

AMERICAN COLLEGE OF POULTRY VETERINARIANS POLICY ON CREDENTIALING

1.0 Introduction

Applicants are referred to the requirements for credentialing which are incorporated in Article IV, Section 4-03(a) of by-laws of the College. This interpretation is intended to guide applicants and reflects the policy of the Credentialing Committee, approved by the Board of the College. The policy is based on experience relating the qualifications and experience of applicants to their subsequent performance on the Certification Examination.

2.1 Publications

The intention of the publications requirement is to confirm that the candidate has made a contribution to knowledge in the field of poultry veterinary medicine and is capable of communicating to peers, in writing, observations relating to field cases or basic and applied research.

The publications will be judged on the following criteria:

- Applicant is first author
- Originality of the material
- Potential contribution to the profession and the industry
- An evaluation of the journal or publication (if published). Peer-reviewed journals such as *Avian Diseases*, *Avian Pathology*, *Poultry Science*, *Journal of Applied Poultry Research* and equivalent publications will be considered as highly acceptable. Industry periodicals including the Watt, Elsevier, and similar publications which are widely read and maintain acceptable editorial standards will also be considered acceptable.
- Company reports or studies with restricted circulation will also be acceptable, providing they indicate a structured approach to identifying and defining problems, applying scientific principles and incorporate acceptable organization and presentation. These “confidential” documents and reports will be reviewed only by the Committee and will be returned to the applicant.
- To give the greatest chance for successful papers, the following elements should be considered and included:
 - Abstract: Serves to contain a concise statement of introductory materials, a hypothesis if relevant, a few key points about the study design or methods, and a few key results.
 - Introduction: Serves as the basis for the study, case report or research trial, usually in the form of a concise review of the pertinent literature that surrounds questions to be explored.

- Materials and Methods: Serves as a clear description of the experimental design, if one is used. This section can also describe in sufficient detail how samples were collected and analyzed, necessary quality controls and statistical methods.
- Results: Serves to present study results, including relevant data and supporting statistical analyses.
- Discussion: Serves to relate the study to existing literature. The interpretation of the results should be clearly stated in light of the statistical significance and the impact on the poultry industry.
- Summary: Serves to pull ideas of the paper together to draw any conclusions or emphasize the importance or relevance of the work.
- References: Serves to acknowledge the works found in other manuscripts that were utilized in reviewing the literature and producing results of the present study.

It is required that the copies of publications submitted will either be in English or that the applicant will provide a copy of the original article together with a certified translation, if not published in English.

General review articles may be acceptable if the author undertakes a structured and interpretive review of available literature with appropriate citations. Reproduction of material available in published texts, procedures manuals and promotional material issued by breeders, pharmaceutical or biologics manufacturers will not satisfy the publications requirement. Abstracts of platform or poster presentations are not acceptable in terms of the publications requirement. Additionally, all three publications submitted must be separated, stand-alone entities and not duplicated. Topics can be related, but the material within each report should be distinct.

3.0 Experience

The Committee will review the experience of applicants based on documented exposure to one or more segments of the poultry industry including breeding, commercial egg, turkey or broiler production. Aspects of the poultry industry including, but not limited to, food safety, epidemiology, genetics, nutrition, management, economics, and specifically prevention, diagnosis and management of disease will be evaluated. The Committee recognizes that broad exposure to a number of sub-disciplines within poultry veterinary medicine as enumerated above is essential for success in the Certification Examination. Credentialing will be denied a candidate if, in the opinion of the Committee, experience is limited to laboratory studies, a single commercial species, or one or two narrow aspects of veterinary medicine that would be more appropriate to diplomate status in microbiology or pathology.

It is incumbent on applicants to document their experience with detailed descriptions of past experience. Evaluation will be facilitated by the applicant providing a schedule tabulating date and place of employment, job title and a brief description of responsibilities. It is necessary to provide sufficient information to

assure the Committee that the applicant has attained the necessary field experience and exposure to poultry veterinary medicine consistent with the alternative route to credentialing, as defined in the Policies and Procedures Manual of the American Board of Veterinary Specialists.

Candidates who have successfully completed an approved residency program will be deemed to have acquired sufficient experience for credentialing.

4.0 Sponsorship by ACPV Diplomates

Three nominations submitted in confidence by members of the College in good standing are required to support the credentialing of the applicant. It is expected that sponsors will provide a frank and factual appraisal of the applicant in relation to suitability to practice poultry veterinary medicine. If candidates do not believe that they comply with the requirements in relation to publications and especially practical experience, they should not embarrass members of the College by requesting recommendations based on commercial considerations or social relationships. If however, in the opinion of the Committee, there is a discrepancy between the information as provided by the applicant and the appraisal by one or more sponsors, additional documentation may be requested or the application may be denied or deferred.

5.0 Professional Training

Veterinary Degree

Applicants must have earned a DVM or VMD or an equivalent veterinary qualification which would enable the applicant to practice veterinary medicine in the USA or another country.

All applicants must submit a diploma.

- a) 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.
- b) 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. Suggested companies are: National Student Clearinghouse and World Education Services.

Training Program Route

Applicants applying for credentialing under the provisions of the ACPV approved training program route must provide one (1) of the following documents at the time **examination fees** (not application fees) are due:

- 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.

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

Post Graduate Degree Route

Applicants applying for credentialing under the provisions of the post graduate degree program route must have earned the M.S. degree or an equivalent or higher post-graduate degree with major emphasis in poultry veterinary medicine before or after obtaining the DVM or equivalent degree. Applicants must submit a diploma and transcripts from such a program to allow determination of a sufficient degree of poultry emphasis.

Professional Experience Route

Applicants applying for credentialing under the provisions of the professional experience route must have at least five (5) years professional experience after receiving the veterinary degree relevant to poultry veterinary medicine in one or more activities including, but not limited to, teaching, research, service or diagnostics with increasing responsibilities over this period of time.

6.0 License

Applicants must supply a copy of their veterinary license. Applicants who graduate from a veterinary college in a country where a diploma, rather than a formal license, qualifies one to practice veterinary medicine must submit a verification of this practice through a document certification company. Suggested companies are: National Student Clearinghouse and World Education Services.

7.0 Application Deadline

All candidates are required to submit the completed application to the Executive Vice President by the application deadline of each year. This is an absolute final date and no extensions will be granted. Incomplete applications will either be returned or will be deferred until the following year. Although the candidate has no direct control over the submission of the three letters of sponsorship, it is expected that appropriate contact between the candidate and recommender will ensure receipt of the letters of sponsorship by the application deadline.

8.0 Review Procedure

The completed applications are reviewed by the Executive Vice President for completeness and the applicant is assigned a file. Next, p u b l i c a t i o n s f r o m t h e a p p l i c a n t s a r e r a n d o m i z e d a n d s e n t t o members of the Credentialing Committee, who will blindly review each candidate in relation to publication requirements. Following assessment of each submission, the Credentialing Committee will then review each candidate in relation to the criteria of experience, recommendations by sponsors, formal training and licensing. Each candidate is considered and the decision regarding acceptability is based on the value judgment of all of the members of the Credentialing Committee. A formal report listing the accepted and rejected candidates is then sent to the Executive Vice President. Unsuccessful applicants are informed of their status and have the right to appeal any adverse decision as outlined in the by- laws which conform to the requirements of the American Board of Veterinary Specialties. The list of approved and rejected candidates is ratified by the Board of the American College of Poultry Veterinarians at a meeting in January of each year. Candidates are appraised of their status in writing by the Executive Vice President subsequent

to adoption of the report of the Credentialing Committee by the Board.

The various stages in review and approval ensure that all candidates are considered on an equitable basis and that the best interests of the College, the profession and its constituencies are served. The need to respond to all sections of the applications in detail and to provide supporting documentation including certificates, translations as required and publications is essential to a fair evaluation.

It must be remembered that the members of the Credentialing Committee and the Board are all involved in the responsibilities and obligations of their professional appointments in academia, industry and regulatory veterinary medicine. All of the officers and committee members of the College provide their time on a voluntary basis and cannot be unduly pressured to reconsider candidates in the event of missing information or documentation.

9.0 Questions

Applicants are encouraged to contact the Executive Vice President in advance of the application deadline regarding any aspect of the completion of the application or the review process. Routine matters can be dealt with by exchange of e-mail, fax or telephone. More complicated issues will be referred to the Chairperson or a member of the Credentialing Committee.