

THE AMERICAN
COLLEGE OF
POULTRY
VETERINARIANS

Procedural Manual

July, 2015

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1-0. CREDENTIALING

1-1. Applications

Each applicant for Diplomate status must submit an application to the Board in order to establish eligibility to take the certification examination. All applications shall be made on forms prescribed by the Board, shall be accompanied by an application fee in such sum as may be fixed by the Board from time to time, and shall be forwarded with all necessary documents to the Executive Vice President of the College by October 1 of the year preceding the examination date. The eligibility of any applicant to take the certification examination will be determined by the Board upon recommendation by the Credentialing Committee. The following prerequisites must be met to the satisfaction of the Board before the applicant is determined to be eligible to take the examination:

(1) The applicant shall have graduated from a college or school of veterinary medicine accredited or approved by the AVMA, or possess an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate, or be legally qualified to practice veterinary medicine in some state, province, or territory of possession of the United States, Canada, or other country.

(2) The applicant shall have satisfactory moral and ethical standing in the veterinary profession.

(3) The applicant shall be sponsored by three members in good standing of the College.

(4) In addition to having earned the DVM degree or equivalent, the applicant must satisfy one of the following requirements:

(a) Have earned a Master's level degree, or an equivalent or higher postgraduate degree with major emphasis in poultry health before or after obtaining the DVM or equivalent degree, or

(b) Have successfully completed a training program in poultry veterinary medicine which shall have been approved by the Training Program Review Committee, or

(c) Have at least five years professional experience relevant to poultry veterinary medicine or in one or more activities including but not limited to teaching, independent research, service or diagnostics with increasing responsibility over time.

(5) The applicant shall:

Have authored as first author three case, research or technical reports, of standard suitable for publication or that make a significant contribution to the field of poultry veterinary medicine.

In all cases the applicant shall submit to the Credentials Committee a copy of the relevant article and/or reports described above.

(6) The applicant shall submit to the Executive Vice President complete and full details of the applicant's qualifications, including notarized copies of diplomas, degree certificates,

transcripts (in English or with a translation) and a copy of publications and any other evidence of professional experience, competence and achievements as a poultry veterinarian.

(7) The application received by October 1 are reviewed initially by the Executive Vice President. A fee predetermine by the Board shall accompany each application. The applications are then made available to each member of the credentials review committee. Decisions are sent to the Executive Vice President by November 15 for Board approval.

(8) The Executive Vice President shall notify applicants of their eligibility to take the certification examination within 60 days of the October 1 submission deadline. Applicants are notified of the date and venue of the examination within three calendar months of the next scheduled examination. Applicants deemed to be ineligible shall be informed of their deficiencies in respect of their credentials, experience, or qualifications within 60 days after the October 1 deadline.

2-0. CERTIFICATION EXAMINATION

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 certification examinations 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 examinations, 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 examination periods, to successfully complete all phases of the examination. A fee as determined by the Board shall be charged for each and every examination. Any applicant who has not successfully completed three phases of the examination within three years after the application will be permitted to reapply after a waiting period of one year. Such applicants will be required to submit a new application and examination fee. The applicant will be required to complete the entire sequence, comprising all three parts (phases) of the examination.

(9) Policy for deferring of certification examination: This policy outlines the procedures for candidates who elect not to take the examination 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 examination fee will be forfeited to the ACPV.

3-0. CERTIFICATE

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.

4-0. GUIDELINES FOR STANDING COMMITTEES

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

(2) Members of the standing committees (with the exception of 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 appointed annually by the President of the Board, with the approval of the Board. The chairperson of each committee will be appointed by the President with the approval of the Board. Tenure of standing committee members shall begin immediately following appointment. 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.

(3) 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) 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.

4-1. Credentials Review Committee

(1) 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.

(2) The committee shall examine the prerequisite qualifications of applicants for examination and recertification according to standards of eligibility established in Section 1 (See Application – requirements) and shall recommend action to the Board. The Board will make a final decision concerning the eligibility of the candidate to sit for the examination.

4-2. Examination Committee

(1) Statement of Purpose

The certification exam of the American College of Poultry Veterinarians is the foundation upon which the College is built. The ACPV exam should be tailored to assess competency in core

knowledge and entry level skills for poultry veterinarians. The key to success is a well-trained and seasoned exam review committee with no less than three year terms. Participation in the ACPV Examinations Committee requires a commitment to confidentiality as well as a significant time commitment. The ACPV Examinations, Credentials Review and Training Program Review committees need to interact often as the College's standing depends on a clear understanding of what is expected of all candidates.

(2) General Operating 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 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. The committee is led by a chairperson elected by the President. The chairperson will be appointed for three years, one year as chair-elect, one year as acting-chair and one year as past-chair.

(3) Examination Revision Process, History and Timeline

In 2015, the College completed a substantial revision of the ACPV examination beginning with a jobs analysis from which an exam blue print was created; next, a revised exam was built using the blueprint; and last, a cut-score analysis was conducted to determine the exam pass rate. Two forms of the examination were built using this process. Each form will be used for three years, alternating between form A and form B each year for a total of six years. The revision process should begin again in a timely manner so that the next revised exam in two forms is complete by 2021. The President may appoint ad hoc committees to help complete the process in addition to the Examinations committee.

(4) Meetings

The Examinations committee meets formally twice a year. First to review the exam and second to administer and grade the exam. Details regarding Examinations committee meetings can be found in the Examinations Committee SOP.

4-3. Nominations Committee

(1) 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.

(2) The committee comes to action at the request of the Board in the last quarter of the year when asked for nominations (typically by email) for office, to be voted on by the entire College in the first quarter of the following year. The Nominations Committee seeks to identify candidates, willing to serve the College, that represent the professional, geographic and gender diversity that is characteristic of the College. Each member of the committee puts forth their nominations, after talking with the individual about their willingness to serve if elected by the College. 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 fall to the committee chairman of the Nominations Committee.

(3) Election Timeline

On or before the 1st day of February in each year, the Nominations Committee shall submit to the Executive Vice President, the names of candidates nominated by it for positions on the Board and President-Elect. The Executive Vice President shall send notice to all members, no later than February 15th, informing the membership of the Committee's nominations (or failure to nominate any person). Additional nominations of candidates for election by the membership to the Board may be made by petition signed by three members of the College in good standing if the petition is received by the Executive Vice President on or before March 1. Each petition may nominate only one candidate and no member may join in more than one petition.

(4) 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 on or before the next succeeding March 15th. 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 until March 30. Any ballot cast after March 30th shall not be counted.

4-4. Continuing Education Committee

(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.

(2) Committee Composition

The committee is comprised of six (6) ACPV members in good standing with one committee member chairing the group. Each member serves for 3 consecutive years. The composition of the committee is aimed to cover different regions of North America to enable the

group to get a good sense of what topics/subject matter are considered necessary. Topics suggested from Diplomates of the College are considered.

(3) Procedure

Each workshop is planned at least one (1) year in advance and the program is put together by all the committee members. The task is divided among the committee members and this involves sourcing of qualified speakers, budgeting, soliciting for sponsorship, arranging for the venue, meals, audio-visual equipment, manuscript and proceeding preparation, on-site registration, conducting the workshop, speaker assistance etc. A final report is presented to the Board at the annual meeting.

4-5. Training Program Review Committee

(1) Committee Composition and Purpose

This committee shall consist of three members in good standing of the College, serving on a rotating basis with the senior committee member chairing the committee. The purpose of the Training Program Review Committee is:

- to review and approve new applications for ACPV approved training programs,
- review existing programs for compliance with ACPV guidelines and,
- remove those programs that have failed to meet such guidelines.

(2) Procedure

a. The committee shall annually review two documents: the ACPV Standards for Approved Training Programs for Poultry Veterinarians and the Application for Review and Approval (of a) Training Program in Poultry Veterinary. This is 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 needed to be made to the standards and applications.

b. 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.

c. 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.

i. 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 1. This will give the committee ample time to review the form and solicit any further information needed from the programs.

ii. 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.

d. 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.

4-6. Recertification Committee

(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.

(2) Process and Timeline for CE Review

March 1 st	ACPV office sends CE information to the committee.
March	Each committee member reviews a portion of the CE submitted.
April	Committee meets via conference call to discuss questionable CE submissions.
April 30th	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.

Choices:

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

4-7. Appeals Committee

(1) Committee Composition

The Appeals Committee shall consist of three members in good standing of the College. The committee members shall be appointed by the President, and have served either on a previous Board or in a committee capacity. They may not be current members of the Board. The purpose of the committee shall be to review appeals of adverse decisions and follow the procedures outline below.

(2) Procedure for Appeal of Adverse Decisions

- a. Adverse decision by the American College of Poultry Veterinarians (ACPV) may include, but are not limited to:
 - Denial of certification of an individual

- Denial of adequacy of credentials
- Denial of approval of a residency program
- 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:

- b. 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:
 - i. Disregarding the established ACPV criteria for certification of approval.
 - ii. Failing to follow its stated procedures.
 - iii. Failing to consider relevant evidence and documentation presented.
- c. Petition for reconsideration:
 - i. 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.
 - ii. Such petition must be received in the ACPV office within 90 days of the date ACPV announces its adverse decision.
 - iii. 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.
 - iv. 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.
 - v. 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.

5-0. 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.

5-1. 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.

5-2. 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.

6-0. MISCELLANEOUS

6-1. 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.

6-2. 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.

6-3. 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.

6-4. 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.

6-5. 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) 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.

(3) 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.

6-6. 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.

6-7. 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.