American College of Veterinary Preventive Medicine (ACVPM)
Maintenance of Certification Committee
Standard Operating Procedures (SOP)
Approved March 2020

I. Membership:
A. The Maintenance of Certification (MOC) Committee [hereafter referred to as ‘Committee’] consists of five members. The ACVPM Executive Vice-President (EVP) and a councilor appointed by the ACVPM President (President) serve as ex-officio members to the committee.

B. Members will serve a five-year term. In the committee activity report written at the conclusion of each year, the chair will recommend specific committee members to serve as the next chair and vice chair of the committee. In the event that a committee member resigns from the committee, the committee will recruit a new member and that new member will become the most junior member of the committee and serve five years. This may mean that other committee members serve a shorter term in order to ensure an appropriate succession order.

II. Roles and Responsibilities:
A. The Committee Chair will:
   1. Schedule and conduct all meetings, video-teleconferences, or teleconferences and assign tasks that must be accomplished throughout the year.
   2. With the committee, establish appropriate procedures and execute ACVPM policies to ensure fair and representative requirements for MOC.
   3. Ensure the MOC process is clear, reliable, and defensible.
   4. Lead committee in review of MOC documentation and any management of the MOC database.
   5. Ensure all open issues are tracked to closure.
   6. Recommend to the Executive Board (EB), after consultation with the committee members and the EVP, those members meeting the MOC requirements for re-issuance of certification.
   7. Complete a committee activity report that includes a summary of the MOC review, nominations for the next year’s chair and vice-chair, as well as replacement committee members to the President. The report will also give committee recommendations for procedural improvement to the EB. As part of the annual activities report, ensure that appropriate documentation of the committee’s activities is provided to the EVP for permanent storage.
   8. Present the activity report and results of the MOC review to the ACVPM EB during the annual meeting or designate another committee member if unable to attend.

B. The Vice-Chair will:
   1. In the absence of, or lack of response from the Chair, accomplish the responsibilities of the Chair as well as function as a subject matter expert for MOC policy.
   2. Assist in setting up documentation review.
   3. Perform other duties as requested by the Committee Chair.
   4. Draft letters to members regarding the outcome of their MOC review.

C. The committee members will:
   1. Annually review and edit the MOC SOP, and review the ACVPM Bylaws to determine if any changes should be recommended to the EB.
   2. Review MOC documents of active Diplomates and determine if the documentation fulfills the requirements.
   3. Attend committee meetings and vote on various committee issues.

D. The assigned Councilor from the Executive Board will:
1. Participate in conference calls and other discussions of the Committee.
2. Serve as a liaison between the MOC Committee and the EB.
3. Provide guidance from the Executive Board to align committee efforts with Executive Board efforts.

E. The ACVPM EVP will:
1. Provide administrative support to the activities of the MOC Committee.
2. Annually, no later than 15 January, remind Diplomates in their decade anniversary to submit their MOC form by 1 August of that year.
3. Confirm that MOC forms have been submitted by all active members on the decade anniversary of their entry into the College
4. Ensure MOC chair has all submitted MOC forms

III. Maintenance of Certification Procedures:
A. ACVPM MOC will be based on the following premises:
1. The MOC program will start in 2016. Beginning in 2016, all certificates awarded by the college will have to be renewed every 10 years. Members certified prior to 2016 are not required to submit MOC documentation but are encouraged to request a courtesy review.
2. Pre-2016 Diplomates may also request to change their pre-2016 Time-Unlimited Certificate, over to a post-2016 Time-Limited Certificate, whereupon they would be subject to MOC and required to submit documentation every 10 years.
3. In order to maintain certification with the college, requirements must be met on every decade anniversary (every 10 years) after the date of original certification (date letter received). For example: For an individual boarded in 2016, certification review will occur in 2026 then 2036, etc.
4. Active members (not Charter, Emeritus, or Honorary Members) must earn 100 points per ten-year window to successfully maintain certification.
5. Each point represents approximately one hour of Diplomate effort, or about 10 hours of time on an annual basis. Points can be accrued at any time during the ten-year period.
6. Points are earned through demonstration of Diplomate skills, knowledge, and abilities and are documented and maintained by the Diplomate. Diplomates will retain supporting documentation for review in the event the Committee has a question about any of the points submitted. These documents should be maintained by the Diplomate for at least three years following their MOC review. To facilitate the review process, Diplomates are encouraged to submit supporting documentation at the time of activity completion.
7. All active members are encouraged to submit activities for MOC certification via the online tracking system (pending implementation) throughout the 10-year window. Alternatively, Diplomates may complete an electronic copy of the MOC form (found on the ACVPM website) or print and email the form to the EVP by August 1st.
8. Tasks for earning points for maintaining certification are appropriate if they involve Preventive Medicine (PM) or Public Health (PH) topics related to animal and/or human health.

B. Maintenance of Certification form review:
1. In order to ensure uniformity in the evaluation of the MOC criteria, an online tracking system as well as a standard form are available to all members on the ACVPM website. Diplomates can choose to track their points online or print the form to track their points manually.
2. On an annual basis, the Committee will confirm that all Diplomates in their tenth year have submitted their MOC forms. If a Diplomate has not submitted their form, the committee will conclude the Diplomate has not met the MOC requirement and proceed as discussed in (4b), below. MOC forms received will be divided amongst the committee members to review for completion. Two committee members will evaluate each Diplomate’s form. The decision of the committee will be based on the following:
a. Both committee members’ agreement of completion of MOC requirements will serve as the official decision of the Committee.

b. If there is discordance, a third committee member will review, and the simple majority’s decision will be the official decision of the Committee.

c. If a form does not meet the requirements or if there is a question about any requirement being met, the Committee will conduct a meeting to determine if further clarification or documentation is needed from the Diplomate. After retrieval of any needed documentation, the Committee will vote and determine by simple majority if the MOC requirements were met.

All of the Committee’s recommendations will be forwarded by the Committee Chair to the EVP.

3. The Committee maintains the option to conduct random audits of documentation supporting the information provided in the MOC form.

4. Diplomates with Time-Limited Certificates:
   a. Until 2026, the MOC review will be a courtesy review. Any Diplomate not in compliance will be notified that they have not met the standard, but that no action will be taken until the 2026 cycle.
   b. Starting in 2026, if a Diplomate who was either boarded in 2016 or later, or who voluntarily accepts a Time-Limited Certificate, does not meet the MOC requirements, the member will be considered an inactive member and given one year to re-submit appropriate documentation or to complete the necessary requirements in order to maintain certification and be considered an active member. For example, 2016 diplomates submitting documents by August 1, 2026 will be notified in December 2026; non-compliant members will have until December 2027 to fulfill the necessary requirements. The points accrued during this period do not apply to the next ten-year window for certification maintenance. If the requirements are not met during the 12-month timeframe, the member will no longer be a boarded member of the college and will need to apply to the Executive Board for reinstatement, which will include retaking the credentialing examination.
   c. In the case where a Diplomate has been inactive as a result of not having paid dues, and recertification was due during the lapsed period, a review of their recertification will occur as soon as the dues have been paid and prior to reinstatement. The Diplomate will be required to submit documentation of their accomplishments since the last recertification.

   a. In no case will the period of recertification change, even when the Diplomate has lapsed in paying of dues or in submitting documentation for recertification. For example, a Diplomate who was certified by ACVPM in 2016 will be due for recertification in 2026, 2036 and every ten years afterwards regardless of lapses in activity. The only exception is when a Diplomate has lapsed for a sufficient amount of time that he/she is required to reapply to the College and retake the certification examination. In that case, the new admittance to the College will determine the years of recertification.

1. Diplomates with Time-Unlimited Certificates: ACVPM Diplomates certified prior to 2016 received Time-Unlimited Certificates which are valid for the life of the individual. Diplomates in this group are urged to participate in MOC. Once enrolled, they complete the same requirements as participants with Time-Limited certificates.

IV. ACVPM Maintenance of Certification criteria:

A. The purpose of MOC is to foster the continual improvement of a Diplomate’s knowledge and competence in the Veterinary Preventive Medicine specialty. This section outlines guidance for Diplomates to accomplish the necessary 100 points during each 10-year cycle. This guidance is organized by general categories with examples for each category and is not an exhaustive description of the opportunities available to Diplomates to accomplish their MOC. Diplomates are encouraged to complete accomplishments across multiple categories listed below, to accumulate
more than the minimum 100 points required to maintain certification, and to continue to record accomplishments in the online tracking system even after the minimum 100 points required to maintain certification is achieved.

B. Methods to accumulate MOC points:
   1. Examination:
      a. Retaking and passing the Credentialing examination, 100 points. The Diplomate must pay the examination fee (but not the credentialing fee) and take the same exam that is offered every June for candidates for initial entry into the College.
      a. Passing the Epidemiology Specialty examination, 100 points.
      b. Receiving Board Certification for another College, 100 points.
   2. Service:
      a. Completing a full term (six years of service) on the Examination Committee, 90 points (15 points per year of service prorated based on tenure).
      b. Completing a full term on other ACVPM committees (to include Ad Hoc or a special Executive Board approved task force) or committees of other Preventive Medicine/Public Health (PM/PH) organizations (e.g., American Public Health Association (APHA), National Association of State and Public Health Veterinarians (NASPHV), United States Animal Health Association (USAHA), Council of State and Territorial Epidemiologists (CSTE) can accrue 10 points per year of service.
      c. Writing examination questions for the ACVPM certification examination that are acceptable to the Examination Committee, 10 points per question.
   3. Experience:
      a. PM/PH work experience (including faculty), one point per month of full time employment, not to exceed 50 points.
   4. Publication:
      a. Authorship or co-authorship of a peer-reviewed PM/PH article, 60 points for primary authorship; 30 points for co-authorship.
      b. Reviewer or member of an editorial board for a PM/PH journal, one point per hour of work (typically less than eight hours per article), not to exceed 50 points.
      c. Authorship of non-peer reviewed articles; 10 points/technical article; five points/lay article. Example: MMWR vs. local newspaper article, etc.
   5. Instruction:
      a. Guest lecturer or invited speaker lecturing on PM/PH to a professional/academic audience, 10 points for every hour of lecture.
      b. Presenting at a scientific conference on a PM/PH topic, 10 points for oral presentation, and five points for a poster.
      c. Speaking to a public audience on PM/PH topics, five points/speaking hour. Examples include talking to scout troops or a chamber of commerce meeting.
   6. Continuing Education:
      a. Attending PM/PH-related conferences, courses, webinars and other training opportunities relevant to the College; One point per RACE-approved training hour. This includes topics that address one or more of the five ACVPM core areas of competency (Epidemiology and Biostatistics, Infectious and Parasitic Diseases, Food Protection, Environmental Health and Toxicology, Public Health Administration and Health Education) or specific ACVPM-identified competencies within each core area.
      b. Completing coursework related to PM/PH topics (e.g., Master of Public Health degree, Certificate program), 1 point per credit hour

V. Annual Schedule of Required Committee Actions:
A. The Committee Chair and EVP will prepare an itemized schedule of required actions, including deadlines, to enhance committee member preparedness for the MOC meetings. General guidelines are:
● NLT January 15: The EVP sends Diplomates in their MOC window a notification reminding them to submit their MOC form by August 1.
● March 1: Committee Chair submits SOP to the Executive Board.
● May 1: Committee submits budget requests for next fiscal year to the Executive Board.
● June 1: Committee submits Annual Report to the Executive Board.
● July-August: Committee Chair gives an oral report and update of activities at the Annual General Membership meeting held in conjunction with the AVMA.
● August 1: Due date for Diplomate submission of the MOC form to EVP. For example, August 1, 2035 would be the due date for Diplomates fully passing the 2025 credentialing examination.
● August: EVP distributes Diplomate MOC forms to MOC Committee for review.
● August-October 15: The Committee reviews the submitted MOC forms and the Chair returns the results to the EVP.
● December:
  o EB reviews/approves list of Diplomates meeting the requirements.
  o EVP sends notification of MOC review outcome to Diplomates.

B. In each of the years leading up to 2026, the Committee Chair and Committee Members will test the online system for tracking accomplishments by submitting and then reviewing their own activities or recruiting others from the Executive Board or other committees to submit their accomplishments.
  1. Activities will be submitted online to test the functionality of the website.
  2. Review will take place as outlined in Section V point A above to train Committee Members in the process of recertification.

VI. Effective date of Standard Operation Procedure:
  1. This SOP is effective on approval by the EB and remains in effect until modified or rescinded.
  2. It is reviewed annually by the Committee, and an updated/reviewed version submitted to the EB by March 1.