



## **AMERICAN COLLEGE OF THERIOGENOLOGISTS (ACT)**

### **General Information Guide (GIG)**

**Effective January 1, 2011**

The information contained in this Guide represents the current procedures and guidelines for individuals interested in certification by the American College of Theriogenologists (ACT or the "College"). While every reasonable effort has been made to ensure accuracy, Supervising Diplomates and/or candidates should contact the ACT office if questions arise. Furthermore, ACT policies and procedures are subject to periodic review and change. Should Supervising Diplomates and/or candidates have concerns about proposed or actual changes that could impact the certification process, they should contact the ACT office:

**American College of Theriogenologists**  
**PO Box 3065**  
**Montgomery, AL 36109**  
**(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)**  
**Phone: (334) 395-4666**  
**Fax: (334) 270-3399**  
**Website: [www.theriogenology.org](http://www.theriogenology.org)**  
**E-mail: [charles@franzmgt.com](mailto:charles@franzmgt.com)**

**SPECIAL NOTES:** This is the first ACT GIG and will become effective January 1, 2011. It is recognized special circumstances may exist for some trainees in pre-existing training programs that may not conform to all policies and procedures in this initial GIG. Therefore, all ACT training programs existing prior to January 1, 2011 and all trainees in pre-existing training programs who wish to submit a credentialing application for the 2012 examination are expected to register with ACT by March 31, 2011. Failure to adhere to these registration requirements may jeopardize the certification process. Consideration will be given to trainees in pre-existing training programs whose credentialing application does not fully adhere to the requirements in this GIG. However, all credentialing requirements in place

before January 1, 2011 must still be met. All new training programs and trainees are subject to and must adhere to all policies, procedures and deadlines contained within this GIG.

Initially, only residency training programs administered at colleges and universities will be recognized through the standard (“traditional”) training route (see section D.1.c. for a list of all training routes to certification). However, work is underway to create a process by which residency training programs at facilities other than colleges and universities will also be recognized. It is hoped this process will be in place by January 1, 2012.

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**A. ABOUT ACT****A.1. HISTORY OF ACT**

The initial American College of Theriogenologists organizing committee consisted of: Drs. C.J. Bierschwal Jr., David Bartlett, Lloyd C. Faulkner, John Kendrick, Fayne Oberst, Stephen J. Roberts, Raimunds Zemjanis.

Initial members considered names for the new College. To develop a name for the College, Professor Herbert Howe, Department of Classics, University of Wisconsin was consulted. After much consideration Theriogenology was chosen; therio(=beast or animal) + gen/genesis (=beginning, birth, reproduction)+ology (=study of).

**A.2. CHARTER MEMBERS**

Dr. Bill Adams  
Dr. Les Ball  
Dr. CAV Barker  
Dr. David Bartlett-organizing committee  
Dr. Clarence Bierschwal-organizing committee  
Dr. Bill Brown  
Dr. Cliff Callahan  
Dr. Ed Carroll  
Dr. Bill Cates  
Dr. Tracy Clark  
Dr. Lloyd Faulkner-organizing committee  
Dr. John Hughes  
Dr. John Kendrick  
Dr. Don Lamond  
Dr. Les Larson  
Dr. Charles Martin  
Dr. Bill McGee  
Dr. Doug Mitchell  
Dr. Dave Morrow  
Dr. Fayne Oberst-organizing committee  
Dr. Steve Roberts-organizing committee  
Dr. Floyd Sager  
Dr. Bill Wagner  
Dr. Donald Walker  
Dr. Bob Wescott  
Dr. John Williams  
Dr. Elmer Woelffer  
Dr. Ray Zemjanis-organizing committee

**A.3. PURPOSE OF ACT**

Recognized by the American Veterinary Medical Association in 1971, the purposes of the College shall be the advancement of knowledge and competence in the areas of undergraduate, graduate and postgraduate education, research, and clinical service in Theriogenology by:

- A.3.a.** the establishment of a certifying organization to recognize veterinarians as specialists in Theriogenology,
- A.3.b.** the establishment of high standards and guidelines for professional attainment and specialization.
- A.3.c.** establishing requirements for postgraduate education and experience prerequisites to certification in Theriogenology,
- A.3.d.** examining and certifying veterinarians as specialists in Theriogenology,
- A.3.e.** the encouragement of scientific investigation and research and the reporting of these,
- A.3.f.** the development of continuing education methods and programs for disseminating information to and increasing knowledge of all veterinarians, especially practitioners, and
- A.3.g.** the promotion of graduate study and residency programs.

The College shall evince a dedicated commitment toward the practitioner of veterinary medicine and shall develop special procedures for evaluation, recognition, and certification of competence of veterinary practitioners in Theriogenology.

**B. ORGANIZATIONAL STRUCTURE OF ACT**

Based on the Constitution and Bylaws of ACT, management and control of professional and business affairs of ACT are vested in ACT Executive Board members. All voting ACT Executive Board members are elected and consist of President, President-Elect, Vice-President, Past President, Secretary, Treasurer, and three Directors At-Large. An Executive Director is hired by the Board to manage day-to-day operations of ACT. The Executive Director is a non-voting member of the Executive Board.

The following standing committees assist in administration of ACT:

Certifying Examination Committee  
Appeals Committee  
Committee on Scientific Information  
Training/Credentialing Committee  
Nominating Committee

The Executive Board may appoint additional ad hoc committees to assist in administration of ACT affairs as needed.

The information included in this ACT General Information Guide (GIG) is a summary of the policies and procedures that govern ACT (see the ACT Constitution and Bylaws at [www.theriogenology.org](http://www.theriogenology.org)). Specific information not covered in the GIG is available from the ACT office:

American College of Theriogenologists  
PO Box 3065  
Montgomery, AL 36109  
(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)  
Phone: (334) 395-4666  
Fax: (334) 270-3399  
Website: [www.theriogenology.org](http://www.theriogenology.org)  
E-mail: [charles@franzmgt.com](mailto:charles@franzmgt.com)

**C. ACT MEMBERSHIP CATEGORIES****C.1. CHARTER DIPLOMATES**

Charter Diplomates are members of the organizing committee and/or a veterinarian with an established reputation, extensive experience, demonstrated competence in Theriogenology and/or who made substantial and significant contributions to the advancement of Theriogenology. Qualified individuals were invited and approved by the organizing committee.

**C.2. DIPLOMATES**

Diplomates meet the general requirements for certification set forth in the ACT Constitution and Bylaws, possess advanced competency in Theriogenology, pass the Certifying Examination given by the College and are unanimously approved by the Executive Board.

**C.3. EMERITUS DIPLOMATES**

Emeritus Diplomates have reached the age of sixty-five (65) or are retired from active veterinary practice, have requested Emeritus status and are elected by majority vote of the ACT Executive Board.

**C.4. HONORARY MEMBERS**

Honorary members are individuals of unusual eminence in the veterinary or allied professions who have made exceptional contributions to knowledge in Theriogenology. Qualified individuals are proposed to the Executive Board by two (2) Diplomates, recommended to ACT members by the Executive Board and approved by vote of the Diplomates. (see Nomination Procedures for additional information)

**D. GENERAL INFORMATION****D.1. ADMISSION REQUIREMENTS**

ACT Diplomates must fulfill the following general requirements:

**D.1.a.** Be a graduate of a college or school of veterinary medicine accredited by the AVMA, or possess a certificate issued by either the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Educational Equivalence (PAVE) **OR** be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada or another country.

**D.1.b.** Demonstrate unquestionable moral character and impeccable professional behavior.

**D.1.c.** Complete the education, training and experience requirements of one of the following training routes after graduating from a college or school of veterinary medicine (see additional specific requirements for each training route in other sections of this GIG):

**D.1.c.1. Residency (“Standard” or “Traditional”) Training Route** – one (1) year of clinical practice or the equivalent followed by a minimum of two (2) additional years training in an approved residency program.

**D.1.c.2. Practice (“Alternate”) Route** – minimum six (6) years of practice experience with a major emphasis in Theriogenology including completion of a two (2) year pre-approved study and mentorship program.

**D.1.c.3. Graduate (“Non-Traditional”) Training Route** – one (1) year of clinical practice or the equivalent followed by a minimum of two (2) additional years training in a graduate degree program with attainment of an advanced degree.

**D.1.d.** Submit acceptable credentials to the College.

**D.1.e.** Pass the Certifying Examination of the College.

**D.2. REGISTRATION AND PROGRESS REPORTING****D.2.a. Trainee Registration**

Anyone intending to apply for certification with the College must register with the ACT office as prescribed for the intended training route and pay a one-time registration fee. The purpose of registration is to ensure a trainee embarks on a training program conforming to the requirements of the training route through

which he or she wishes to become certified. **Failure to register or a delay in registration can jeopardize a trainee's certification process.** The requirements specified in the GIG at the time of registration will apply for the duration of the trainee's certification process, unless a change in requirements is made retroactive.

**D.2.a.1. Residency ("Standard" or "Traditional") Training Route** – Residency Route Trainees must register with the ACT office within ninety (90) days after starting their training program.

**D.2.a.2. Practice ("Alternate") Route** – Practice Route Trainees must register with the ACT office prior to beginning their training program.

**D.2.a.3. Graduate ("Non-Traditional") Training Route** – Graduate Route Trainees must register with the ACT office within ninety (90) days after starting their training program.

**D.2.b. Trainee Progress Reports**

Trainees must submit an Annual Progress Report to the ACT office within thirty(30) days following the annual anniversary of the beginning of their training program.

**D.2.c. Training Program Registration**

The ACT Program Director (see section E.2.a.) must submit a program registration form to the ACT office for review and written approval at least ninety(90) days prior to a trainee beginning training program.

**D.2.d. Procedure**

Trainees and Program Directors should obtain all forms from the ACT website ([www.theriogenology.org](http://www.theriogenology.org)) and submit completed forms to the Executive Director of the College.

**D.3. CREDENTIALING**

**D.3.a. Credentials Packet Submission**

A credentials packet including a Petition to Candidacy and all supporting materials described herein must be submitted to the ACT office with the appropriate application fee no later than October 1 to be considered for the next Certifying Examination. There will be no exceptions for the October 1 deadline. Credentials materials are not accepted by fax or email.

**D.3.b. Application Instructions**

All instructions must be adhered to strictly. Incomplete credentials packets will not be considered. See Application Procedures in this GIG for specific requirements. Contact the ACT office with questions about these procedures.

**D.3.c. Credentials Review**

Only COMPLETE credentials packets are reviewed by the Training/Credentialing Committee with recommendations provided to the Executive Board for final approval.

**D.4. FEES AND DEADLINES**

**D4.a.** Payment of the entire credentialing fee must accompany the credentials packet. Credentials packets received without proper payment in U.S. funds drawn on U.S. banks will not be processed.

**D.4.b.** The Executive board will periodically review and may revise the fee schedule. Fees are based on costs to review credentials and write, administer and score examinations. All fees are non-refundable and may not be applied to fees incurred in subsequent years.

**D.4.c.** An [Applicant Fees Remittance Form](#) must accompany all fees submitted by an applicant to the ACT office.

**D.4.d.** If certified as an ACT Diplomate, the first annual dues are payable the year following certification.

|                             |       |                            |
|-----------------------------|-------|----------------------------|
| Registration Fee.....       | \$100 | at Registration Submission |
| Application Fee .....       | \$250 | due Oct. 1                 |
| Re-Application Fee .....    | \$150 | due Oct. 1                 |
| Examination Fee .....       | \$500 | due Apr. 15                |
| Re-Examination Fee .....    | \$500 | due Apr. 15                |
| Annual Diplomate Dues ..... | \$225 | due Jan. 1                 |

**D.5. NOTIFICATION**

**D.5.a. Receipt of Credentials Packet**

The ACT office will acknowledge receipt of an applicant’s credentials packet via a message sent to the email address provided within 14 days of arrival. The email message only confirms receipt of the credentials packet and does not imply acceptance.

**D.5.b. Candidacy**

Applicants will be notified of their credentialing status by March 15. Applicants whose credentials are accepted become candidates to take the next Certifying Examination. Candidates planning to take the next scheduled examination must submit the examination fee to the ACT office by April 15.

**D.5.c. Examination Results**

Candidates will be notified of their examination results no later than ninety (90) days following the examination.

**D.6. APPEALS**

**D.6.a. Appeals Committee**

The Executive Board shall annually appoint an Appeals Committee whose duty it shall be to review any Petition for Reconsideration filed by an affected party. This committee shall consist of four (4) Diplomates comprising the President, who will serve as Chair, and three (3) other Diplomates of the College who are not currently members of the Executive Board or Certifying Examination Committee; at least one (1) of those three (3) members shall have served as a member of the Certifying Examination Committee of the College.

**D.6.b. Appeals Procedure**

An affected party has the right to appeal adverse decisions by the College. In the event of an adverse decision by the College, the College shall advise the affected party within thirty (30) days of the decision. An affected party desiring to appeal an adverse decision of the College must adhere to the following procedure:

**D.6.b.1 Grounds for Reconsideration or Review**

The affected party may petition the College for reconsideration or review of the College's decision on the grounds that the College ruled erroneously by:

D.6.b.1.a. Disregarding the College's established criteria for certification.

D.6.b.1.b. Failing to follow its stated procedures.

D.6.b.1.c. Failing to consider relevant evidence and documentation presented.

**D.6.b.2. Petition for Reconsideration**

D.6.b.2.a. An affected party may, at his or her option, petition the College to reconsider its decision by filing with

the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.

D.6.b.2.b. Such petition, in hard copy, must be received in the office of the College within thirty (30) days of the date on which the College announces its adverse decision. Petitions are not accepted via fax or email.

D.6.b.2.c. The Appeals Committee of the College will convene a meeting to discuss the petition. The affected party may, at the discretion of the College, be invited to address this meeting of the Appeals Committee.

D.6.b.2.d. The final decision of the Appeals Committee will be reached during an executive session. This decision will be delivered in writing by certified mail to the affected party and to the Executive Board of the College within ninety (90) days after the appeal was received by the College.

D.6.b.2.e. There shall be no further appeals of this committee's decision within ACT. However, if the affected party is not satisfied with the final decision, he or she may request mediation by the American Board of Veterinary Specialties.

## **D.7. RE-APPLICATION**

### **D.7.a. Procedure for Re-Application After Credentialing Failure**

Applicants who fail to meet all credentialing requirements may re-apply the following year by submitting an updated credentials packet and appropriate re-application fee. Re-application fee is due in the ACT office by October 1.

### **D.7.b. Procedure for Re-Application After Examination Failure**

Candidates who fail the Certifying Examination are entitled to retake the next scheduled examination.

**D.7.b.1.** Candidates may retake the examination twice (i.e., a total of three (3) attempts to pass the Certifying Examination) without repetitively the Executive Board, with the following caveat:

**D.7.b.2.** If a candidate does not retake the Certifying Examination within two (2) years after failing the examination then the candidate must repetition the Executive Board to again be accepted to take the Certifying Examination.

**D.7.b.3.** Candidates must submit the appropriate re-examination fee to retake the Certifying Examination. Re-examination fee is due in the ACT office by April 15.

**D.7.c. Procedures for Re-Application After Failing to Take Examination**

Candidates whose credentials are accepted but who fail to take the Certifying Examination within two (2) years of acceptance will be required to re-apply to take the examination and submit an appropriate re-application fee. Re-application fee is due in the ACT office by October 1.

**E. TRAINING****E.1. SUPERVISION AND MENTORING****E.1.a. Residency (“Standard” or “Traditional”) Training Route**

A residency training route program shall include a Diplomate of either the American College of Theriogenologists or European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

**E.1.b. Practice (“Alternate”) Route**

A practice route study and mentorship program shall include a Diplomate of either the American College of Theriogenologists or European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

**E.1.c. Graduate (“Non-Traditional”) Training Route**

A graduate training route program shall include a Diplomate of either the American College of Theriogenologists or European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

**E.2. DEFINITIONS RELATING TO ACT TRAINING ROUTES****E.2.a. ACT Training Program Director**

An ACT Training Program Director shall be a Diplomate of the American College of Theriogenologists or European College of Animal Reproduction OR Fellow of the Australian College of Veterinary Scientists (Animal Reproduction) and responsible for overseeing an ACT Residency or Graduate Training Program at a given site. There may not be more than one ACT Training Program Director at any site. The ACT office will direct all correspondence concerning the training program at that site to this individual. The ACT Training Program Director is responsible for disseminating information to the appropriate individuals. It is the Program Director’s responsibility to notify ACT of any changes in a program. Failure to notify ACT will place the program in jeopardy of loss of approval.

**E.2.b. Training Advisor**

The Training Advisor supervises a trainee’s ACT training program and signs all documentation submitted by their trainee verifying completion of approved program requirements. A Training Advisor shall be a Diplomate of either the American College of Theriogenologists or European College of Animal Reproduction, **OR** a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

**F. APPLICATION PROCEDURES****F.1. FORMS, FORMATS AND INSTRUCTIONS**

Applicants are responsible for following all application instructions and procedures as well as using all required forms and formats to prepare their credentials packet.

Click the links below to download the indicated form, format or instructions. These items will aid the applicant in completing their credentials packet.

[Credentials Checklist](#)

[Petition to Candidacy](#)

[Curriculum Vita Example Format](#)

[Letter of Instruction for Training Advisors](#)

[Letter of Instruction for References](#)

[Confidentiality Agreement](#)

[Requests for Special Accommodations](#)

All items submitted as part of an applicant's credentials packet must be written in English. If the item is written in a language other than English, the applicant will provide an official English translation and attach it to the non-English version.

**F.2. CREDENTIALS CHECKLIST**

Applicants will use this checklist to ensure all required items are submitted in their credentials packet. Incomplete packets will not be considered for evaluation. The checklist must be completed, signed and submitted in the credentials packet. The checklist is submitted as a hard copy and digital file in PDF format on a CD.

**F.3. PETITION TO CANDIDACY**

Applicants will complete and sign the Petition to Candidacy and submit it in their credentials packet. The Petition to Candidacy is submitted as a hard copy and digital file in PDF format on a CD.

**F.4. CURRICULUM VITA**

Applicants will submit a current curriculum vita in their credentials packet. Vita must adhere to the example format provided. Applicants will submit their curriculum vita as a hard copy and digital file in PDF format on a CD.

**F.5. DIPLOMA, CERTIFICATE OR LICENSE**

Applicants will submit one of the following:

**F.5.a.** Diploma or certificate verifying graduation from a college or school of veterinary medicine accredited by the AVMA,

**F.5.b.** A certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG),

**F.5.c.** A certificate issued by the Program for the Assessment of Veterinary Educational Equivalence (PAVE), or

**F.5.d.** A license to practice veterinary medicine in a state, province, territory, or possession of the United States, Canada or another country.

A photocopy of the diploma, certificate or license must be submitted in the applicant's credentials packet. The copy will be submitted as a hard copy and digital file in PDF format on a CD.

#### **F.6. TRANSCRIPT OF GRADUATE STUDIES**

Applicants will submit as a part of their credentials packet a transcript of all graduate studies completed as a part of their approved training route program. Supporting documents (see Petition for Candidacy form) will be submitted as a hard copy and digital file in PDF format on a CD.

#### **F.7. PERSONAL BIOGRAPHY**

Applicants will submit a one-half page personal biography in their credentials packet. The biography will be submitted as a hard copy and digital file in PDF format on a CD.

#### **F.8. CONFIDENTIALITY AGREEMENT**

Applicants will complete, sign and submit a Confidentiality Agreement in their credentials packet. Agreement will be submitted as a hard copy and digital file in PDF format on a CD.

#### **F.9. REQUESTS FOR SPECIAL ACCOMMODATIONS**

ACT complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, ACT will make reasonable accommodations for candidates when appropriate. If an applicant requires special accommodations related to a disability in order to take the Certifying Examination, he/she must complete the request form and submit it with his/her credentials packet. The form should be submitted as a hard copy and digital file in PDF format on a CD.

#### **F.10. SATISFACTORY COMPLETION OR PROGRESS LETTER**

Applicants will obtain a letter from their Training Advisor attesting to the applicant's satisfactory completion of or progress to date in their approved training program. Applicant will provide their training advisor a copy of the Letter to Training Advisors and request a letter be prepared in the format indicated. The training advisor must place the letter in a sealed envelope, sign over the sealed flap and give it to the applicant. The letter must be included in the applicant's credentials packet when submitted.

**F.11. LETTER OF INSTRUCTION FOR REFERENCES**

Applicants will obtain a Letter of Reference from two (2) ACT Diplomates other than their Training Advisor. Applicants will provide those Diplomates with the Letter of Instruction for References and ask them to prepare a letter of reference in the format requested. Each Diplomate must place his/her letter in a sealed envelope, sign over the sealed flap and give it to the applicant. The letters of reference must be included in their credentials packet when submitted.

**F.12. SUBMIT CREDENTIALS PACKETS TO ACT OFFICE**

Completed credentials packets will be submitted to the ACT office at the following address,

American College of Theriogenologists  
PO Box 3065  
Montgomery, AL 36109  
(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)

**G. EXAMINATION**

All candidates seeking certification as an ACT Diplomate must take and pass a comprehensive examination in Theriogenology. The examination is prepared by the ACT Certifying Examination Committee appointed by the ACT Executive Board. The committee consists of seven (7) Diplomates, comprising the ACT Secretary and six (6) additional Diplomates.

**G.1. EXAMINATION FORMAT**

The Certifying Examination consists of the following;

**G.1.a. Components taken by all candidates**

General multiple choice questions  
General essay questions  
Questions based on projected images

**G.1.b. Components in the species preference chosen by the candidate**

Species Preference Multiple Choice Questions  
Species Preference Essay Questions

**G.1.c. Species preference categories**

Bovine, equine, small animal, porcine or multi-species

**G.2. EXAMINATION ADMINISTRATION**

The Certifying Examination is administered no more than once each year, but is administered at least once during each two (2) year period. The Certifying Examination is given over two (2) days in conjunction with the annual conference of the Society for Theriogenology; thus, the date and site of the examination varies with the annual meeting.

**G.3. CANDIDATE ANONYMITY**

All examination answer sheets are identified only by candidate number throughout the examination and grading period to maintain anonymity.

**G.4. EXAMINATION RESULTS**

Results are reported in accordance with examination notification policy indicated in Section D.5.c. Every effort is made to score the examination and to notify candidates of whether they passed or failed by the evening or next day following completion of the Certifying Examination. If possible, successful candidates are introduced as new Diplomates at the annual ACT business meeting.