

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Recognize new diplomates	
SOP#: 6.1.6-3i	
Timeline: After the Exam: following July/August	Revision: 0
Party Responsible: ACPV Office	

Scope: The ACPV recognizes candidates who have successfully completed and passed all three sections of the ACPV exam as new diplomates of the ACPV.

Procedure

Recognizing new diplomates

Candidates receive their diplomas at the ACPV Annual Business Meeting the year following the successful completion of the exam. Diplomas will be mailed to any new diplomates unable to attend the Business Meeting.

Diplomas

Each diplomate receives a diploma certificate from the College. The diploma is considered the property of the College as stated in Section 4-03b(2) of the ACPV bylaws. The diploma must have the signature of the ACPV President, President Elect and Executive Vice President as well as the College seal. The current approved diploma is also signed by the Exam Chair. Diplomas are to be printed on 11x14 natural parchment paper and all proofs must be reviewed and approved before payment is made.

A. Ordering diplomas and mailers

The ACPV office orders the diplomas. The current company where diplomas are purchased is:

John F. Bousquet
 JFB Desktop Publishing
 11550 S Harlan Rd. Spc 30
 Lathrop, Ca 95330-9759
 PH: 209-983-0019 owner@jfbdtp.com

The ACPV office also purchases thick 13x18 cardboard photo mailers for diplomates to transport diplomas home from the annual meeting or to mail diplomas to diplomates.

B. Diploma signatures and seal

Diplomas are signed by the President, President Elect, Executive Vice President and Exam Committee Chair immediately after the Board of Governors meeting held during the annual meeting and before the ACPV Annual Business Meeting. If a face-to-face annual meeting is not held, the ACPV office will mail the diplomas to the signers to be returned to the office,

Author: Diana Kerr
 Approved by Reviewer 1: XXX
 Approved by Reviewer 2: XXX
 Date of Posting

Date: April 2021
 Date: XXX
 Date: XXX
 Date:XXX

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then mail completed diplomas to the new diplomates. The embosser with the ACPV seal is kept at the ACPV office.

Associated SOPs

SOP 6.1.6-3a Grade the Exam

Associated Forms

None

References

ACPV Bylaws Section 4-03b(2)

Revisions