



## The American College of Veterinary Pathologists™

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### ACVP 2018 Exam • Sponsor Verification Form

*If you agree to endorse a candidate for the 2017 ACVP Certifying Examination (Phase I, Phase II), please complete and submit this form to [exam@acvp.org](mailto:exam@acvp.org), by October 15, 2017 for Phase I and **January 31, 2018** for Phase II.*

Sponsor Name: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

#### RESPONSIBILITIES OF A SPONSOR

**General:** Sponsorship of a candidate is not to be taken lightly; sponsorship is one of the principal indices used by the ACVP in determining a candidate's acceptability to sit for the exam. A sponsor's endorsement clearly does not guarantee success for the candidate, but it should serve as a guarantee by the sponsor that the candidate fulfills the requirements and has been thoroughly prepared.

**Sponsor:** All applications require a sponsor. The sponsor who endorses the application must be the person most responsible for the candidate's training in veterinary pathology. Occasionally, circumstances dictate that a sponsor is not the principal mentor, in which case the ACVP Council requires an explanation/justification.

**Phase I Examination sponsors:** Phase I sponsors do not need to be ACVP or ECVP Diplomates if the candidate is training in the Alternate Route of Phase II training. However, for the 12 months of Phase I training to be applied to the 36 months of Standard Route Phase II Training, the sponsor must be an ACVP Diplomate (or ECVP Diplomate as noted below for Phase II sponsors).

**Phase II Examination sponsors:** The sponsor for the Phase II examination must be an ACVP Diplomate (or an ECVP Diplomate as noted below). The Diplomate must have membership in good standing with their college and have been a Diplomate for at least the period of claimed sponsorship (generally 3 years or more). Anatomic pathology Diplomates of the ECVP, who were elected to the ECVP by examination, may act as sponsors for anatomic pathology candidates. Only ACVP clinical pathology Diplomates may act as sponsors for clinical pathology candidates for the Phase II examination. For Alternate Route Training, in which the principal mentor is not a Diplomate, co-sponsorship by a Diplomate must be obtained, which signifies that the training has been reviewed for adequacy and is consistent with the requirements of the College.

**Dual certification:** Diplomates certified in either Veterinary Anatomic Pathology or in Veterinary Clinical Pathology may seek certification in the other discipline. The application and examination procedures for such candidates are the same as those for other candidates, with two exceptions: 1) These Diplomates may serve as their own sponsor and 2) they are not required to repeat the Phase I examination.

Please check the appropriate box(es):

- I am a member of the ACVP
- I am a member of the ECVP
- I am not a member of ACVP or ECVP
- I am not a member of the ACVP or ECVP; the following Diplomate familiar with the candidate's training has agreed to endorse the application for the Phase II Certifying Examination:

Name of Diplomate: \_\_\_\_\_

The sponsor (or Diplomate familiar with the candidate's training if sponsor is not a Diplomate) must have been a diplomate for at least the period of time of claimed sponsorship (generally 3 years or more) for the Phase II Certifying Examination. List the sponsor's/endorser's year of certification:

Year of Certification: \_\_\_\_\_

The sponsor/Diplomate endorser must not have an obvious conflict of interest with the candidate, as would be viewed by an objective outside observer. If there are circumstances or relationships which may be perceived as a potential conflict of interest, please provide a detailed explanation in the space provided, or attach a separate sheet as necessary:

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**Phase I Sponsor Endorsement –Phase I Examination.**

The sponsor’s endorsement of a candidate’s application certifies that said candidate has been provided the training experience, preparation time and access to training materials adequate to sit for and pass the Phase I examination.

- I accept being sponsor for this candidate as stated above and endorse the candidate and state that the candidate has had training adequate to sit for and pass the Phase I examination.
- I DO NOT endorse the candidate and state that the candidate has NOT had training adequate to sit for and pass the Phase I examination.

**Phase II Sponsor Endorsement –Phase II Certifying Examination** (answer both A and B parts).

Part A. The sponsor’s endorsement of a candidate’s application certifies that said candidate has been provided the training experience, preparation time and access to training materials adequate to sit for and pass the Phase II Certifying Examination.

- I accept being sponsor for this candidate as stated above and endorse the candidate and state that the candidate has had training adequate to sit for and pass the Phase II Certifying examination.
- I DO NOT endorse the candidate and state that the candidate has NOT had training adequate to sit for and pass the Phase II Certifying examination.

Part B. Sponsor Endorsement – Proficiency in non-testable skills. The ACVP requires sponsor verification that the candidate has demonstrated proficiency in the following entry-level skills that are non-testable by the examination but considered critical based on the results of the ACVP Role Delineation Study. The ACVP does not expect that all trainees will be equally versed in all areas, but does expect the sponsor’s assurance that the candidate is adequately prepared to perform the tasks with at least a basic level of competency. (A listing of skills is detailed on page 3 of this form.)

- I certify that the candidate has demonstrated proficiency in these skills.
- I DO NOT endorse the candidate and state that the candidate has NOT had training adequate to sit for and pass the examination.

**Verification/confirmation that candidates have completed their training.**

If at the time of the completion of this form the candidate has not completed the required time for training, the sponsor will be contacted one to two weeks prior to the day of the Phase I Examination and/or the Phase II Certifying Examination to verify/confirm that the candidate has completed or will complete training.

Check the following:

- The candidate has completed their training at the time of this application
- The candidate has not at this time completed their required time for training **AND (also check one of the following):**
- I agree to validate/confirm that the candidate has completed all required training when contacted one to two weeks prior to the Phase I Examination and/or Phase II Certifying Examination.
- I DO NOT agree to validate/confirm training.

If you disagree and/or wish to provide additional explanation or comments, please use the space provided, or attach a separate sheet as necessary:

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I certify that the information I have provided is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**QUESTIONS AND ADDITIONAL INFORMATION**

Additional information about Sponsorship and the Examination itself can be found at [www.acvp.org](http://www.acvp.org). Questions about these can be addressed by emailing [exam@acvp.org](mailto:exam@acvp.org).

**PROFICIENCY IN NON-TESTABLE SKILLS.**

<b>Anatomic Pathology Examinees:</b>	
<b>Element of Practice</b>	<b>Tasks</b>
Data Collection, Analysis and Interpretation	1) Perform necropsies and collect gross morphometric data by weighing and/or measuring tissues, lesions, organs, whole animals, and other specimens in accordance with established protocols and using professional judgment in order to understand pathogenesis, diagnose disease, and/or perform quantitative data analysis.
	2) Review antemortem data and history using a systematic process in order to support the collection of relevant samples.
	3) Collect specimens and/or guide others in sample collection according to protocols or professional judgment for histology, cytology, and other testing for subsequent analysis or archiving in order to preserve sample integrity.
	4) Describe gross morphological observations using a systematic approach and appropriate, medical terminology in order to provide a complete and accurate record.
	5) Integrate individual animal data by correlating clinical pathology, toxicology, diagnostic imaging, microbiology, and other test results with morphology in order to characterize the pathogenesis of disease or formulate a diagnosis.
	6) Identify artifacts in tissue sections and other samples using professional judgment and expertise in order to identify those that could be misinterpreted or impede the ability to assess the tissue response accurately.
Communication and Reporting	7) Communicate pathology findings and their significance through clear and concise oral and written reports to regulators, clinicians, scientists and other stakeholders in order to provide appropriate context for decision making.

<b>Clinical Pathology Examinees:</b>	
<b>Element of Practice</b>	<b>Tasks</b>
Communication and Reports	1) Write clinical pathology reports using training, experience, professional judgment and other information in order to convey the interpretation in a clear, concise, and accurate manner.
	2) Communicate the significance of clinical pathology results using clear, concise oral and written language in order to convey the potential implications for a subject, patient, or population (animal and/ or human).
Quality Assurance	3) Define standard operating procedures in accordance with prescribed methods in order to ensure acceptable levels of quality and consistency.
	4) Evaluate specimens, reagents, instruments, and personnel training by inspection, review and documentation in order to ensure the validity of data.
	5) Evaluate data for evidence of preanalytical and analytical error through inspection in order to determine if verification and troubleshooting are required to obtain reliable results.