



American College of Veterinary Pathologists

2024 Phase II Certifying Examination

Candidate Handbook

The mission of the ACVP is to promote excellence in veterinary pathology through our members as they protect and improve animal, human, and environmental health to benefit society.

Questions about the Phase II Examination may be addressed to exam@acvp.org.

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Policies Procedures, and Requirements

This document supersedes all previous publications of the American College of Veterinary Pathologists (ACVP) concerning its policies, procedures, and requirements for certification. The admission of a candidate to the ACVP Certifying Examination is governed by the policies, procedures, and requirements in effect during the current application period. The ACVP reserves the right to make changes in its fees, policies, procedures, and requirements at any time, with or without prior notice.

Introduction

The ACVP Phase II Certifying Examination Candidate Handbook is a resource for trainees, sponsors, mentors, and training programs interested in ACVP board certification. There is a separate Candidate Handbook for the Phase I Certifying Examination. However, general information relevant to both the Phase I and Phase II Certifying Examinations is included in this handbook. Both Candidate Handbooks should be consulted by new trainees at the beginning of a training program, whenever changes in training are considered, during training to ensure that eligibility requirements are being met, and again near the end of training to prepare to apply, prepare, and sit for the ACVP Certifying Examination. Candidate Handbooks for the Certifying Examination will be updated as requirements or examination details change, and the examination section of the ACVP website should always be referenced for the most current version of Candidate Handbooks and other important examination information.

Contact Information

Questions regarding the Phase II ACVP Certifying Examination or eligibility criteria should be sent to exam@acvp.org.

Certifying Examination

The ACVP Certifying Examination is a two-phase process that candidates must pass in order to be certified as Diplomates in either veterinary anatomic or clinical pathology.

Certifying Examination content is based on a blueprint of key tasks and species, organ systems, and processes and distribution of topics. The blueprint documents for anatomic and clinical pathology are available at the link below. Candidates are strongly encouraged to review the blueprints for their respective examinations prior to making study plans.

[Job Task Analysis Blueprints](#)

Phase II Examination

The Phase II Certifying Examinations are one-day examinations either in veterinary anatomic pathology or veterinary clinical pathology. The 2024 Phase II Examinations are composed of 300 multiple-choice questions (MCQs) that assess the skills and knowledge that a minimally competent

pathologist should possess.

Candidates who fail the examination will be provided with the results of how they performed on the examination.

The Phase II Examination dates are posted on the ACVP website.

Administration of the Phase II Examination

The 2024 Phase II Examination will be administered in partnership with Meazure Learning, a credentialing examination administrator. The examination may be taken at a Meazure Learning Testing Center or by Live Remote Proctoring (LRP). Additional information regarding Meazure Learning procedures and policies can be found on the ACVP website.

Approximately six weeks prior to the testing dates for the Phase II examination, candidates will receive an email notice from Meazure Learning to schedule their examination at a testing center or by LRP. The notice to schedule will provide each candidate a unique username and password and the URL to access the test scheduling system to select a testing location, based on seating availability, or to schedule LRP administration.

Anatomic Pathology Phase II Examination Reading List

This reading list is provided as **guidance** for candidates. The sources are common journals and textbooks that represent the appropriate level of pathology knowledge. **Candidates should feel free to utilize other equivalent sources and they should seek mentor guidance if they are unclear about source equivalency.**

For textbooks, candidates should utilize the most recent edition for optimal preparation. For journals, candidates should focus on articles published within the last five years. For the 2024 Phase II Certifying Examination, candidates should focus on journals published between January 1, 2019, and December 31, 2023. Publication refers to the date of print publication, not the online first publication date.

Principal Sources

Textbooks

- Maxie MG. *Jubb, Kennedy and Palmer's Pathology of Domestic Animals*. 6th edition.
- Zachary JF. *Pathologic Basis of Veterinary Disease*. 6th edition.
- Scott MA, Stockham SL. *Fundamentals of Veterinary Clinical Pathology*. 2nd edition.
- Clinical pathology atlases
- Raskin RE, Meyer DJ, Boes KM. *Canine and Feline Cytopathology*. 4th edition.
- Valenciano AC, Cowell RL. *Diagnostic Cytology and Hematology of the Dog and Cat*. 5th edition.

Journals

- *Veterinary Pathology*
- *Journal of Comparative Pathology*
- *Journal of Veterinary Diagnostic Investigation*

Supplemental Sources

Textbooks

- Abdul-Aziz T, Fletcher OJ, Barns HJ. *Avian Histopathology*. 4th edition.
- Terio K, McAloose D, St. Leger J. *Pathology of Wildlife and Zoo Animals*. 1st edition.
- Barthold SW, Griffey SM, Percy DH. *Pathology of Laboratory Rodents and Rabbits*. 4th edition.
- Noga EJ. *Fish Disease: Diagnosis and Treatment* (Chapters 4, 5, 7-15). 2nd edition.
- Abee C, Mansfield K, Tardif S, Morris T. *Non-Human Primates in Biomedical Research: Diseases* (2012, Chapters 1, 2, 4, 6, 9, 11, 12, 13, 15). 2nd edition.
- The American Association of Avian Pathologists. *Avian Disease Manual*. 8th edition.
- Schmidt RE, Reavill DR, Phalen DN. *Pathology of Pet and Aviary Birds*. 2nd edition.

Journals

- *Toxicologic Pathology* (review articles)

Anatomic Pathology Scoring and Item Distribution

The 2024 Phase II Examination will consist of 300 MCQs, administered in 3 sections of 100 questions each. Each section will contribute equally to the final score.

Questions may include, but are not limited to, core concepts; identification and interpretation of macroscopic conditions; identification, description and interpretation of microscopic changes; selection of interpretation and integration of clinicopathologic data; selection and interpretation of appropriate ancillary tests such as special stains, immunohistochemistry, electron microscopy, PCR-based clonality, flow cytometry, cytology and in situ hybridization; knowledge related to the pathophysiology, progression and diagnosis of disease in animals; and current literature.

Species Distribution

- 50 – 70% Domestic animals
- 20 – 30% Laboratory animals
- 10 – 20% Non-domestic animals

Clinical Pathology Reading List

This reading list is provided as **guidance** for candidates. The sources are common journals and textbooks that represent the appropriate level of pathology knowledge. **Candidates should feel free to utilize other equivalent sources and they should seek mentor guidance if they are unclear about source equivalency.**

For textbooks, candidates should utilize the most recent edition for optimal preparation. For journals, candidates should focus on articles published within the last five years. For the 2024 Phase II Certifying Examination, candidates should focus on journals published between January 1, 2019, and December 31, 2023. Publication refers to the date of print publication, not the on-line first publication date.

Principal Sources

Textbooks

- Stockham SL, Scott MA. *Fundamentals of Veterinary Clinical Pathology*. 2nd edition.
- DiBartola SP. *Fluid, Electrolyte and Acid-Base Disorders* (Sections I, II, III) 4th edition.
- Raskin RE, Meyer DJ, Boes KM. *Canine and Feline Cytopathology*. 4th edition.
- Rizzi TE. *Atlas of Canine and Feline Urinalysis*. 1st edition.
- Walton RM, Cowell RL, Valenciano AC. *Equine Hematology, Cytology, and Clinical Chemistry*. 2nd edition.
- Brooks MB, Harr KE, Seelig DM, Wardrop KM, Weiss DJ. *Schalm's Veterinary Hematology*. 7th edition.

Journals

- *Veterinary Clinical Pathology*

Supplemental Sources

Textbooks

- Thrall MA. *Veterinary Hematology, Clinical Chemistry, and Cytology*. 3rd edition.
- Campbell TW, Ellis CK. *Avian and Exotic Animal Hematology and Cytology*. 5th edition.
- Harvey JW. *Veterinary Hematology – A Diagnostic Guide and Color Atlas*. 1st edition.
- Other canine and feline cytology textbooks – options can include:
 - Valenciano AC, Cowell RL. *Diagnostic Cytology and Hematology of the Dog and Cat*. 5th edition.
 - Barger AM, MacNeill AL. *Small Animal Cytologic Diagnosis*. 1st edition.
 - Sharkey LC, Radin MJ, Seelig D. *Veterinary Cytology*. 1st edition.
 - Burton AG. *Clinical Atlas of Small Animal Cytology*. 1st edition.

Journals

- *Veterinary Pathology*
- *Journal of the American Veterinary Medical Association*
- *Journal of Veterinary Internal Medicine*

Clinical Pathology Scoring and Item Distribution

The 2024 Phase II Examination will consist of 300 MCQs, administered in 3 sections of 100 questions each. Each section will contribute equally to the final score.

Questions may include, but are not limited to, core concepts; interpretation and description of microscopic lesions (hematology, bone marrow, cytology and histopathology); interpretation of visual test results (e.g. hematology cytograms, flow cytometry plots, electron micrographs, special and immunochemical stains, method comparison charts, quality control data); interpretation of clinicopathologic data; selection and interpretation of appropriate ancillary tests such as special stains, immunohistochemistry, electron microscopy, PCR-based clonality, flow cytometry, cytology and other specialized laboratory tests; knowledge related to the principles of commonly used laboratory equipment and methods; knowledge

related to the fundamental principles of laboratory medicine (e.g. test properties, quality assurance and quality control, reference interval determination); knowledge related to the pathophysiology, progression and diagnosis of disease in animals; and current literature.

Species Distribution

- 70 – 80% Domestic animals
- 10 – 20% Laboratory animals
- 5 – 10% Non-domestic animals

Responsibilities of Candidates, Sponsors, and Training Institutions

Responsibilities of the Candidate

The level of responsibility on trainees for their own education is high and demands extensive independent study of textbooks and journals, and consultation with pathologists, clinicians, and other specialists. Supplementary participation as a student in lectures or participation in seminars may be useful. However, this should not be the major emphasis of the training. The Certifying Examination is the culmination of years of intensive preparation involving a wide range of animal species. A final phase of concentrated study can generally be successful only if the preceding training has been suitable in breadth and depth.

Responsibilities of the Sponsor

The sponsor's endorsement of a candidate's application certifies that the candidate will have had training adequate to permit sitting for the examination by the time of examination administration. Sponsorship of a candidate is not to be taken lightly because the ACVP Board of Directors and Credentialing Committee puts considerable trust in sponsors in determining the preparedness of a candidate. A sponsor's endorsement clearly does not guarantee success for the candidate, but it should guarantee that the candidate fulfills the minimum requirements and has been thoroughly prepared. As the principal mentor, the sponsor must be intimately involved with the training of the candidate. The sponsor, if not the main instructor, must know in some detail what is being done for and by the candidate, and should serve as a counselor who reviews all aspects of the candidate's training and progress on a regular basis. A sponsor must not have a conflict of interest with the candidate as viewed by an objective outside observer.

Responsibilities of the Training Institution for the Phase II Examination

Training should include daily participation in, and responsibility for, some portion(s) of pathology service, training, or research. The training should offer academic studies designed to provide adequate understanding of the basic principles of pathology and provide facilities and case materials for the trainee to gain practical experience in performing professional duties. These should include the application of all standard methods and procedures of pathology to any given case, to demonstrate the pathogenesis and cause of the existing disease process and make a diagnosis. For veterinary anatomic pathology, this

usually relates to performance and interpretation of gross, histologic, histochemical, immunohistochemical, molecular biological and ultrastructural examinations, and correlating results with clinical findings and clinical laboratory data. For veterinary clinical pathology, this usually relates to interpretation of hematologic, cytologic, biochemical, immunological, and molecular biological examinations of blood, urine, body fluids, and other specimens obtained from the animal, as well as histologic evaluation of surgical biopsy specimens. Interpretation includes correlating test results with clinical findings. While the pathologist need not be technically proficient in the performance of laboratory procedures, thorough familiarity with the methods, uses, limitations, and applications of such tests, and the ability to supervise the performance of these procedures, and interpret the results are required.

Training institutions should provide library resources that include current journals and reference textbooks commonly used by veterinary pathologists, and access to computerized literature searches. In addition, archival case materials or organized study sets containing case materials should be made available. ACVP does not credential training programs at this time.

If candidates have questions about their training program and its acceptability for training, they can contact exam@acvp.org.

References for Training

- Elements of Good Training in Anatomic Pathology, Vet Pathol 47: 995-1002, 2010.
- Guidelines for resident training in veterinary clinical pathology: I. Clinical chemistry. Vet Clin Pathol 32: 202-208, 2003.
- Guidelines for residents training in veterinary clinical pathology: II. Hematology. Vet Clin Pathol 35: 382-387, 2006.
- Guidelines for resident training in veterinary clinical pathology: III. Cytopathology and surgical pathology. Vet Clin Pathol 38: 281-287, 2009.

Sponsor and Training Route Requirements and Definitions

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 Credentialing Committee and Board of Directors require an explanation/justification at the time of application.

If an ACVP, ECVP, or ECVCP Diplomate is not the person most responsible for a candidate's training, then the Sponsor Verification Form must be co-signed by the principal mentor. The Diplomate will complete all portions of the form relevant to the sponsor, whereas the principal mentor will sign as the co-signing mentor (co-sponsor).

Phase II Examination Training

Subsequent to graduation from a veterinary college or school, candidates must be trained in veterinary

anatomic pathology if they are seeking certification in veterinary anatomic pathology, and in veterinary clinical pathology if they are seeking certification in veterinary clinical pathology. Remote training can serve as a supplement to, but not a substitute for, in-person instruction, except where noted for Dual Certification candidates. Remote training includes synchronous review of any specimen slides or reading list material using a virtual meeting platform including Zoom or Teams as well as training done in a geographically separate location from the mentor. Candidates must complete training under one of the following program scenarios prior to taking the Certifying Examination:

Standard Route

This is a training program, such as a residency in veterinary pathology, that is specifically designed to train veterinary anatomic or clinical pathologists as one of its primary functions, is supervised and directed by a Diplomate of the ACVP or ECVCP for clinical pathology candidates, or by a Diplomate of the ACVP or ECVCP for anatomic pathology candidates. The training must include at least 36 full-time calendar months, at the equivalent of 40 hours per week, with direct supervision in the primary field (anatomic or clinical pathology) for which certification is sought. Remote training can serve as a supplement to, but not as a substitute for, in-person instruction; therefore, interactions with the Diplomate mentor(s) must be in-person. Remote training includes synchronous review of any specimen slides or reading list material using a virtual meeting platform including Zoom or Teams as well as training done in a geographically separate location from the mentor. This training timeframe cannot include training to meet the requirements of dual certification.

Alternate Route

If a program does not meet the criteria above, then training must consist of at least 48 full-time months, at the equivalent of 40 hours per week, of relevant experience in veterinary anatomic or clinical pathology with at least 12 of the 48 months spent under the supervision and direction of an ACVP Diplomate at the same institution and in a program specifically designed to train veterinary pathologists as one of its primary functions. Remote training can serve as a supplement to, but not as a substitute for, in-person instruction; therefore, interactions with both the Diplomate mentor and other mentor(s) must be in-person. Remote training includes synchronous review of any specimen slides or reading list material using a virtual meeting platform including Zoom or Teams as well as training done in a geographically separate location from the mentor. This training timeframe cannot include training to meet the requirements of dual certification.

Dual Certification

ACVP Diplomates certified in either veterinary anatomic pathology or veterinary clinical pathology may seek certification in the other discipline. Training must consist of at least 12 full-time months, at the equivalent of 40 hours per week, in the discipline sought. At least 50% of the training must be completed in person with the sponsor who is board certified in the discipline sought, but the remaining time may be completed remotely. Remote training includes synchronous review of any specimen slides or reading list material using a virtual meeting platform including Zoom or Teams as well as training done in a geographically separate location from the mentor. Anatomic pathology sponsors must be either ACVP or ECVCP Diplomates, and clinical pathology sponsors must be either ACVP or ECVCP Diplomates. The 12 months of training may be obtained over a period of one to five years and may be either done pre- or post-certification in the first discipline. Training for both disciplines cannot occur simultaneously. Specifically,

portions of training weeks or months from the primary training program cannot be applied to the secondary discipline; concurrent training in both specialties will not be accepted.

Eligibility

Credentialing Requirements for Phase II Examinations

ACVP must examine only veterinarians who have a degree necessary for the practice of Veterinary Medicine from a veterinary college in a state, province, territory or possession of the United States or Canada, or from an American Veterinary Medical Association-listed veterinary college. Proof of veterinary medicine degree must be provided when applying to take the Phase I examination.

If a name change has occurred since the veterinary diploma was awarded, or since passing the Phase I Examination, the candidate is required to upload a photocopy of any legal documentation attesting to this change.

Criteria to Take Phase II Examination

- All candidates are required to pass the Phase I Examination prior to taking the Phase II Examination.
- A candidate may elect to take the Phase I and Phase II Examinations in the same year if they meet the eligibility requirements for both examinations. **Candidates intending to take both the Phase I and Phase II Examinations in the same year must register for each examination by the respective deadlines.** Candidates who do not pass the Phase I Examination will have their registration fee for the Phase II Examination (minus a processing fee) refunded within 30 days of receiving their Phase I Examination results.
- A candidate must have completed 36 months (Standard Route) or 48 months (Alternate Route) of veterinary pathology training prior to the Phase II Examination date and must submit a signed sponsor form attesting to that training with their application.
- A candidate must complete the online application and pay the Phase II Examination fee by the application date. Payment of the Phase II Examination fee is required to ensure full consideration of the exam application.

Criteria to Take Phase II Examination for Dual Certification

ACVP diplomates seeking dual certification must adhere to the following training requirements prior to attempting the relevant certification examination:

- Twelve full-time months, at the equivalent of 40 hours per week, of training under the mentorship of an ACVP Diplomate who is certified in the discipline sought. If a mentor is not an ACVP Diplomate, then he or she must be an ECVP Diplomate (for anatomic pathology candidates) or an ECVCP Diplomate (for clinical pathology candidates).

- The 12 full-time months of training may be obtained over a period of one to five years and may be either done pre- or post-certification in the first discipline. Training for both disciplines cannot occur simultaneously. Specifically, portions of training weeks or months from the primary training program cannot be applied to the secondary discipline; concurrent training in both specialties will not be accepted. A minimum of 50% of the training time should be in person with the ACVP (or ECVP or ECVCP) certified Diplomate (mentor).
- Following the training, the ACVP (or ECVP or ECVCP) certified Diplomate will sign the sponsorship form attesting to the readiness to attempt the certification examination (testable competencies) and training and mastery of non-testable competencies.
- For dual certification eligibility, one must be ACVP-boarded in one discipline before applying for the Phase II Examination in the second discipline (necessitating Phase II testing in separate years for anatomic pathology and clinical pathology) except in a case where a candidate meets full eligibility requirements for both disciplines in the same examination year (if a candidate had both 36/48 months of training in anatomic pathology and 36/48 months of training in clinical pathology, met other eligibility requirements, and wished to apply for and take both Phase II Examinations in the same year).

Criteria to Repeat Failed Examinations

After passing the Phase I Examination, candidates will have four attempts over the next nine years from the date of notification of Phase I results to pass the Phase II Examination. If a candidate has not passed the Phase II Examination after four attempts, or has exceeded their nine-year limit, they must reapply as a new candidate and will be required to retake and pass the Phase I Examination prior to retaking the Phase II Examination. (Note: The Phase II examination was not held in 2020; therefore, 2020 will not count toward the nine-year limit.) The four attempts that a candidate is given to pass the Phase II Examination will be calculated as the sum of attempts that occur in Ames, Tampa, or remote locations.

Application

Application Deadlines

Candidates must apply separately for the Phase I and Phase II Examinations. Application periods for each examination (the date applications open and the application deadline) are announced on the ACVP website and are subject to change from year to year. Candidates should check the dates each year in order to meet deadlines.

The application, Sponsor Form or Sponsor Form for Dual Certification, Terms of Agreement, and detailed application steps are available on the application page of the ACVP website.

[Exam Application Page](#)

Americans with Disabilities Act Requests

The ACVP complies with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendment Act of 2008 by providing reasonable accommodations. If a candidate has a disability or impairment which may require special accommodation(s) to take an examination, they must request the accommodation(s) by the published deadline.

Accommodation cannot be granted retroactively, so that if a candidate informs ACVP of an impairment or disability after the examination has been completed, there can be no changes made in that candidate's examination results or changes in how that candidate's examination is graded in comparison to other candidates.

[Accommodations information and request form](#)

Application Process and Withdrawal

Candidates pay the examination fee at the time of application. The applicant and sponsor will receive an email once the Credentialing Committee has reviewed the documentation and determined if the applicant is eligible to sit for the examination. A recommendation for acceptance or rejection to sit for the examination is made by the Credentialing Committee and is reviewed and approved by the ACVP Certifying Examination Board and Board of Directors. A message from ACVP indicating acceptance or rejection will follow the ACVP Board of Directors review.

Candidates may appeal the decision if rejected to take the Certifying Examination. Additional information regarding this process is included in the Appeals section below.

If the applicant's credentials are not accepted, or if a candidate's request to withdraw from the examination is received by the withdrawal deadlines listed on the ACVP website, fees are refunded minus a processing charge. No withdrawal refunds will be made after this date and no fees may be carried over to apply in subsequent years.

If a candidate applies for both the Phase I and Phase II Examinations and fails the Phase I Examination, they will automatically receive a refund for the Phase II Examination fee minus processing charge. No request for withdrawal from the Phase II Examination is necessary for these candidates.

Withdrawal prior to the examination, or failure to appear for the examination, will not constitute an attempt to sit for the examination. A candidate's illness during preparation for, or during the actual examination, will not be considered a valid reason to waive the rules of the College. In the event a candidate starts, but is unable to complete the examination, results will be reported and will constitute an attempt to sit the examination.

Terms of Agreement for Certifying Examination Candidates

All candidates are expected to accurately represent their credentials. All examinations are taken under an honor system. Candidates are required to read, sign, and submit the Terms of Agreement (found on the ACVP website) at the time of application. Test items are copyright protected. If a candidate is found to have misrepresented any portion of their credentials, to have received outside assistance on an examination, to have cheated on an examination, or to have misrepresented their work on an examination, to have violated the confidentiality or copyright protection of the examination, or to have behaved unethically in any other way during the credentialing or examination process, their credentials may be rejected, they will receive a failing grade on the examination, they will forfeit fees for the examination, and they will be subject to any other disciplinary action deemed appropriate by the ACVP. These actions may include denial of permission to retake the examination in future years and/or denial of the ability to attain certification.

Preparation, Validation and Scoring of the Phase II Examination

Test items for the Phase II Examination are written and assembled by ACVP Diplomates who are members of the Test Item Writing Group (TIWG) and the Examination Assembly and Administration Group (EAAG), respectively. Members of these groups are selected based on experience, expertise, areas of interest, access to test items, and employment sector (academia, diagnostics, industry). There are separate TIWGs and EAAGs for anatomic pathology and clinical pathology.

The TIWG composes or submits test items for consideration for the Phase II Examination. Submitted test items are reviewed for difficulty, accuracy, clarity, and relevance. Following a rigorous review process, test items are entered into a database for use on subsequent examinations. Each item in the database is accompanied by metadata, including Job Task Analysis, Examination Blueprint Categories, and performance data from previous examinations. This information is used by EAAG members when assembling an examination.

EAAG members prepare the Phase II Examination. Test items are selected from the database by the EAAG to produce an examination that is aligned with the ACVP Job Task Analysis and Examination Blueprints (see above). A number of test items with performance established in previous examinations are included for equating purposes (see below).

Grading of multiple-choice questions is automated. The computer-generated item analysis, including the discriminatory and difficulty coefficients of each question, is considered by the committee before final determination of candidate scores. During the entire examination process, candidates are identified only by number.

To pass an examination, a score equal to or greater than the passing point (cut score) must be achieved. Cut scores are established by ACVP Diplomates in consultation with a psychometrician via a standard setting study. Established cut scores will remain the same for all future examinations until a new standard setting study is conducted.

To ensure that examinations are of comparable difficulty, regardless of the year in which they are administered, an equating process is used to compare the difficulty of examinations given in different years and to adjust scores to reflect any differences in difficulty.

Additional information regarding establishment of the cut score and the equating process is available on the ACVP website. The cut score and pass rate for the previous year is posted to the website when results become available.

[Cut Scores and Equating](#)

Reporting of Phase II Examination Results

Written notification of the results of the examination will be emailed to candidates and sponsors within 45 days of the conclusion of examination administration.

Results for the automated multiple choice item scoring process are statistically and psychometrically analyzed, and items with specific scoring criteria are assessed and re-analyzed prior to final results being reported.

Appeals

Members, examinations applicants, and examination candidates may appeal an adverse decision by a College entity. Such decisions may include, but are not limited to, concerns about examination administration, denial of adequacy of credentials prior to examination for Certification, denial of Certification, and cancellation of Membership or Certification by disciplinary action. All appeals will be considered by the ACVP Appeals Committee, whose purpose is to review any decision by the College that adversely affects a person seeking to gain, continue, or reinstate membership in the College, upon the request of eligible persons.

Appeals from candidates must be submitted in writing to the ACVP Executive Director within 30 calendar days of such person's notification of the decision being appealed. Appeals must include a statement of justification for the appeal with supporting documentation, if any. When an appeal is received, the Executive Director shall submit the appeal materials to the Chair of the Appeals Committee and to the Chair of the ruling entity that made the original decision. Within 14 days of receiving these materials, the Chair of the ruling entity that made the original decision shall submit any documentation relevant to the appeal and a statement of justification for its original decision to the Appeals Committee Chair. Within 14 days of receiving these additional materials, the Appeals Committee Chair shall convene a meeting of the Appeals Committee to review all documents relevant to the appeal and determine the validity of the appeal. Within 14 days of this meeting, the Appeals Committee Chair shall submit the results of that determination to the Executive Director who shall inform the appellant of the Appeals Committee's decision. If the appeal is denied, no further appeal procedure shall be undertaken by the College.

Maintenance of Certification (MOC)

All veterinary specialties recognized by the AVMA, including the ACVP, are required to facilitate a mandatory program for maintenance of certification (MOC). Per ACVP's MOC program, Diplomates

certified in 2016 and thereafter have time-stamped certificates which expire every 10 years. Regular documentation of defined continuing education and scholarly activities, maintenance of professional proficiency, and efforts in professional organizations are required for renewal. The MOC portal is designed to efficiently facilitate ACVP members in documenting their maintenance of certification.

[MOC information and link to MOC portal](#)