

AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE

Process and Application for Certification or Re-certification of Formal Training Programs in Veterinary Preventive Medicine and Public Health

I. Introduction and application outline

a. Preamble

The American College of Veterinary Preventive Medicine (ACVPM) has established a process to recognize and certify formal training programs in veterinary preventive medicine and public health. Where noted in this document, the term “training program” shall include graduate and/or residency programs, whether or not an advanced degree is obtained. Recognition and certification of a formal training program means that individuals completing the program can satisfy many of the “training and experience” requirements and should be qualified to apply to take the ACVPM Board Certification Examination.

The ACVPM Board Certification Examination evaluates candidates in five core areas of competency.

1. Epidemiology and Biostatistics
2. Infectious and Parasitic Diseases
3. Food Protection
4. Environmental Health and Toxicology
5. Public Health Administration and Health Education

Training programs seeking to attain ACVPM recognition and certification must demonstrate how the didactic courses (training) and applied experiences (experience) will prepare candidates for the ACVPM Board Certification Examination. The training program should be implemented with supervision by an Active Diplomate or Diplomates of the ACVPM and/or one of the other American Board of Veterinary Specialties' programs that improve animal health and public health, and should address at least four of the five competency areas. Supervision within the training program must include consultations, discussions, and management of actual veterinary preventive medicine cases/issues/events.

b. Application process

Application for review of a training program in veterinary preventive medicine and public health leading to ACVPM certification should be prepared in the format outlined in the Training Program Standards and Criteria (section II).

The complete application package (the original and three copies) including all pertinent supporting documents, together with a cover letter signed by the program administrator,

should be submitted to the ACVPM Executive Vice President who will forward the materials to the Continuing Education (CE) committee for review.

The CE committee will perform an initial assessment of the application to determine if it is suitable for full review. If initial review is acceptable, then the CE committee will arrange a site visit and provide a comprehensive report with recommendations on the suitability of the program for ACVPM certification or reasons for its rejection to the Executive Board of the ACVPM within a 45-day period. The Executive Board will provide a formal decision on certification to the administrator of the program under review within 45 days of receiving the CE committee's report and recommendation.

A report based on a site visit by at least two ACVPM Diplomates (preferably, but not necessarily, one Executive Board member and one CE committee member) to assess the adequacy of the training program will be factored into the decision-making process.

If certification is not recommended, the program administrator can request a subsequent review of the program after the stated deficiencies have been addressed. The revised and complete application package (original and three copies) with all supporting documents must be submitted to the ACVPM Executive Vice President. The CE committee will review the application following the steps indicated above. The CE committee will make a recommendation on suitability for certification to the Executive Board based on the assessment of the re-submitted documents and findings from a second site visit. The program administrator will be notified of the outcome of the application and the recommendation for ACVPM certification within a similar timeframe as stated above.

c. Application, re-application, and re-certification fees

The fees for review of an initial application or re-application for initial application will be \$750.00 USD. The fee for review of a re-certification application is \$500.00 USD. The fee is non-refundable, payable to the ACVPM, and should be submitted with the application or re-application package. Expenses, including round trip airfare, lodging, meal per diem, other transportation/parking costs, etc., for the onsite visit will be borne by the requesting institution. ACVPM will work with the requesting agency to assure the most cost-effective means of accomplishing this requirement. ACVPM representatives who will conduct the site visit will coordinate with the requesting organization to set the date(s) for the site visit such that the visit is timely and occurs when key organization staff will be present.

d. Certification period

A training program will receive ACVPM certification for a period of 5 years. A self-study report of the training program leading to re-certification will be required in the fifth year following the re-certification guidelines (see below VIII. Re-certification of the training program).

II. Training Program Standards and Criteria

- a. The training program must be formally affiliated with and administered by an accredited college or university. However, in special circumstances, the training program may show evidence of the existence of a strong association with an accredited college or university, if not formally affiliated with and administered by an accredited college or university
- b. Mission, goals, objectives, and outcomes must be clearly defined. An effective assessment plan must be in place to clearly evaluate the outcomes of the program relative to its mission, goals and objectives.
- c. The leadership responsible for the program must include at least two (2) full time faculty (e.g., tenure-track or clinical track) or professionals (e.g., with adjunct faculty positions or academic affiliation) who are Diplomates of the ACVPM. These faculty or professionals must be capable of achieving the mission, goals, and objectives of the program.
- d. The program must be located in a physical facility that provides for a positive learning experience. There must be evidence of adequate financial support of faculty, staff, facilities, and equipment. The funding source for trainees and/or residents must be indicated.
- e. Trainee and resident recruitment, admissions, and selection criteria must be clearly defined and implemented.
- f. The curriculum statement must include an outline of the educational objectives and learning activities. At least 12 months of formal training is required. Courses must be clearly defined with measurable outcomes. Formal training must be significantly linked to training that involves direct application to the preventive medicine and public health fields. The program must facilitate scholarly development of the trainee. Linkages to the five core competencies of the ACVPM examination must be clearly indicated.
- g. Trainees and residents should be given the opportunity and encouraged to give presentations and attend applicable external education programs (continuing education meetings, scientific meetings, workshops, etc.).

III. Re-certification of the training program

Once certified, the training program will be required to be re-certified every five (5) years. For that purpose, an updated application package or self-study report must be submitted as indicated below. This report should be based on measures of outcome assessment relative to Sections I through VII and the respective sub-sections. This self-study report will serve as the re-certification application for the program to initiate the review process.

The program must then submit a complete updated application package (original and three copies) including all pertinent supporting documents by the indicated deadline, together with a cover letter signed by the program administrator directed to the ACVPM Executive Vice President who will forward the materials to the Continuing Education (CE) committee for review.

The requested documentation will relate to all aspects of the training program to include information on the number of persons completing the program who later gained ACVPM board certification (including the number of attempts), current employment positions, number of applicants for the program, number enrolled, number graduated in the 5-year period, the qualifications and strength of the applicant pool, changes in resident and affiliated faculty supporting the program, changes in total funding and sources of funding in support of the program, etc.

The document should also highlight any major changes from the original application submission that granted the certification of the program, as well as comment on the anticipated or real impact of such changes.

The ACVPM Continuing Education committee will review the re-certification documents and make a formal recommendation on the report and re-certification of the program to the Executive Board of the ACVPM within 45 days of receipt of application documents. The ACVPM President will notify the program administrator of the outcome within 45 days of receipt from the Continuing Education Committee.

IV. Application for Review and Certification: Training Program in Veterinary Preventive Medicine and Public Health

The application package should be as complete and comprehensive as possible with appropriate documentation to support each section and sub-section.

II. MISSION, GOALS, OBJECTIVES, OUTCOMES

Mission, goals, objectives, and outcomes of the program must be clearly defined. An effective assessment plan must be in place to clearly evaluate the outcomes of the program relative to its mission, goals and objectives.

a. Define the training program with respect to

1. Mission statement

2. Goals (list or describe)

3. Objectives (list or describe)

b. Describe the assessment plan for evaluating the outcomes of the program relative to its mission, goals, and objectives. Provide examples of outcomes, such as submission and publication of trainee abstracts, peer-reviewed and lay article publications, reports, service activities (i.e. course teaching, student mentoring), presentations by trainees and graduates, evaluation of teaching/training, mentors and external partners evaluations, placement of graduates, alumni accomplishments, current employment, etc.

c. Label and attach any supporting documents for Part II, a or b

III. FACULTY

The leadership responsible for the program must include at least two (2) full time faculty (e.g., tenure-track or clinical track) or professionals (e.g., with adjunct faculty positions or academic affiliation) who are Diplomates of the ACVPM. These faculty or professionals must be capable of achieving the mission, goals, and objectives of the program.

- a. **Provide the names, addresses, telephone numbers, email addresses, and percentage of commitment to the program of all faculty members who will participate in the training program and identify which are ACVPM Diplomates**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- b. **Provide the names, addresses, telephone numbers, email addresses and individual's role in the program of affiliated faculty members who will participate in the training program and identify which are ACVPM Diplomates**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- c. Provide the details of affiliated faculty or personnel (not previously listed) who will provide support to the program through efforts such as mentoring or advising on field experiences or projects**

1.

2.

3.

4.

5.

6.

- d. Provide a brief 1 to 2-page curriculum vita of each individual listed above (a-c) who will be involved in the program**

Label and attach these supporting documents for Part III, d

VII. CURRICULUM

The curriculum statement must include an outline of the educational objectives and learning activities. At least 12 months of formal training is required. Courses must be clearly defined with measurable outcomes obtained through formal assessment or evaluation. Formal training must be significantly linked to training that involves direct application to the preventive medicine and public health fields. The program must facilitate scholarly development of the trainee. Linkages to the 5 core competencies of the ACVPM examination must be clearly indicated.

a. Outline the educational objectives and learning activities in the training program

1. Educational objectives

2. Learning activities. Indicate the expected commitment to teaching, research, and service, and the expectations or opportunities for teaching, participation in formal rounds, seminars, journal clubs, field work investigations, additional non-coursework training, etc.

b. Indicate the expected length of the program for the trainee to complete all requirements of the program in terms of time and course credit hours

c. Describe the course content for the training program including required/core and elective courses/units/modules

d. Indicate the measurable outcomes of the program courses

VIII. EXTERNAL EDUCATION

Trainees should be given the opportunity and encouraged to give presentations and attend applicable external education programs (continuing education meetings, scientific meetings, workshops, etc.).

a. List or describe the opportunities trainees have to give presentations at external education programs while participating in the training program

b. List or describe the opportunities trainees have to attend applicable external education programs while participating in the training program

c. Label and attach any supporting documents for Part VII, a and b