



UNIVERSITY OF
GEORGIA

College of Veterinary Medicine
Department of Population Health

September 15, 2020

To: Past President Andrea Zedek, President Rocio Crespo, and the Board of Governors.

From: Susan M Williams, Chair of the Ad hoc Credentials Review Committee

Subject: Final report of Ad hoc Credentials Review Committee with recommendations and action items:

In March of 2020, President Zedek charged the Ad hoc Committee of Credentials Review with 4 items to help with the Credentialing process and propose recommendations. The Committee members included Drs. Susan Williams (chair), Sherrill Davison, Patty Dunn, Rocio Crespo and Simone Stoute. The four action items were:

1. Initial Credentialing of applicants. Review the application, sponsor form, and requirements to sit for the exam.
2. Training for the Credentials Review Committee—what kind of training is needed?
3. Repeat Takers—Any changes in the requirements for candidates who need to repeat sections?
4. Review any other aspects of the process and make improvements.

The committee worked diligently on these 4 items by creating a timeline, accessing all relevant documents, had Janece create a secure website to house all the documents, and met weekly via Zoom to discuss the various parts of the charge and make changes.

As a result, we have the following items ready for discussion with the Board of Governors.

Charge 1—Initial Credentialing of Applicants.

1. Changes in the Application process. There will be 2 parts for the application. **Part 1 is due April 1st** and will require candidate's name and contact email and the names and contact emails of 3 ACPV diplomats that will serve as Sponsors. The candidate will have a Primary sponsor and 2 Secondary sponsors. These diplomats will receive a link to the updated sponsorship form to access strengths and weakness of the applicant six months prior to the deadline for Part 2 of the application. **Part 2 of the application is due Oct 1st**. This section is similar to the original application with some updates. Candidates with documents not in English will need to have all documents translated and certified by specific companies that do this type of translation and certification for a fee.
2. Sponsorship Form (formerly called the nomination form). The sponsorship form has undergone a significant overhaul. The sponsors will need to assess the applicant on several items, including having sufficient knowledge with regards to disease investigations and North American poultry production. Instead of 5 areas of assessment, there are now 8 areas with contact hours, experience type and competency required answers.
3. We recommend that the Executive Vice President has the power to make initial decision to reject applicants for incomplete applications.
4. Requirements to sit for the exam. We did change the requirements to sit for the exam by requiring all applicants to have a valid license. We also created a handbook with valuable information for the applicant and their sponsors/mentors to review at the beginning of their preparations. The handbook is based off the ACPV handbook for Pathology trainees with modifications to fit our college. We feel that if

applicants follow the information presented, they will have the potential to be more prepared to pass the exam on the first time.

5. All of these changes will now allow the Credential Review Committee to assess whether an applicant has demonstrated the knowledge and skills needed to sit for the exam and have a reasonable chance of passing the exam on the first try. This also gives the College data for analysis based on the new sponsorship form on which activities are very important for candidates that are successful in passing the exam on the first attempt.

Charge 2-- Training for the Credentials Review Committee.

6. With the new application information and prescreening by the ACPV Executive Vice President, we created a checklist with categories to evaluate each application and determine the eligibility to take the exam.
7. Training document was created for the Credentials Review Committee and outgoing Chair will conduct the training for all members of the committee.

Charge 3-- Repeat exam takers

8. In the Handbook, there is a section for candidates who do not pass the exam on the first attempt. They will need to develop a study plan after reviewing the exam results with their Primary Sponsor. The Primary Sponsor will determine if the plan addresses the deficiencies sufficiently and approve the plan.

Charge 4-- Any other aspects of the process to improve

9. We recommend that the exam blueprint with the percentage of exam questions per topic (KSAs) be available for the applicants by posting on the ACPV website.
10. Using a credential certification companies to verify the validity of documents and verify licensing practices in countries where a diploma serves as a license would solve a long standing issue for the Credentials Review Committee. We would no longer ask for documents to be notarized.
11. We consolidated several forms into one with the Handbook and reviewed and updated the ACPV Procedures Manual to reflect the changes in the application, sponsorship form, initial application review by the Executive Vice President and clarified language that was different or confusing between forms.

The Ad hoc Committee brings forth the following documents for discussion.

1. ACPV Certifying Exam Handbook
2. Updated Procedures manual for credentialing applicants (BOG to approve)
3. Application Part 1 form
4. Application Part 2 form
5. Sponsorship form
6. Credentials Review application evaluation form
7. Credentials Review Training document

We feel that with these changes, the quality of applicants will improve which will result in more qualified candidates taking the exam. The study plan for the repeat exam takers should improve the percentage that pass the retaken sections. There are significant changes in the Sponsorship procedure. 1) Primary and Secondary Sponsors are identified; and 2) Sponsors must have in depth knowledge of the applicant. In the new sponsorship forms Sponsors will attest to the knowledge or experience of the applicant in more detail. Incomplete sponsorship forms will not be accepted. The Executive Vice President can reject incomplete applications during the initial screening. We suggest that the changes should go into effect for the 2022 exam cycle.