful candidates of the ACPV election results
3 rd week of March.	ACPV Office	Notify successful candidates of ACPV election results. Invite new governors to ACPV BOG meeting.
3 rd week of March.	ACPV Office	Announce ACPV elections results to membership.

7.4 Conducting the Election

The Executive Vice President shall conduct an election with members voting through the ACPV website. Notification and links to the website will be emailed to the members in early March. A final ballot will bear all nominations for election to the Board, whether made by the Nominations Committee or by petition, to all members entitled to vote by ACPV Bylaws. Diplomates must be current on dues in order to participate in the election or to place their name in nomination. The election will be held open for two weeks. Any ballot cast after the established deadline shall not be counted.

7.5 Selection of the Executive Vice President

It is expected that the Executive Vice President of ACPV and the Executive Vice President of the American Association of Avian Pathologists will be the same individual, and if agreeable to the individual, will be offered by the ACPV nominations committee as EVP of ACPV. The AAAP nominating committee, when considering nominations for a new EVP, will consult with the nominating committee of ACPV when making their determinations.

8 Continuing Education Committee

8.1 Purpose

The purpose of the Continuing Education Committee is to serve as one of the forums for the ACPV members to keep abreast on poultry health, diseases, management, and professional development. The committee shall plan the continuing education programs of the College and oversee presentations and official publications. Specific attention shall be devoted to arranging continuing education seminars and self-study programs required for recertification of members at 10-year intervals. For some years, workshops have been held along with the Western Poultry Disease Conference, Delmarva Health Meeting, and International Poultry Exposition etc.

8.2 Committee Composition

The ACPV President appoints two co-chairs for the Continuing Education Committee. The co-chairs will work together to determine the workshop topic and potential speakers. One co-chair will then organize the workshop while the other co-chair raises funds and advertises the workshop. Terms are one year. Each co-chair is encouraged to invite others to serve on the committee. It is up to the co-chair to determine who to invite and how they will help.

8.3 Duties and Sample Timeline

March	Appoint co-chairs	ACPV President
March/April	Survey members for topics	Workshop co-chair and office
April	Determine workshop topic	Co-chairs and Board of Governors
May	Invite committee aids	Co-chairs
May/June	Determine budget, invite speakers	Workshop co-chair and aids.
July/Aug	Present complete workshop plan to BOG	Workshop co-chair and aids.
August	Write sponsor letter and workshop ads, compile sponsor list	Fundraising co-chair
September	WPDC call for titles (announce workshop)	Office
September	Sponsor letters sent. Begin advertising workshop.	Office
October	Follow-up calls for sponsors begins.	Fundraising co-chair and aids.
Jan/Feb	Registration begins	WPDC
January	Speaker abstracts and short bios submitted to the ACPV office.	Workshop co-chair and office
January	Moderators finalized	Workshop co-chair
January	Sponsors finalized and logos acquired	Fundraising co-chair and office
February	Printed program complete.	Office
February	Food and beverages order finalized.	Office
February	AV ordered.	Office
Feb/Mar	Program to print and mailed.	Office
Mar/April	ACPV Workshop	Workshop co-chair, Fundraising co-chair, office
July/August	Report to the Board of Governors	Workshop co-chair and Fundraising co-chair.

9 Training Program Review Committee

9.1 Committee Composition and Purpose

This committee shall consist of three members in good standing of the College, serving on a rotating basis. A committee member will serve 3 years, chairing the committee during his/her final year. Terms begin and end immediately after the annual meeting.

The purpose of the Training Program Review Committee is:

1. To review and approve new applications for ACPV approved training programs,
2. Review existing programs for compliance with ACPV guidelines and,
3. Remove those programs that have failed to meet such guidelines.

9.2 Committee Task

1. The committee shall annually review two documents:
 - a. The ACPV Standards for Approved Training Programs for Poultry Veterinarians
 - b. Annual ACPV Approved Training Program Review Form

Nota bene: This it to ensure the forms are up to date and comply with the current status of the

industry and how it is evolving. For example, years ago internet/web-based programs were not in existence, but today they are, therefore modifications were made to the standards and applications.

2. Each year the ACPV Training Program Committee is required to review all new applications for approved ACPV training programs. The new program application submission deadline is January 31 for the year in which they are applying.

3. Each year the ACPV Training Program Committee is required to review all previously approved Training programs to ensure the programs are active and continue to follow the training program standards.

4. Each year the Annual ACPV Approved Training Program Review Form needs to be updated with current dates and distributed to all program primary contacts for approval by April 1 of that year.

Programs are required to have forms submitted by June.

a. This will give the committee ample time to review the form and solicit any further information needed from the programs.

b. Training program status will be determined by the committee, with approval from the Board prior to the Annual ACPV meeting. Programs will be notified of their status.

5. Prior to the annual ACPV Board of Governors meeting, the ACPV Training Program Committee Chair will submit a committee report to the Board of Governors. This report will be reviewed during the annual meeting.

9.3 Chair Duties and Procedures

1. Communication- To capture all email communication, please copy emails into the following Gmail account.

a. acpvchair@gmail.com

b. Password = acpvtrainingprogram

2. Applications for new training programs must be submitted by January 31st to be considered for that calendar year.

3. Schedule first meeting with committee in February of term year to:

a. Review the training program committee SOP and the program standards

b. Review current program and any new programs if applicable

c. To determine which members will cover what programs and who to contact at each program

d. How to submit the online form to the programs

i. <https://form.jotform.com/210773602057047>

ii. Review the form and make minor changes as necessary. Substantial changes must be approved by the Board of Governors. Contact AAAP office to make the edits.

e. Reports are due from the training programs by June 1st of term year.

4. Schedule second meeting for each committee member to review their program's results and give their recommendations in early June.

5. Create the training program review (word doc) based on second meeting's discussion.

a. Distribute to committee members for review/approval.

6. Present this document at the annual ACPV board meeting.

10 Recertification Committee

10.1 Committee Composition and Purpose

The Recertification Committee shall consist of eight (8) members in good standing in the College. Each member will serve a term of four years, with two members rotating on and off the committee each year. A member with the most seniority in the committee will serve as chair. The purpose of the committee is to review and approve ACPV Diplomate CE submissions on a yearly basis and determine the maximum number of credit hours ACPV will allow for various meetings and workshops whose programs have been submitted for CE credit.

10.2 Process and Timeline for CE Review

January 1	Diplomate's CE submissions are due. Emeritus and Honorary Diplomates are not required to submit CE.
April 1	If CE is not submitted by April 1, the Diplomate must claim that year as an exempt year.
April 1	Under the auspices of the Recertification Committee, the ACPV office conducts an initial review of CE, accepting the obviously sufficient CE submissions.
April	ACPV office sends the questionable CE submissions to the committee for review.
April 30	Committee Chair sends ACPV office a list of Diplomates and CE issues that needs to be addressed.
May	ACPV office contacts Diplomates from list and gives 30 days for them to respond to issues of concern.
June	Committee makes final decision for questionable CE submissions.

The Recertification Committee will make one of the following choices for each CE submission.

1. CE will be counted.
2. Diplomate must use the year as an exempt year.
3. Diplomate must ask for a waiver.

11 Appeals Committee

11.1 Committee Composition

The Appeals Committee shall consist of three members in good standing of the College. The committee term is three years with one committee member rotating on the committee and one rotating off the committee each year. The senior committee member will serve as chair. The committee members shall be nominated by the President and approved by the Board of Governors. A governor may not serve on the Appeals Committee while they are serving on the Board of Governors. Appeal Committee members should have experience as a governor or as a committee chair. The purpose of the committee is to review appeals of adverse decisions and follow the procedures outlined below.

11.2 Procedure for Appeal of Adverse Decisions

1. Adverse decision by the American College of Poultry Veterinarians (ACPV) may include, but are not limited to:
 - a. Denial of certification of an individual
 - b. Denial of adequacy of credentials
 - c. Denial of approval of a residency program
 - d. Suspension of certification

In the event of adverse decisions, the ACPV shall advise the affected person(s) of the procedure for appealing the adverse decision. An affected party desiring to appeal the ACPV's adverse decision must adhere to the following procedure:

2. Grounds for reconsideration or review—the affected party may petition for reconsideration or review of the ACPV's decision on the grounds that the ACPV has ruled erroneously by:
 - a. Disregarding the established ACPV criteria for certification of approval.
 - b. Failing to follow its stated procedures.
 - c. Failing to consider relevant evidence and documentation presented.
3. Petition for reconsideration:
 - a. 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.
 - b. Such petition must be received in the ACPV office within 90 days of the date ACPV announces its adverse decision.
 - c. 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.
 - d. 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.
 - e. 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.

11.3 ABVS Appeal Procedures

- (1a) The AVMA House of Delegates has determined that each AVMA-recognized veterinary specialty organization must have a published procedure to ensure due process for appeal of adverse decisions.
- (1b) The specific language of an acceptable appeal procedure is determined by the recognized veterinary specialty organization.
- (1c) Changes in appeal procedures should be reported to the AVMA in the ACPV's annual report.
- (1d) The appeal procedure must be a part of the constitution or bylaws of the ACPV. In addition, it must be included in forms used by candidates who apply for certifying examinations.
- (1e) The body within the ACPV reviewing appeals must be distinct from the ACPV current executive committee, board, or examination and credentialing committees.
- (1f) Recognized veterinary specialty organizations are responsible for full implementation of their appeal procedures to ensure due process. The criteria for veterinary specialty organizations recognized by the AVMA should guide procedures and influence decisions in disputes between specialty organizations and dissatisfied candidates. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of ACPV's and the goals of the AVMA.

11.4 Complaints against a Diplomate or a College/Board

When a complaint is registered against a Diplomate of a recognized veterinary specialty organization (ACPV), the complaint will be referred to the Executive Vice President of the ACPV and the person making the complaint will be notified of that referral. The complaint will be considered by the governing body of the ACPV. The ACPV will respond directly to the person issuing the complaint, with a copy of the

response sent to the AVMA for ABVS records, a tally of complaints will be part of the annual report of the ACPV.

11.5 Mediation Procedures and Implementation

1. Mediation is defined as “friendly intervention, usually by consent or invitation, between conflicting parties to promote reconciliation, settlement, or compromise.” The AVMA American Board of Veterinary Specialties (ABVS) may accommodate requests to facilitate mediation between candidates or applicants for specialty board certification and the ACPV.
2. When a dispute between a candidate/applicant for specialty certification and ACPV remains unresolved after full use of the appeal procedure established by ACPV, either party may request AVMA ABVS mediation facilitation by contracting the AVMA ABVS staff consultant.
3. The ABVS Executive Committee (EC) will review the request for facilitation, adhering to the principle that relationships between candidates/applicants and ACPV should be fair and reasonable. The EC will determine whether, in the ED’s judgment, the dispute is worthy of further discussion in mediation, according to the following guidelines:
 - a. The complaint is germane to established criteria in the policies of the ABVS, and either party disregarded established criteria for certification or approval, or
 - b. Either party failed to follow stated procedures, or
 - c. Either party failed to consider relevant evidence and documentation presented in the initial appeal of the adverse decision or the response to that appeal.

The members of the EC will, after review of pertinent information, determine whether the facilitation request meets the above criteria.

4. The mediation shall be conducted by a professional mediator, selected by mutual agreement between the parties with the assistance of AVMA ABVS staff. The mediation shall take place at AVMA Headquarters in Schaumburg, Illinois.
5. The procedures to be used for mediation shall be at the discretion of the professional mediator.
6. Each party will pay its own expenses. All other mediation costs, including the costs of the professional mediator, shall be split equally between the parties and paid in advance. Final financial obligations may be determined by mediation but will not obligate the AVMA ABVS.
7. In the event the AVMA ABVS recommends mediation, both parties must be willing to execute an unconditional waiver and release of all liability and claims against the AVMA and ABVS in order for AVMA ABVS to facilitate the mediation.

12 Ethics Committee

12.1 Committee Composition

The Ethics Committee will be comprised of 3 Diplomates nominated by the Nominating Committee and approved by the Board of Governors to serve a 3-year term. One member will rotate off the committee each year. The three members of the committee will elect the chair of the committee by vote or acclamation.

12.2 Committee Task

When two or more Diplomates make allegations of unprofessional conduct by a Diplomate of the College, this information will be referred to chair of the Ethics Committee for investigation to be completed within 90 days. The Diplomate being investigated will be notified by the committee of the allegations and any pending charges. If a majority of the Ethics Committee membership

determines that the allegations represent a legitimate departure from the Principles of the American College of Poultry Veterinarians Medical Ethics, they must report this finding to the Board. The Board, in consultation with the Ethics Committee, will schedule a hearing of the Ethics Committee to consider the allegations. The Board will notify the accused Diplomate and he/she will be given the opportunity to attend the hearing.

Based on the evidence presented and after consultation with the other members of the Ethics Committee, the Chair recommends one of the following to the Board of Governors:

1. Take no action
2. Letter of Censure to the Accused Diplomate
3. Suspension of the Accused Diplomate from the College, pending remedial actions
4. Cancellation of membership as a Diplomate in the College

Hearing to consider allegations of Diplomates of the American College of Poultry Veterinarians

The hearing will take the form of a trial, following Robert's Rules of Order Revised, 1915 Version, Article XIII. – Legal Rights of Assemblies and Trial of Their Members, 75. Trial of Members of Societies. The hearing will be scheduled within 90 days following referral by the Ethics Committee.

12.3 Appeals

Appeals are referred to the Appeals Committee as described in section 4-7 of the ACPV Procedural Manual

13 Exam Revision Committee

13.1 Committee Purpose

The Exam Revision Committee is responsible for the upkeep and improvement of the ACPV Certifying Examination. This is done: a) by ensuring the content of the exam stays current with the latest science, regulations and practices, b) by continually expanding the exam item pool and removing inferior items, c) by using statistical data regarding the exam to make improvements on the exam, d) by ensuring exam questions are properly Angoff scored, and e) by every five years reviewing the most recent jobs analysis to ensure the exam blueprint accurately describes the poultry medicine profession.

13.2 Committee Composition

The Exam Revision Committee shall consist of six regular members, a chair, a chair elect, and a past chair, for a total of nine members on the committee. All must be members in good standing of the College. The term for a regular committee member is 3 years. Regular members serve on a rotating basis, with two members rotating on and off the committee each year. The term for the chair positions is a total of 3 years: one year as chair elect, one year as chair and one year as past chair. A chair elect is appointed each year. If the chair elect is a regular member of the committee who still has one or two years remaining in his/her term, another regular member must be appointed to complete the vacated position. It is preferable that the chair elect comes from the regular committee and the committee is encouraged to discuss and recommend a chair elect to the ACPV President. The ACPV President selects new committee members and a chair elect in June each year for approval at the annual BOG meeting. In making the committee appointments, care must be taken that the committee has expertise in all the subject areas covered in the exam.

13.3 Committee Task

13.3.1 Revising Exam Content

The Exam Revision Committee is responsible for expanding the exam item pool and removing inferior items. Each year the Exam Revision Committee will:

1. Create 5 – 10% new questions.
 - 10 – 20 new multiple choice
 - 5 – 10 new image
 - 1 – 2 long answer
2. Revise outdated or incorrect questions as flagged by Exam Committee.

13.3.1.1 Revision Process Timeline

August/September	Following the exam, the Exam Committee and the Exam Revision Committee Chair will meet to flag exam items they feel should be reviewed by the Exam Revision Committee.
October/November	Exam Revision Committee Chair: 1) arranges for the committee to meet in January/February, 2) asks committee members to develop new items to share at the meeting, 3) shares materials regarding item writing.
January/February	Exam Revision Committee meets to revise and add items to the exam. Reviews year over year statistics on items. Reworks or replaces items flagged by the Exam Committee. Discusses proposed new items brought by committee members and adds to the item pool if approved by all committee members.
March/April	Follow up meetings as necessary.

13.3.2 Angoff Scoring Exam Questions

ACPV hires an expert to conduct the Angoff scoring process for exam items. Currently Robert Malinowski, the ACPV exam consultant conducts the Angoff scoring process for ACPV. The Exam Revision Chair may form a subcommittee of 6-7 diplomates to work with Dr. Malinowski. Subcommittee members first score each item individually and then to meet as a group to determine a cut score.

13.3.2.1 Angoff Scoring Process Timeline

April/May	1) Exam Revision Committee Chair notifies Dr. Malinowski and the ACPV office that there are new and revised items to be scored. 2) Exam Revision Committee Chair organizes a scoring subcommittee.
April/May	ACPV office sends subcommittee contact information to Dr. Malinowski. This includes name, email, phone number and area of expertise.
May	Angoff Scoring Subcommittee meets to score the new and revised items.

13.3.3 The Exam Blueprint

The Exam Revision Committee is responsible for seeing that the current exam blueprint continues to accurately reflect the knowledge, skills, and abilities (KSAs) needed by a poultry veterinarian. This is done by reviewing the most recent ACPV jobs analysis at minimum of every five years. The current ACPV exam blueprint is a product of the ACPV jobs analysis done in 2013. It was reviewed and approved as still valid by an ACPV ad hoc committee in 2018. The Exam Revision Committee can review the jobs analysis, or an ad hoc committee can be formed to accomplish this task. If using an ad hoc committee, the Exam Revision Chair should consult with the ACPV President to form the committee.

Description of a Jobs Analysis

The following is an excerpt from the Job Analysis of Certified Poultry Veterinarians, August 2013, Elizabeth A. Witt, Ph.D., Witt Measurement Consulting

“A job analysis, also called a practice analysis, is the primary form of evidence in support of the validity of a credentialing exam. Wikipedia defines it as, “A systematic process of identifying the content of a job in terms of the activities involved and the attributes needed to perform the work.” The job analysis creates a chain of evidence from the work done by practitioners in the field to the knowledge, skills, and abilities (KSAs) required to perform that work effectively, and then to the content of the examination. This chain of evidence shows that the content of the examination reflects the domain of occupational competencies at a level appropriate to the certified practitioner. The primary deliverable from a job analysis study is a test blueprint, or content outline, which specifies weighted content areas for a certification examination that reflects current practice at the appropriate level. A secondary purpose for this study is to create documentation of the process and results, including lists of tasks and KSAs relevant to the practice of poultry medicine.”

13.4 Committee Member Responsibilities

1. Sign the exam confidentiality statement
2. Do assigned tasks
3. Be familiar with the current exam.
4. Attend all meetings.

13.5 Committee Chair Responsibilities

1. Give committee members access to ExamSoft.
2. Meet with Exam Committee as described in 12.3.1.1.
3. Arrange, prepare agenda, and facilitate Exam Revision Committee meetings.
4. Review and share statistics with the committee.
5. Report to the Board of Governors at their annual meeting BOG meeting.
6. Arrange for Angoff scoring of revised and new exam items.
7. Assure the ACPV jobs analysis is reviewed every 5 years.

13.6 Committee Resources

1. Job Analysis of Certified Poultry Veterinarians, August 2013, Elizabeth A. Witt, Ph.D., Witt Measurement Consulting
2. NBME Item Writing Guide
https://www.nbme.org/sites/default/files/2020-11/NBME_Item%20Writing%20Guide_2020.pdf
(Chapter 3 points out what not to do (adding irrelevant difficulty and making a question easier for experienced test-takers to answer.)
3. Robert Malinowski, DVM, MA, PhD
Robert Malinowski Consulting LLC
5530 Saddlewood
Holt, MI 48842
malino11cvm@gmail.com
517-285-0783

14 Miscellaneous

The ACPV is an affiliated organization of the American Association of Avian Pathologists (AAAP), a Delaware nonprofit corporation. The offices and business management of the College shall be vested with the management of the American Association of Avian Pathologists (AAAP), a Delaware nonprofit corporation.

15 Agents or Employees

The Board may by resolution designate the officer or officers who shall have authority to appoint such agents or employees as the needs of the College may require. In the absence of such designation, this function may be performed by the President and may be delegated by the President to others in whole or in part. As the size scope, and complexity of ACPV and its missions have increased, it has become advantageous to contract with outside professional association managers to manage the business affairs of the organization. The Board of Directors shall appoint the management company and determine the fee schedule. The company shall be the same as that utilized by the American Association of Avian Pathologists, Inc., and will be selected by the Boards of both organizations in joint conference. The Executive Vice President, as business manager of ACPV, will be the primary liaison with the management company.

16 Salaries

The salaries, if any, of all officers of the corporation shall be fixed by the Board or by authority conferred by resolution of the Board. The Board also may fix the salaries or other compensation of agents and employees of the College, but in the absence of such action this function shall be performed by the President or by other under the supervision of the President.

17 Removal of Officers, Agents or Employees

Any officer, agent or employee of the College may be removed or his or her authority revoked by resolution of the Board, whenever in their judgment the best interests of the College will be served thereby, but such removal or revocation shall be without prejudice to the rights, if any, of the person so removed, to receive compensation or other benefits in accordance with the terms of existing contracts (if any). Any agent or employee of the corporation likewise may be removed by the President or, subject of the supervision of the President, by the person having authority with respect to the appointment of such agent or employee.

18 Delegation of Officers' Duties

In case of the absence of any officer of the College, or for any reason that the Board may deem sufficient, the Board may delegate or authorize the delegation of an officers' powers or duties, for the time being, to any person.

19 Dues and Assessments

1. The Board of Governors shall have authority to impose dues or assessments, or both, on members of the College, in such amounts as shall be fixed and determined by the Board from time to time. However, Emeritus Diplomates shall be exempt from dues and assessments accruing after their

respective designation as Emeritus Diplomates. Subject to the immediately preceding sentence, such dues or assessments, or both, may be imposed upon all members of the same class either alike or in different amounts or proportions, and upon a different basis upon different classes of members.

2. After January 30th, a late fee of \$75 will be added to the dues payment.
3. A member who fails to pay dues or assessments for six months after the due date for payment thereof shall be designated as not a member in good standing, and shall not be eligible to vote or hold office or otherwise be deemed to good standing until all arrearages (including any which are less than six months past due) are paid in full.
4. Members whose dues or assessments are in arrears for two full years will have their membership revoked after due notice has been given. Members who are deprived of membership through non-payment of dues may be reinstated upon approval of the Board after payment of all arrearages as well as dues and assessments for the ensuing year.

20 Removal of Board Members

The Board or the membership of the College, by vote of members entitled to vote, may declare an office vacant if he or she shall be judicially declared of unsound mind, or convicted of a felony, or if the Board member has breached or failed to perform his or her fiduciary duties to the College and such breach or failure constitutes self-dealing, willful misconduct, fraudulent or dishonest acts, or gross abuse of authority or discretion with reference to the corporation, or if, by the August 31st next succeeding the giving of notice of his or her election, he or she does not accept such office either in writing or by attending a meeting of the Board. Members of the Board may be removed from office by vote of the membership only for cause as described in the immediately preceding sentence. The Board also may declare vacant the office of a member of the Board and remove him or her from office if such member shall have been absent from three consecutive Board meetings or shall not be in good standing as a member of the College.

21 Emeritus Member Status

Upon retirement, members must apply for Emeritus status; the change is not automatic. An application is available from the ACPV office. All dues in arrears must be paid in full for an Emeritus status application to be granted. Status is granted after review and approval of the Board of Governors. Emeritus members do not pay dues, but do have ability to vote, serve on committees and hold office.