

2014 ABVS RVSO Annual Report Form

Deadline for submission to ABVS: November 1, 2014

Include only information for the Recognized Veterinary Specialty Organization (RVSO)—use the separate RVS form for each recognized veterinary specialty (RVS). If information for any question on the RVS form is exactly the same as information already provided on the RVSO form, please simply state: “See RVSO form.” If the RVSO has no RVs, please only complete this form.

All information reported may be made available to other RVSOs.

Name of RVSO: American College of Poultry Veterinarians (ACPV)

The ‘reporting year’ for the ABVS annual report ends on the date on which the final decision on the examination results for that year is made.

End date for ‘reporting year’: July 28, 2014

Specialties

1. Does your RVSO have recognized veterinary specialties (RVS)? **NO**
2. If YES, has/have your RVS(s) completed the RVS annual report form and has the completed RVS form been reviewed by the RVSO?

Comments:

Questions 1-8: Does your RVSO meet the following ABVS requirements?

ABVS requirements are in italics, with ABVS Policies and Procedures (P&P) citations in parentheses.

If you answer **NO** to any of these questions or if the relevant RVSO Constitution, By-Laws or policies and procedures documents have been changed substantively since your last Annual Report was submitted, please comment and include previous and newly accepted wording of relevant documents.

P&P citations are from the Guidelines for Establishment, Recognition, and Supervision of Veterinary Specialty Organizations (www.avma.org/education/abvs/abvs_policies_II.asp) unless stated otherwise.

1. **Relevance of Training or Experience Requirements**

The RSVO ensures that all training or experience requirements and all prerequisites for examination serve the purpose of assessing the competency of the candidate (B, 5). Experience requirements must be clearly defined, relevant to the objectives of the specialty, and amenable to evaluation (B, 7).

Were your current procedures regarding training and experience requirements reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES

Comments:

2. **Training Routes**

The RVSO establishes approved routes through education, training, and experience to qualify candidates for examination (B, 6), provides a description of approved qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination in a timely manner, (D, 6, E), and does not require any period that involves merely a passage of time (waiting period) between successful completion of formal training and eligibility to sit for examination (B, 7).

Were your current procedures regarding training routes reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES

Comments: ACPV lists three routes where candidates can fulfill their experience requirements. (Three routes are: training program, degree program, or 5+ years of experience.) The ABVS examiners questioned the validity of the experience route and suggested that ACPV conduct a comparative review of past examination results. In 2012 ACPV began tracking the various training routes of exam candidates and their success on the ACPV exam. Please see the addendum to this report for the 2012-2014 results. Four candidates who took the 2014 exam came from the experience training route. One passed the exam, one did not pass on the second attempt and two did not pass on their first attempt. Candidates have a three year window in which they can attempt to pass the exam. 5 candidates have used the experience route since ACPV began tracking in 2012. 2 have passed the exam and 3 have one or more attempts left to pass the exam.

3. **Credentials Review and Examination Procedures**

- a. Written or oral examinations must reflect the professional competence expected of the diplomate (B, 9, a).*
- b. The time between final credentials decisions and the examination date must be sufficient (not less than 120 days) to permit adequate examination preparation (B, 9, b).*
- c. Candidates must receive a content outline (blueprint) of the exam and exam format prior to the examination (B, 9, d).*
- d. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point. The passing point may be adjusted lower but not higher after administering the examination (B, 9, e).*

- e. *Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided (B, 9, f).*
- f. *Candidates must be notified of their examination results contemporaneously. Regardless of notification method, each candidate who took the examination must be notified of his/her result prior to notifying the general membership. A reasonable time limit must be established (not to exceed 45 days) for sending the results of the examination to candidates (B, 9, g).*
- g. *Candidates who do not successfully complete the examination (including any oral examination) must, upon request, be provided with an explanation of the deficiencies that prevented their passing the examination. This procedure must be published by the RVSO prior to the examination (B, 9, h).*
- h. *All unsuccessful candidates must be informed of their remaining eligibility and reapplication procedures (B, 9, i).*
- i. *Accommodation of reasonable requests from applicants with documented disabilities for special test considerations in accordance with the Americans with Disabilities Act (ADA) is to be made, as provided in the ABVS Model Language for Request for Special Accommodations for the Certifying Examination (B, 9, j).*

Were your current procedures regarding items a-i above reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES

Comments: ACPV is scheduled to have a cut score analysis done on the ACPV exam in March 2015. That cut score will be used for the 2015 examination given in July 2015.

4. **Appeal of Adverse Decisions**

A formal appeal procedure for candidates in case an adverse decision is appealed is to be established by the RVSO. The appeal procedure must appear in the constitution or bylaws of the organization, and must accompany each application form (B, 11). If a candidate's credentials application is denied and an appeal is filed, the RVSO must review this appeal and inform the candidate of its decision at least 45 days prior to the examination date (B, 9, c). The body within the RVSO reviewing appeals must be distinct from that RVSO's current executive committee, board, or examination and credentialing committees (Appeal Procedures, E)

A. Were your current appeal procedures reviewed during the most recent ABVS five year review or more recently, and has the RVSO received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES

Comments:

B. Is the appeal process decision made by a group that is separate from the group that made the original adverse decision?

YES

Comments:

5. **Recertification and Time-limited Certificates**

If certificates are time-limited (i.e. re-certification is required), is this clearly specified at the time that certificates are issued to new diplomates (B, 10, b)?

YES Is recertification required?

YES If certificates are time-limited, is this clearly specified at the time that certificates are issued to new diplomates?

Comments: New diplomates receive an orientation both in person, after the annual business meeting, and in writing. This includes information on recertification and the 10 year limit on their diplomas. New diplomates also receive a copy of the ACPV Bylaws which enumerates recertification requirements. New diplomates are also informed that a copy of the Bylaws is available to all members on the ACPV website.

6. **Special Training**

The RVS0 is to encourage and implement special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to maintain the competence of diplomates (B, 11).

Were your current procedures to encourage and implement special training beyond the professional veterinary degree reviewed during the most recent ABVS five year review or more recently, and has the RVS0 received confirmation from ABVS that there are no issues raised during ABVS review that are unresolved?

YES

Comments:

7. **Scope of Activities**

The RVS0 is to avoid contracts or agreements leading to activities outside the scope of the stated objectives of the RVS0 (B, 13).

Are there contracts or agreements that lead to activities outside the scope of the objectives of the RVS0?

NO

Comments:

8. **Incorporation**

Is the RVS0 legally incorporated as a not-for-profit educational organization within a state or district of the United States, and has a determination been made as to the federal tax status of the organization? Groups are encouraged to incorporate and secure tax exemption under section 501(C)(3) or 501 (C) (6) of the Internal Revenue Service code (B, 15).

YES Incorporated as 501 (C) 3

NO Incorporated as 501 (C) 6

YES IRS tax return submitted for most recent tax year

Comments:

Questions 9-22 refer to growth and stability of the RVSO and relationship between the RVSO and the ABVS.

9. **Liability Insurance**

While not a requirement; the ABVS highly recommends that an RVSO carry liability insurance, both Directors and Officers (D&O) and Errors and Omissions (E&O) liability insurance.

YES Does the RVSO carry NPO **Directors and Officers** Liability Insurance?

YES Does the RVSO carry NPO **Errors and Omissions** Liability Insurance?

Comments:

10. **Number of Diplomates**

The 'reporting year' for the ABVS annual report ends on the date on which the final decision on the examination results for that year is made.

Number of Diplomates:	Last year	This year
1. New diplomates added	5	8
2. Diplomates lost from active status due to:		
a. Death	3	4
b. Change in status to:		
i. Emeritus	2	7
ii. Inactive	0	0
iii. Other (explain below)	1	0
3. Total diplomates lost from active status (sum of rows 2a-2b[iii])	6	11
4. Diplomates in following categories:		
a. Active	252	250
b. Emeritus	27	33
c. Honorary	4	4
d. Inactive	0	0
e. Other (explain below)		
5. Total diplomates in all categories (sum of rows 4a-4e)	283	287
Explanation of 'other' in table above:		

11. **Activities of Current Active Diplomates**

11. Number of **active** diplomates primarily associated with:

- a) Academia 59
- b) Industry 128

c) Government	31
d) Practice	30
e) Other	2 (2 graduate students)
Comments:	

12. **Current Fees and Dues**

Annual dues for active diplomates	\$125.00
Credentialing fee	\$100.00
Examination fee	\$500.00 (\$125.00 per section)
Approved training program registration fee	\$125.00

13. **Specific Credentials Requirements**

Require case reports that are reviewed/approved by committee for credentialing or certification?	No
Require case logs reviewed/approved by committee for credentialing or certification?	No
Require peer-reviewed publication of research and/or investigative studies for credentialing or certification?	Yes
Require peer-reviewed publication of case reports for credentialing or certification?	Yes

14. **Training Programs**

8	Number of approved 'resident' (i.e. most-time-efficient) training programs
22	Number of residents currently in approved training programs
0	Number of approved non full-time or alternate pathway training programs
0	Number of alternate pathway trainees currently in approved programs

15. **Complaints and Appeals**

NO Has the RVSO received any complaints about diplomates? If Yes, provide brief comments.

NO Has the RVSO received any appeals against adverse decisions? If Yes, provide brief comments.

_____ Number of complaints

_____ Number of appeals

_____ Number of adverse decisions reversed

16. Notable Events

Describe notable events of the RVSO in the last 12 months: ACPV has revised the current exam using the blueprint developed from the jobs analysis done in 2013. A cut score analysis of the revised exam is scheduled to be completed in the Spring of 2015.

17. Challenges and Problems

Describe perceived or anticipated challenges/problems for the RVSO, and briefly comment on how the RVSO is responding or planning to respond to them: The ACPV Board of Governors has voted to explore administering the exam electronically. Several options will be presented to the Board at their February meeting to be implemented in 2015 or 2016.

18. Credentialing Information

The 'reporting year' for the ABVS annual report ends on the most recent date on which the final decision on the examination results was made. Report credential data for a full 12 month cycle.

	Applicant Class				
	2010	2011	2012	2013	2014
A. Total number of applicants	11	10	13	9	8
B. Number of applicants whose credentials were accepted	11	10	10	9	8
C. Credentialing percentage (B/A x 100)	100	100	77	100	100
<p>YES Does your RVSO limit the time between credentialing and completion of certification? If yes, what is the time limit? An applicant will have three years, representing three consecutive examination periods, to successfully complete all phases of the examination. The three year clock will begin the year the application is accepted and they are notified as eligible to sit for the exam by ACPV.</p>					
<p>For the current year, how many of the applicants above (row A) are repeat applicants (re-credentialing)?</p> <p>a. Number due to credentials denied? 0</p> <p>b. Number due to credentials expired? 1</p>					

19. Examination Results

The 'reporting year' for the ABVS annual report ends on the most recent date on which the final decision on the examination results for that year is made. The reporting year is to include data for a full 12 month cycle for credentials and examination.

Examination Results	2010	2011	2012	2013	2014
Total number of candidates taking exam	9	8	12	9	15
Number successfully completing exam (i.e. became diplomates)	6	3	8	5	8
% successful	67%	38%	66%	55%	53%
% successful on first try	67%	43%	55%	22%	40%
% successful on second try	67%	0%	17%	33%	13%
% successful on third or subsequent try	0%	0%	8%	0%	0%

20. **Questions or Comments from Previous ABVS Review**

<p>NO</p> <p>Issues 1-5 were raised by the reviewers in ACPV's 2010 five-year report:</p> <ol style="list-style-type: none"> 1. ACPV's allowance of "five year experience" to fulfill the experience requirement for credentialing. See #2 for explanation of what is being done. 2. The clarity of the policy on deferring examination attempts. A new policy was been implemented in 2011. 3. Lack of justification of the examination pass score. ACPV has implemented a 3 part process that will result in a justified pass score. A jobs analysis was completed in 2013 and the ACPV exam was revised according to the blueprint developed from the jobs analysis. A cut score analysis will begin in November 2014 and is expected to be completed with a new pass score in the Spring of 2015. A psychometrician has been hired to lead the analysis. 4. Short time period between completion of the examination and reporting of results to the candidates. This issue was deliberated and the college is satisfied that the current method being used works well especially considering the small size of the college, the evaluation procedure currently in place, and the limited number of exam candidates each year. 5. Inconsistent or unclear items in the Procedures Manual and By-Laws. It was decided that sections 10-02 and 4-08 of the Bylaws needed to be changed to match the procedures manual. The membership approved a change to the Bylaws in July 2011. 6. In the 2010 Annual Report, a question was raised on page 5 of 9: "The response to question number 11 lists more people than are identified as active dipolmates. Please clarify." The numbers listed in that section included all diplomates (302) the 2011 and 2012 reports reflect only "active members" as requested. 7. The 2011 Annual Report Review Committee asked,"What is the status of the training route review? A process has been put in place to track the training route of each exam candidate beginning in 2012. The tracking record is included with this report. The issue to be addressed by the tracking is whether the third training route 	<p>Has the RVSO received confirmation from ABVS that there are no issues raised during recent ABVS reviews that are unresolved? Please also list and address each item of concern raised by the ABVS in previous annual reports darting back to the last five-year report.</p>
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offered by ACPV (5 years professional experience) is a valid training route. Gathering enough data to draw any conclusions will take time because: a) the number of candidates taking the exam each year is small and b) exam candidates overwhelmingly come from the first two training routes. For example this year we had an unusually large number of applicants credentialed for this year's exam (13) and none of them came from the third training route.

8. **The 2011 Annual Report Review Committee asked, "The reviewers note a drop in pass rate on exams over the last 3 years, any comments as to why?"** The ACPV Board of Governors and Committee Chairs have discussed this issue and have the following comments: a) the small numbers of test takers may prevent us from really seeing this as a significant trend b) there has been an increase in the number of internationals taking the exam whose first language is not English and c) some exam candidates while fulfilling the requirements to take the exam, may lack sufficient field experience to pass the exam.
9. **The 2012 Annual Report Review Committee commented, "The College must institute new policy regarding president-elect as president died this year and C&BL had no procedure for succession."** We are now electing a president-elect a full year in advance of taking office as president. Previously the president was elected and served as president-elect for four months from the time he/she was elected until he/she took office. The president-elect will now serve one year each as president-elect, president and past president for a total of three years.
10. **The 2012 Annual Report Review Committee asked, "The ACPV has hired a company to conduct a job analysis to be used to ensure the examination is assessing the skills needed for diplomate competency. JA began in November 2012. Are they also going to use this information to establish cut scores?"**
Yes. The JA was completed in 2013. The exam has been revised and a cut score analysis is scheduled to be completed in the Spring of 2015.
11. **The 2012 Annual Report Review Committee asked, "Was the 2011 passing rate an outlier?"** Quite possibly.
12. **The 2013 Annual Report Review Committee asked: Exam results must be sent to all candidates on the same day. All candidates must be informed of their remaining eligibility and reapplication procedures." Is this being done?**
Yes. Candidates are informed twice. Once by email (the day of the exam, after all exams have been graded) and again, approximately a week later, by post. The candidates who did not pass the exam are informed of their remaining eligibility and reapplication procedures. Emails and letters for both passing candidates and non-passing candidates go out at the same time.
13. **The 2013 Annual Report Review Committee asked: Notify ABVS of all changes in the constitution and bylaws. All changes should show previous and newly accepted wording. A clean copy of the current constitution and bylaws should be included with all reports and petitions submitted. Has this been submitted?** The copies of the procedure manual and bylaws were not included in November in error. They were sent to the ABVS in January 2014.
14. **The 2013 Annual Report Review Committee asked: Two candidates used the 5 year experience route for credentials and one person passed. The individual that did not pass scored lowest of all candidates who took the exam in both 2012 and 2013. Do you have a plan in place to continue this route and for how long?** Two experience route candidates have taken the exam since the College began tracking routes. One passed the exam on the first attempt with a score of 80.66 and the other did not pass the exam on the first attempt, but has two more years of eligibility. ACPV will continue to offer this route and will continue to track

results. In 2014, four candidates used the experience route. One candidate returned and did not pass his second attempt; Two others did not pass on their first attempt, and one passed. Pass scores varied greatly between the candidates who failed the exam and the candidate who passed. ACPV plans to continue to offer this route at present. The Board of Governors will discuss the data that has been collected so far to determine if conclusions can be drawn.

15. **The 2013 Annual Report Review Committee asked: ACPV jobs analysis may assist with evaluating the 5 year experience route by fine-tuning what experiences are suitable for credentials. Certificates are time-limited. What is the time limit after which re-certification is to occur?** 10 years.
16. **The 2013 Annual Report Review Committee commented: Completed JTA in 2013, to be implemented in 2014** The 2013 Jobs Analysis, and the exam blueprint that resulted from the analysis, was used to revise the ACPV exam. A cut score analysis will be completed in the Spring of 2015.
17. **Explanation for why first try pass rate in 2013 dropped significantly? The #8 response to a similar question doesn't address the continuing drop.**
Thank you for drawing this to our attention. Some of the statistics for exam results (first try, second try, third try) have been calculated incorrectly. We reviewed the raw data for years 2008-2013 and have adjusted the table.
18. **The 2013 Annual Report Review Committee commented: The total number of diplomats decreased from 311 to 283 this year.** In 2012, ACPV removed from the College 27 diplomats with active status and 1 with inactive status. The reason for the removal was failure to pay dues and submit CE as required in the ACPV bylaws. This change was not reflected in the 2012 report on number of Diplomates but was reflected in the 2013 report.

21. **Comments on the ABVS Review Process**

Include comments or suggestions for improvement in the Annual Report and related ABVS processes. The review process is designed to ensure that RVSOs are conducting themselves in accordance with ABVS requirements and other standards expected of professional certification organizations.

22. **Contact Information**

Include names and addresses/telephone numbers/e-mail addresses for Officers, Board Members, Executive Secretary/ Director and ABVS Representative and Alternate.

Name, title, and signature of individual completing this form:

Janece Bevans-Kerr

Director of Member Services, ACPV

Janece Bevan-Herr