

**Credentials Review Committee
Training Document
2020**

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.

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.

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

- a) Reviews veterinary degree and eligibility to practice veterinary medicine
- b) Reviews appraisal by sponsors
- c) Reviews publications
- d) Evaluates the applicant's poultry specific experience or formal training
- e) Makes the decision regarding acceptability of an applicant to sit for the examination
- f) Generates a list of approved and unapproved applicants and sends the list to the Executive Vice President.

Definitions

Applicant: A person who has applied to take the exam and has not gone through credentialing review.

Candidate: A person who has applied AND has been approved by the Credentials Review committee as eligible to take the exam AND approved by Board of Governors.

Sponsor: must be an ACPV diplomate in good standing and have knowledge about the applicant's experience in poultry veterinary medicine. A sponsor's endorsement of an applicant indicates that the sponsor believes that the applicant has adequate training, experience and knowledge to sit and pass the exam.

Primary sponsor is an ACPV diplomate who has supervised or has direct knowledge of the applicant's experiences, competence, and skills in most, if not all, areas of the exam. See content of exam.

Secondary sponsors are ACPV diplomates that have partial knowledge of the applicant's experience, competence, and skills.

Veterinary Degree and Eligibility to Practice Veterinary Medicine

- a) Applicants must have earned a DVM or VMD or an equivalent veterinary qualification which would enable the applicant to practice veterinary medicine in the US or another country.
- b) All applicants must submit a diploma.

- c) 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.
- d) 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.

Sponsors' Evaluation

Be sponsored by three (3) Diplomates of the College. Only ACPV members in good standing will be allowed to sponsor exam candidates.

The sponsor's endorsement of a candidate's application certifies that the candidate has had training adequate to permit sitting for the examination. Sponsorship of a candidate is not to be taken lightly because the ACPV Credential Committee puts considerable trust in sponsors to determine the acceptability of a candidate. A sponsor's endorsement clearly does not guarantee success for the candidate, but it should guarantee that the candidate fulfills the minimum requirements and has been thoroughly prepared. As the mentor, the Primary sponsor must be intimately involved with the training, work or professional experiences of the candidate. Secondary sponsors must know in some detail what is being done for and by the candidate. Sponsors should serve as counselors who review all aspects of the candidate's training and progress on a regular basis. A primary or secondary sponsor must not have a conflict of interest with the candidate as viewed by an objective outside observer.

Publications

- a) The candidate shall have authored as first author three case, research or technical reports of a standard suitable for publication or that make a potential contribution to the field of poultry veterinary medicine.
- b) More than 1 nutrition-based manuscript will not be allowed unless it is documenting a formulation mistake resulting in a deficiency/toxicity.
- c) Manuscripts dealing with Feed additives should demonstrate benefits to poultry health versus strictly feed conversion improvements.
- d) Chapters from a Dissertation or Thesis will not be accepted unless already published.
- e) In all cases, the applicant shall submit to the Exam Committee Chair for submission to the Credentials Committee a copy of the relevant article and/or reports described above.
- f) These articles must be translated into English.
- g) Abstracts or outlines of presentation will not be accepted.

Poultry Experience

The applicant should have knowledge and experience in all of the disciplines associated with poultry health, diagnostics and disease control. This includes microbiology, pathology, epidemiology, disease prevention, nutrition, US regulations, food safety, and environmental management regarding poultry. This should be confirmed by selected sponsors.

In addition to having earned a DVM degree or equivalent, the applicant must fulfill one of the following options:

Training Program Route: If the applicant has participated and completed an ACPV approved training program, they are considered fulfilling this requirement. See ACPV website for a list of Approved ACPV Training Programs.

Applicants applying for credentialing under the provisions of the ACPV approved training program route must provide one (1) of the following documents.

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

Advanced Degree Route: 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.

- a) Transcripts from such a program must be included in the application to allow determination of a sufficient degree of poultry medicine emphasis.
- b) Applicants must submit a diploma and transcripts from such a program to allow determination of a sufficient degree of poultry emphasis.
- c) Additional documentation must be submitted to ensure adequate field experiences.

Experience Route: Have completed 5 years of professional experiences after obtaining the DVM degree, relevant to Poultry Veterinary Medicine. Applicants must document one or more activities including, but not limited to, teaching, research, service or diagnostics with increasing responsibilities over this period of time.

Timeline

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| April 1 | Application Part 1 with sponsors names 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. |