

## Maintenance of Certification Program Policy Manual

### I. Rationale and Scope

In 2011 the American Board of Veterinary Specialists, under the umbrella of the American Veterinary Medical Association, mandated that all AVMA veterinary specialty organizations begin a program of maintenance of certification (MOC). ACVP will begin time-limited board certification in 2016.

ACVP has always maintained high and highly relevant standards for certification. While our jobs and our discipline offer many flexible ongoing opportunities for continued education, and the MOC system and portal are designed to recognize and document those learning activities. Among many continuing education possibilities, the new standards for maintenance include scholarly activities in writing and oral communication, understanding the latest innovations in our specialty, or new understandings of assessment and evaluation systems. MOC is designed to protect the ideology that a Diplomate of the ACVP is capable of providing creativity and state-of-the-art support for advancements in medicine and research.

The MOC portal is designed to efficiently facilitate ACVP members in maintaining their certification. The interface should clearly communicate, track, and report continuing education according to the basic guidelines delineated by the AVMA.

### II. General Policies

#### a. List of basic AVMA-directed Requirements

- i. 100 credits required in 10-year cycle
- ii. Credits to be obtained in no less than 6 years out of the 10-year cycle
- iii. Credits must be obtained from a minimum of two categories over 10-year cycle
  1. One of these categories must be Continuing Education, with a minimum of 30 credits earned in this category

#### b. Categories

- i. Continuing Education
  1. Professional biomedical/scientific conference/workshop
  2. Online learning
  3. Scholastic seminar
- ii. Scholarly activity in biomedical fields
  1. Published, peer-reviewed manuscript (senior/first author/co-author)
  2. Published, peer-reviewed case report (first author/co-author)
  3. Book editor
  4. Submission for extramural research grants/funding (PI/co-PI)
  5. Grant review
  6. Extramural presentation (first author/co-author)

#### iii. Maintenance of Professional Proficiency

1. Number of credits determined by % of full time equivalent (FTE)

- iv. Professional Organizations
    - 1. ACVP exam committee
    - 2. ACVP/ASVCP annual meeting education/program committees
    - 3. Editor/associate editor (any biomedical research journal)
    - 4. Manuscript or book review
    - 5. Other committee work (exam or education)
  - c. Procedure for Approving Additional MOC-Eligible Activities (not listed on the Credit Table)
    - i. Diplomate must submit a MOC Credit Activity Request Form (CARF, available online) to the MOC Committee for professional activities not currently MOC-approved (e.g. seminar, online courses, conferences/meetings).
    - ii. MOC Committee reviews all requests quarterly and decides if activity is approved for MOC credit.
      - 1. CARFs must be submitted no later than September 1 to be considered for that year's activities
      - 2. Any non-preapproved activities that take place between September 1 and September 30 can be submitted in the next year (exception is the final year [year 10] of certification).
    - iii. Multiple requests for the same activity may be eligible for addition into the Credit Table, as decided by the Committee.
- III. Important Facts & Information
- a. Deadline for Credit Entry
    - i. Credits must be entered by September 30 for credits earned in the prior year (year defined as September to September)
    - ii. No credits may be entered after September 30 in the final year (Year 10)
  - b. Duration of Certificate
    - i. September of year of certification – September 30, Year 10
  - c. Certificate Renewal Fee Structure
    - i. ACVP Members \$100
    - ii. Non-Members \$200
  - d. Policy for members Double-boarded in Anatomic and Clinical Pathology
    - i. Double-boarded members can apply the activities used to accrue credits for both certificates (i.e. minimum of 100 credits; see General Policies)
    - ii. Renewal fees will apply to each certificate
- IV. Auditing Policy
- a. AVMA/ABVS requires random audits of Diplomate compliance
    - i. 20% of members to be audited per year
    - ii. Auditing for compliance of 100 credit minimum will occur between September-December
  - b. Dishonest Reporting of MOC Credits
    - i. The ACVP by-laws would prevail
    - ii. AVMA ethics link will be included on online reporting portal website
- V. Non-Compliance & Reinstatement Policy
- a. Definition of Non-Compliance
    - i. Individual did not earn the required 100 credits in the 10-year cycle
    - ii. Individual accrued credits in less than the 6-year period
    - iii. Individual did not earn credits from at least two categories
    - iv. Individual did not pay all required fees/dues
  - b. Reinstatement Policy
    - i. Individuals who allow their certificate to expire will be required to apply for reinstatement
    - ii. Applications for reinstatement must be within one year of the lapse (prior to September 30 of Year 11)

- iii. A minimum of 110 credits, accrued by September 30 of Year 11, will be required for reinstatement; all other basic requirements must be met (i.e. Credits must be accrued in no less than 6 years; credits in at least 2 of the 4 categories; must be a minimum of 30 Continuing Education category credits)
- iv. Reinstatement after the one-year deadline can only be achieved by re-taking the ACVP certification examination with successful completion of all sections
- v. Reinstatement fee: Fees will be 1.5 times the normal renewal fee for Members or Non-Members (see Certificate Renewal Fee Structure) in addition to the certifying examination fee