ACVB APPLICANT PACKET

Effective September 1, 2023 – August 31, 2024

The ACVB Applicant Packet provides information relative to the process of becoming certified by the American College of Veterinary Behaviorists (ACVB or the “College”). It is our intention to update any new materials on September 1 of each year. Review these materials carefully. It is important when submitting materials to ACVB that the most current instructions are followed. It represents the current policies, procedures and requirements for individuals interested in certification by the American College of Veterinary Behaviorists. While every reasonable attempt has been made to assure accuracy, Supervising Diplomates and/or candidates should contact the ACVB office if questions arise. Furthermore, ACVB POLICIES AND PROCEDURES AND CERTAIN KEY TERMS ARE SUBJECT TO PERIODIC REVIEW AND CHANGE. Significant changes in the program are not intended to disrupt a current candidate’s timeline and candidates will be given 6 months’ notice of any significant changes. Reasonable accommodations which are consistent with the previous year’s Applicant Packet will be granted upon written request to the executive director. Should Supervising Diplomates and/or candidates have concerns about proposed or actual changes that could impact the certification process, they should contact the ACVB executive director.

All questions and/or concerns on the current packet, proposed changes, and impact on residents (specifically or in general) should be directed to:

American College of Veterinary Behaviorists
Betsy Grenier, Executive Director
302 Pearl Street, Unit 108 Providence RI 02907 USA
E-mail: info@dacvb.org
# ACVB APPLICANT PACKET

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MISSION OF ACVB

ACVB Mission: To advance the behavioral health of animals through the certification of veterinary behavioral specialists and the provision of science-based education.

ACVB Vision: To act as a catalyst in facilitating an inclusive community of science-based experts in veterinary behavioral medicine through which we lead and inspire the preservation of the human-animal bond, enhance welfare and increase the betterment of our members, animals, society and the environment.

TERMINOLOGY:

Applicant: The term Applicant will be used for a veterinarian who has made an application for a residency training program but has not yet been accepted into a program or has not yet had their residency program approved.

Supervising Diplomate (SD): In previous editions of the applicant packet the word "mentor" was used to indicate the supervising ACVB diplomate who is overseeing the resident. In this edition, the term Supervising Diplomate (SD) will replace the word mentor.

Resident: The term Resident will be used for all veterinarians in an approved residency training program.

Candidate: The term Candidate will be used for all veterinarians who have completed their residency training program but have not yet passed their board-certification exam.
TRAINING PROGRAM INFORMATION

I.1. This section describes qualifications that must be met for an Applicant's credentials to be considered acceptable by the American College of Veterinary Behaviorists.

I.2. To begin the process of Board Certification in the American College of Veterinary Behaviorists, an individual must satisfy the following minimum requirements:

I.2.1. Register with the ACVB (Section VIII B -Form A)
I.2.2. Provide a letter of verification from the ACVB Supervising Diplomate (SD)
I.2.3. Submit all required fees (see Section V– Fee Structure)
I.2.4. Must either:
   I.2.4.1. Enroll in an approved Behavior Residency Program (See Approved programs- Section 1.C.1.1.a) OR
   I.2.4.2. Apply for and engage in an approved individual Residency Program

I.3. To become a diplomate, a resident must meet the following criteria:

   I.3.1. Submit the Verification of Continuance Residency form to the Executive Director by January 1, each year during their residency (Section VIII B – Form B).
   I.3.2. Have a research paper accepted for publication in an approved journal (see Section III.F - Scientific Publication).
   I.3.3. Have received a passing score on at least (1) submitted case report or published a case report in a peer-reviewed scientific journal (see Section II – Case Report Information)
   I.3.4. Have completed their residency.
      I.3.4.1. A resident in an approved Behavior Residency Program must present a letter from their SD to verify completion of their residency.
      I.3.4.2. An individual Resident must present certification of completing their approved program by the Specialty Training Committee to verify completion of their residency.
   I.3.5. Individuals must finish their Residency training program in no less than 2 years and no more than 5 years from the time of registration.
   I.3.6. Individuals must complete the entire certification process beginning with registration, through training and credentialing, and pass the examination in no less than 2 years and no more than 8 years unless they have received an approved extension (ex. COVID-19 extension).
   I.3.7. Any deviations to the above guidelines must be submitted and approved by the Credentials Committee.

I.4. A person is considered to be an “ACVB Resident” when:

   I.4.1. They have registered with ACVB, and
   I.4.2. They are in an ACVB approved Behavior Residency Program OR an individually approved Behavior Residency Training Program

I.5. During the residency the following designations are permitted in correspondence:

   I.5.1. ACVB resident in private practice training
   I.5.2. ACVB resident at “XXX” University or Practice
   I.5.3. ACVB resident in the Military Behavioral Residency Program
   I.5.4. Upon completion of the residency program, the individual may not use the designation “resident”.
   I.5.5. The AVMA considers veterinarians to either be board certified or not board certified. There is NO designation of “board eligible” for individuals who have completed their program but not yet passed a specialty examination.
I.A. GENERAL OBJECTIVES OF AN ACVB RESIDENCY TRAINING PROGRAM

I.A.1. The ACVB Role Delineation Document (RDD) defines the educational requirement of the residency program and is the basis on which examinations are developed. It would be expected that a veterinary behaviorist should have a thorough understanding of the tasks outlined in the ACVB Role Delineation Document (See Section VIII.A.1 – Supporting Documents).

I.A.2. Comprehensive behavior residency needs training beyond case work. Residents are required to complete a minimum of six (6) training modules. (See Section III of the ACVB Residency Policy AND Section VIII.B forms C and D for more information)

I.A.3. An organized self-study program should be developed by the resident, in consultation with the Supervising Diplomate. A comprehensive reading list should be provided by the Supervising Diplomate to the resident at the start of the program including, in general, animal behavior, behavioral therapy, and behavior of domestic animals. Important current and past empirical, clinical, and review papers should be recommended. (See Section VIII.A1. Supporting Documents for the Reading List)

I.B. SUPERVISED RESIDENCY TRAINING – THE DEFINITION

I.B.1. The Residency Policy of the American College of Veterinary Behaviorists in Section 3.a.ii Case Load states: “…The resident should have primary responsibility for cases, including receiving, diagnosis, management, client communication, and case follow-up…”

I.B.1.1. As part of the learning process, residents should observe an ACVB Supervising Diplomate as they progress through behavior cases, and these cases can count toward the individual’s caseload. Even if observing an ACVB Diplomate perform a consultation as part of the caseload (ex: during cases 1 – 25, and 25 of the next 50 cases), the individual in training MUST be assigned primary responsibility for the case and be directly involved with all client communication and case follow-up, as well. Without these components, the case cannot count as part of the Applicant’s caseload. If there are multiple residents present for the observed case, only one resident can have primary responsibility for the case, e.g., that case cannot be counted toward the caseload of other observers.

I.C. BEHAVIOR RESIDENCY PROGRAMS AND INDIVIDUAL RESIDENT APPLICATIONS

I.C.1 There are two types of Residents that are covered under these guidelines: I.C.1.1 Residents enrolled in a program at an institution or private practice that has already had the program evaluated and approved by the ACVB Specialty Training Committee (STC). The details of each program are contained in the program application to the STC and should meet the requirements set forth in the ACVB By-Laws and Policies.
1.C.1.1.a Current Behavior Residency Programs which have been approved by the ACVB as meeting training criteria are: Atlantic Veterinary College, University of California - Davis, North Carolina State University, LTC Daniel E Holland Military Working Dog Veterinary Hospital Program, University of Montreal, The Ohio State University, University of Pennsylvania, Purdue University, Tufts University, and the Animal Behavior Wellness Center. Others may be added during the year.

1.C.1.2 Residents applying for an individual program under the mentorship of a Supervising Diplomate (SD).

I.C.2 Linked to this packet are the Behavior Residency Program and Individual Behavior Residency application forms to assist candidates in determining what items need to be completed and what programs are expected to include. See Section VII. B. Form C.

I.C.3 Specific requirements for Residency programs in veterinary behavior are included in Section 2 of the Residency Policy of the American College of Veterinary Behaviorists (see Section VI of this packet).

I.C.4 Individuals entering an ACVB approved Behavior Residency Program should register their acceptance into the program with the ACVB near the beginning of the residency using the Registration Form (See Section VIII. B –Form A). This form should be accompanied by the registration fee. The Fee Structure for all stages of the residency process is referenced in Section V of this packet.

I.C.5 Individuals intending to apply for an individual residency program must register their intentions with the ACVB on the appropriate form (Form A-Registration for Individuals Beginning Training in Section VIII.) This registration letter of intent to begin a program must be accompanied by a letter from the ACVB Supervising Diplomate (SD) and by the appropriate fee.

I.C.5.1 It shall be the obligation of the Applicant to provide proof by letter from the SD that they have agreed to mentor the Applicant.

I.C.5.1.1 The Supervising Diplomate (SD) must be a board-certified member of the ACVB. Other considerations should include availability and commitment of the SD. It is up to the resident to find an ACVB Diplomate who is willing to serve as their SD. One ACVB Diplomate will serve as the individual’s primary supervisor; however, the resident may include periods of training under the guidance of other ACVB Diplomates.

I.C.5.1.2 Financial arrangements with the SD: The task of properly supervising a resident through a training program involves significant resources. Compensation to the SD for this service may vary widely based upon the specific situation of the diplomate. A financial arrangement should be established and documented between the resident and the SD but does not need to be submitted to the ACVB or STC.

I.C.5.2 The funds enclosed with the application cover the individual’s first submission of
materials for training program approval and for first submission of the completed program materials. No refunds will be made if the application is rejected or the individual decides not to continue toward certification. Second and subsequent applications for reevaluation after alteration must be accompanied by the appropriate fee. (See Section V for fees)

I.C.5.3 Detailed materials about the intended training program should be submitted electronically to ACVB as early in the program as possible. An early request for review of the intended program will allow the maximum opportunity to meet the requirements of a recognized program. Specific and detailed information about the program and how it will meet the requirements of the Residency Policy of the American College of Veterinary Behaviorists, is necessary. The burden of proof that the Applicant's program meets the ACVB requirements lies with the Applicant. It is expected that each item will be discussed and documented in detail to ensure the program meets the guidelines and is the equivalent of an institution or private practice based approved residency program.

I.C.5.4 Note: Individual applicants have 18 months from the time of submitting a registration letter to the ED until they submit a proposed training program.

I.C.5.5 Applications will be reviewed biannually by the STC on April 1st and Oct 1st of each year. The STC will have reviewed programs back to the candidate with the outcome and any requested changes by the end of the month it was submitted. Should any minor revisions be needed, no re-application fee will be required if the candidate has the changes back to the STC within 30 days of receiving the outcome. Should any major revisions to the program be needed, or if the candidate does not re-submit within 30 days of receiving the outcome letter, a re-application fee will be required, and the new application will not be reviewed until the next review date.

I.C.6 At the completion of a program, the Applicant shall electronically submit a copy of materials that include the originally accepted proposed program and a side-by-side detailed comparison of the actual completed training program, noting variations from the proposed program and how the specific ACVB requirement was met. All program completion logs (see Section VIII. B. Forms D and E) must be filled out in full and submitted with the completed program. It is important to remember that Committee members reviewing the completed materials must have documentation of the original proposal to compare what was proposed with what was done. One electronic copy of all materials should be submitted. Materials submitted are expected to be VERY DETAILED. The Resident must allow 60-90 days for the STC to review the completed program- plan accordingly to meet other deadlines. Residents should plan to submit the completed program NO LATER than March 1st of the year the applicant intends to take the exam.

I.C.7 Note: Deviations from the original approved program MUST also be reevaluated, including how they impact the entire program. It is the Applicant's responsibility to provide all appropriate information about program changes. ACVB reserves the right to reject an application if the Applicant has modified a previously approved program and that modification has not met approval of the ACVB. It is highly encouraged that any deviations be submitted for evaluation prior to their occurrence so the Resident can ensure they are continuing to meet the standards set by the STC and their previously approved program.
II.A. INSTRUCTIONS FOR CASE REPORTS

The goal of case report publication is for the Resident to demonstrate their clinical reasoning in written form clearly and concisely.

II.A.1 Case Report Guidelines

II.A.2.1 The Candidate must have seen the case during or after the completion of their residency.

II.A.2.2 The case must be one seen after the first 75 cases in any supervised training program approved by ACVB.

II.A.2.3 The Candidate must have had primary case responsibility.

II.A.2.4 The Candidate must be the first author and corresponding author of the case report.

II.A.2.5 The Candidate may receive assistance from their Supervising Diplomate but the Candidate must be the first author and primary contributor to the case report. If the Supervising Diplomate assisted with the case report, they should be listed as the second author on the case report.

II.A.2.6 The Candidate should follow the case report formatting guidelines as described in their chosen journal’s Guide for Authors.

II.B Case Report Publication

II.B.1. The Candidate must be the first author of at least one, peer-reviewed case report or case series of a case(s) for whom the Candidate had primary responsibility and was treated during or after completion of their residency. This first-authored case report or case series must be in an acceptable peer-reviewed, academic journal.

II.B.1.1. The Candidate must submit their case report or case series to an accepted journal NO LATER than March 1 of the year they intend to take the exam and accepted for publication NO LATER than September 1 of the same year.

II.B.1.2. The Candidate is encouraged to complete and submit their case report earlier than this and as early as possible since peer-review can be time consuming. A list of acceptable journals and instructions about how to seek an exception can be found below:

II.B.2 ACCEPTABLE JOURNALS

Animals
Australian Veterinary Journal
CABI Animal Behaviour and Welfare Cases
Canadian Veterinary Journal
Clinical Case Reports
Equine Veterinary Journal
Frontiers in Veterinary Science
Journal of Applied Animal Research
Journal of the American Animal Hospital Association
Journal of the American College of Veterinary Internal Medicine
II.B.2.1. Note: This is different from the list of approved journals for research publication. Many journals on the research publication list do not accept case reports, while some journals on this list publish case reports exclusively. This list is not exhaustive. Other journals may be acceptable, but if the candidate wishes to use a publication from one of them to meet this requirement, the candidate needs to receive written approval from the Credentials Committee. Publication in a journal not on the approved list requires that the candidate contact the ACVB Executive Director several months prior to submission so that the Credentials Committee can determine if the proposed journal is acceptable.

II.B.3 UNACCEPTABLE JOURNALS

Proceedings of ... (various meetings, specialties)
Short communications (in various journals)
Letters to the editor
Lay publications, i.e., Cat Fancy, Western Horseman, etc
Trade publications, i.e., Clinician’s Brief, Today’s Veterinary Practice, Compendium
II.C. INSTRUCTIONS FOR SCIENTIFIC PUBLICATIONS

The Candidate be the first author of at least one, peer-reviewed paper of original, data-based scientific research (e.g. review papers are not acceptable) whose focus is some aspect of animal behavior, veterinary behavior or behavioral medicine. This first-authored publication must be in an acceptable peer-reviewed, academic journal.

II.C.1. Papers must be submitted to the chosen journal NO LATER than March 1 of the year the Candidate intends to take the exam and accepted by the journal NO LATER than September 1 of that same year.

II.C.1.1 The Candidate is encouraged to complete and submit their scientific research as early as possible since peer-review can be time consuming. A list of acceptable journals and instructions about how to seek an exception can be found below:

II.C.2 ACCEPTABLE JOURNALS

American Journal of Veterinary Research
Animal Behavior
Anthrozoos
Applied Animal Behaviour Science
Australian Veterinary Journal
Behavioral Ecology and Sociobiology
Behaviour
British Veterinary Journal
Canadian Journal of Veterinary Research
Canadian Veterinary Journal
Equine Veterinary Journal
Ethology
Frontiers in Veterinary Science
Institute for Laboratory Animal Research (ILAR) Journal
Journal of the American Animal Hospital Association
Journal of the American College of Veterinary Internal Medicine
Journal of the American Veterinary Medical Association
Journal of Animal Science
Journal of Applied Animal Welfare Science
Journal of Equine Veterinary Science
Journal of Feline Medicine and Surgery
Journal of Primatology
Journal of Small Animal Practice
Journal of Veterinary Behavior: Clinical Applications and Research
Journal of Veterinary Medical Education
Journal of Veterinary Pharmacology and Therapeutics
Lab Animal Science
Laboratory Animal (British)
II.C.2.1 Note: This list is not exhaustive. Other journals may be acceptable, but if the candidate wishes to use a publication from one of them to meet this requirement, the candidate needs to receive written approval from the Credentialing Committee. Publication in a journal not on the approved list requires that the candidate contact the ACVB Executive Director several months prior to submission so that the Credentialing Committee can determine if the proposed journal is acceptable.

II.C.3 UNACCEPTABLE JOURNALS

Proceedings of ... (various meetings, specialties)
Short communications (in various journals)

Serial articles (behavior case of the month, what's your diagnosis?)
Letters to the editor

Lay publications, i.e., Cat Fancy, Western Horseman, etc.
III. APPLICATION FOR BOARD CERTIFICATION

Note: There is NO designation of “board eligible” for individuals who have completed training but not yet passed a specialty examination. The AVMA considers veterinarians to either be board certified or not board certified.

III.A. GENERAL APPLICATION INFORMATION

III.A.1. It is the responsibility of the Candidate to be sure the most recent forms are used when applying to sit for the examination. The forms for applications are to be submitted May 1st preceding the intended examination. A fifty-one dollar ($51) Administrative Fee must accompany the Application for Examination (Section VIII.B. Form G). Additionally, a six-hundred-dollar ($600) Examination Fee must also be sent with the Application for Examination. Send any questions in writing via e-mail to: info@dacvb.org

III.A.2. The Application for Examination and the appropriate fee should be emailed to the Executive Director. Cash-on-delivery (COD) packages will not be accepted.

III.A.3. Correspondence, particularly that requiring Credentials Committee assessment, must be sent sufficiently in advance of deadlines (at least six (6) weeks) to enable the committee to act upon it. The Candidate will receive a written reply to inquiries. Any e-mail correspondence MUST be acknowledged to know that it was received.

III.A.4. Applications for Examination of individuals in an approved residency program cannot be made earlier than October of the second year of a 2-year residency or in the third year of a 3-year residency (and no less than 18 months into any approved residency program).

III.B. SUBMISSION OF APPLICATION MATERIALS FOR EXAMINATION AND BOARD CERTIFICATION

III.B.1. Candidates must satisfy the Credentials Committee that the following items have been satisfactorily completed by including the materials listed below to be considered for Board Certification by the ACVB. It is the Candidate’s responsibility to see that the following six (6) items are submitted:

III.B.2. One (1) electronic copy of the Candidate’s:

   III.B.2.1. Diploma from a school or college accredited or approved by the American Veterinary Medical Association (AVMA), OR
   III.B.2.2. Certificate of Accreditation in Veterinary Medicine from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, OR
   III.B.2.3. Legal document of qualification to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.

III.B.3. Candidates in an approved Behavior Residency Program must present a letter from their SD to verify completion of their residency.

III.B.4. All candidates must submit certification from the Specialty Training Committee that their program has passed and is completed.
III.B.4.1. As part of their application to sit the examination, due no later than May 1 of the year in which the exam is to occur, candidates must submit:

III.B.4.1.1. The manuscript of their case report, along with the journal’s notification that the manuscript was submitted prior to March 1 and is undergoing review. This manuscript should be watermarked ‘SUBMITTED’.

OR

III.B.4.1.2. The accepted case report manuscript along with the acceptance letter provided by the journal and the assigned DOI (digital object identifier). This manuscript should be watermarked ‘ACCEPTED’.

OR

III.B.4.1.3. The PDF of the most recent version of the final accepted case report, which has been downloaded from or provided by the journal. PDFs of proofs, corrected proofs, or final online/in print papers are acceptable since they will automatically carry the DOI and the journal’s information.

III.B.4.1.4. Please note: If the Candidate’s case report has not been accepted for publication by March 1 of the year in which they seek to take the examination, and their application to sit the examination passes, they must submit either the accepted case report manuscript along with the acceptance letter provided by the journal and the assigned DOI (digital object identifier) or the PDF of the paper in press or in print by September 1. Case report manuscripts that are accepted should be watermarked ‘ACCEPTED’. The PDF of the most recent version of the final accepted case report should be downloaded from or provided by the journal no later than September 1 of the same year. Please note, PDFs of proofs, corrected proofs, or final online/in print papers will automatically carry the DOI and the journal’s information.

III.B.5. As part of their application to sit the examination, due no later than May 1 of the year in which the exam is to occur, candidates must submit:

III.B.5.1. The manuscript of their paper, along with the journal’s notification that the manuscript was submitted by March 1 and is undergoing review (See example below). This manuscript should be watermarked ‘SUBMITTED’.

III.B.5.1.1 Example of a submission letter

OR

III.B.5.1.2. The accepted manuscript along with the acceptance letter provided by the journal and the assigned DOI (digital object identifier). This manuscript should be watermarked ‘ACCEPTED’.

III.B.5.1.2.1 Example from an accepted manuscript

OR

III.B.5.1.3. The PDF of the most recent version of the final accepted paper, which has been downloaded from or provided by the journal. PDFs of proofs, corrected proofs, or final online/in print papers are acceptable since they will automatically carry the DOI and the journal’s information.

III.B.5.2. Please note: If the candidate’s manuscript has not been accepted for publication by March 1 of the year in which they seek to take the examination, and the application to sit the examination passes, the Candidate must submit either the accepted manuscript along with the acceptance letter provided by the journal and the assigned DOI
(digital object identifier) or the PDF of the paper in press or in print by September 1. Manuscripts that are accepted should be watermarked ‘ACCEPTED’. The PDF of the most recent version of the final accepted paper should be downloaded from or provided by the journal no later than September 1 of the same year. Please note, PDFs of proofs, corrected proofs, or final online/in print papers will automatically carry the DOI and the journal’s information.

**III.B.6.** One (1) electronic copy of the Applicant Evaluation Form from each of three (3) different evaluators. (Applicant Evaluation Forms are in Section VIII. B. Form F)

**III.B.6.1.** Completed [Applicant Evaluation Forms](#) must arrive from at least three (but not more than five) veterinarians who can assess the candidate's performance in the area of animal behavior. At least one of these veterinarians MUST be an ACVB diplomate. Each evaluator MUST send one (1) electronic copy of the completed evaluation form. The evaluator should e-mail the evaluation form directly to the ACVB Executive Director. A letter may be used in lieu of the form if all information requested on the form is described in the letter.

**III.B.6.2.** ACVB will NOT confirm arrival of the forms to the Candidate.

**III.B.6.3.** Negative evaluations may result in rejection of the application.

**III.B.6.4.** ACVB reserves the right to solicit information from individuals other than those supplied by the Candidate, but the Candidate will be notified.

**III.B.7.** The appropriate fee must accompany the copy of the Application for Examination (See Section V Fees). Re-applications must also be accompanied by the appropriate fee. A personal check is acceptable. Candidates from outside the United States must send a money order.

**III.B.8. Note:** Additions or substitutions (or the like) to the Application sent under separate cover will NOT be accepted.

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**III.C. TIMELINE AND REQUIREMENTS FOR EXAMINATION COMPLETION**

**III.C.1.** The Candidate must successfully pass the examination within eight (8) years of their initial registration with ACVB unless they have received an approved extension (ex. COVID-19 extension). The appropriate fee will be charged each time the examination is taken.

**III.C.2.** The Candidate who does not pass the examination within eight (8) years of the initial registration with ACVB must begin the process of Board Certification over, including a new case report, a new research project, submission and approval of a new individual program or re-entry into an approved Behavior Residency Program, new evaluation letters, new application to sit (and proof of passing) the exam and payment of appropriate fees.

**III.C.3.** If a Candidate must delay taking the examination following notification of an acceptable application, the ACVB Executive Director must be notified. No portion of the prescribed fee(s) will be refunded. When this delayed Candidate takes the examination for the first time, no additional fee will be assessed. The Candidate must pass the examination within the time limit of eight (8) years from the time of initial registration.
III.C.4. The Candidate who wishes to take the examination following a delay or to retake the examination MUST notify the ACVB Executive Director of such intent IN WRITING and including all current contact information. This notification and the examination fee must ARRIVE in the Executive Director’s office no later than May 1 of the same year in which the Candidate wishes to sit for the examination. ACVB will NOT send reminders to people who may wish to re-sit the examination.

III.C.5. The Candidate must achieve a designated passing score on the entire examination.

III.C.5.1. If the Candidate does not pass, the Candidate will be required to retake the entire examination at the Candidate’s next attempt.

III.C.5.2. The fee to retake the examination will be the same as the fee to take the examination the first time.

III.C.6. The ACVB complies with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendment Act of 2008 (the “ADA”). If the Candidate has a disability / impairment which may require special accommodation(s) to take an examination, they must complete the application form (See Section VIIIB. H) and return it with their examination registration form by the registration deadline. If accommodation(s) is (are) not requested in advance, ACVB cannot guarantee the availability of accommodation(s) on–site. Accommodation cannot be granted retroactively, so that if a candidate informs ACVB 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.
III.D. EVALUATION PROCEDURE FOR APPLICATIONS FOR EXAMINATION AND BOARD CERTIFICATION

III.D.1. Each part of the Application for Examination will be evaluated as "acceptable" or "unacceptable".

III.D.2. Each application will be reviewed by the ACVB Executive Director for accuracy and completeness and then by the Credentials Committee Chair who will deem it acceptable or unacceptable.

III.D.3. The Credentials Committee Chair will record their evaluation on a standard form that will be retained by ACVB.

III.D.4. All parts of the application must be satisfactory for the application to be accepted. If any part of the application is not acceptable, the entire application will be rejected. (See Section III.B).

III.D.5. Applicant Evaluation Forms are to be submitted by three (3) individuals for the evaluation. If for any reason forms from three (3) evaluators are not present at that time, the credentials WILL be rejected.

   III.D.5.1. Each letter of evaluation will be reviewed by the Credentials Committee Chair who will score it as acceptable or unacceptable based on a standardized scoring system. This scoring system will be outlined on the form for the evaluators’ reference.

   III.D.5.2. An unsatisfactory evaluation is one wherein the score does not meet the pass criteria.

   III.D.5.3. Personal contact with the individual who wrote the unsatisfactory letter of evaluation may be deemed necessary prior to accepting the application.

III.D.6. One (1) electronic copy of a published, scientific article or submitted manuscript must be included in the application. Manuscripts must include a letter of receipt or letter of final acceptance from an approved journal.

   III.D.6.1. Each submission will be reviewed to be sure it has been submitted to an approved, refereed journal and that an appropriate letter is attached in the case of a manuscript.

   III.D.6.2. The content must be data-based, original research in the field of animal behavior.

   III.D.6.3. The Candidate must be the first author.

   III.D.6.4. Failure to meet one or more of the above criteria will result in the application being disqualified.

   III.D.6.5. A change in the journal in which the manuscript is published or in the core of the manuscript submitted may result in disqualification of the
III.D.6.6. One electronic copy of proof of FINAL acceptance (manuscript requiring no further review) by the journal must be received with the remainder of the packet for Application for Board Certification or the application will be rejected.

III.D.7. One (1) electronic copy of a published case report or case series, or submitted case report or case series must be included in the application. Case report manuscripts must include a letter of receipt or letter of final acceptance from an approved journal.

III.D.7.1. Each submission will be reviewed to be sure it has been submitted to an approved, refereed journal and that an appropriate letter is attached in the case of a manuscript.

III.D.7.2. The content must be a case report or case series in the field of animal behavior.

III.D.7.3. The Candidate must be the first author.

III.D.7.4. Failure to meet one or more of the above criteria will result in the application being disqualified.

III.D.7.5. A change in the journal in which the case report is published or in the core of the manuscript submitted may result in disqualification of the Application for Board Certification.

III.D.7.6. One electronic copy of proof of FINAL acceptance (case report requiring no further review) by the journal must be received with the remainder of the packet for Application for Board Certification or the application will be rejected.

III.D.8. The Credentials Committee, through the ACVB Executive Director, will notify the Candidate of the acceptance or rejection of their credentials within 90 days of submission of credentials. It is the responsibility of the Candidate to notify the ACVB Executive Director IN WRITING of any address, e-mail address, or telephone number change. A Candidate's failure to notify the Credentials Committee of a current address may cause misdirected mail and a significant delay in communicating results.

III.E. REAPPLICATION AFTER REJECTED APPLICATION

III.E.1. If the Application for Examination was previously rejected, an ENTIRE, COMPLETE application packet must be resubmitted except as indicated in writing from the ACVB Executive Director and listed below.
III.E.2. Candidates passing the Application for Examination but lacking final acceptance of a publication must submit:

III.E.2.1. The accepted manuscript along with the acceptance letter provided by the journal and the assigned DOI (digital object identifier). This manuscript should be watermarked ‘ACCEPTED’.

III.E.2.2. OR

III.E.2.3. The PDF of the most recent version of the final accepted paper, which has been downloaded from or provided by the journal. PDFs of proofs, corrected proofs, or final online/in print papers are acceptable since they will automatically carry the DOI and the journal’s information.

III.E.2.4. Payment in the amount of six hundred dollars ($600)
IV.A The procedure for appealing an adverse decision is covered in the ACVB Discipline and Appeals Procedure Policy, Section 2. They are included here for the candidate’s convenience. It is the responsibility of the candidate to be familiar with the Discipline and Appeals Procedure Policy and confirm that they are referring to the most current set of the latter document.

See VIII APPENDIXES, VIII.A. Supporting Documents, VIII. A.1. ACVB Certification Policy, Residency Policy, Discipline and Appeals Procedure Policy

Apologies Procedure

Procedure for Appeal of Adverse Decision

a) Adverse decisions by the American College of Veterinary Behaviorists may include, but are not limited to:
   1) Denial of certification of an individual.
   2) Denial of adequacy of credentials.
   3) Denial of a proposed residency program.
   4) Suspension of certification.
   5) Failure of the examination.

   • **Note:** The appeals process is limited to the review of due process. The purpose is to ensure that the appealing individual has been treated in accordance with all policies and procedures of the American College of Veterinary Behaviorists and that no mathematical errors have been made in scoring. The appeals process is not intended to re-grade examinations.

b) In the event of an adverse decision by the College, the College shall advise the affected person or the mentor of the affected residency program of the procedure for appealing the adverse decision. An affected party desiring to appeal the adverse decision must adhere to the following procedure:

   1) Grounds for Reconsideration or Review: The affected party may petition for reconsideration or review of the College's decision on the grounds that the College has ruled erroneously by:
      (a) Disregarding the established College criteria for certification or
approval.

(b) Failing to follow its stated procedures.

(c) Failing to consider relevant evidence and documentation presented.

2) Petition for Reconsideration

(a) An affected party may petition the College to reconsider its decision by filing with the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.

(b) Such petition must be received in the College Executive Director's office within 30 days of the date the adverse decision is announced.

(c) The President shall name an Appeals Panel of three (3) diplomates to review the petition. The Panel may review only written materials, meet by telephone conference or electronically, or at the discretion of the Chair of the Appeals Panel may call a special meeting to hear arguments from both sides of the issue. Travel for the affected party will be at other than ACVB expense.

(d) The Appeals Panel will meet in executive session to reach a final decision. This decision will be transmitted to the Board of Regents for information. The decision will then be delivered in writing by certified mail to the affected person or college not more than 30 days after it is made.

FEE STRUCTURE

V.A. Individuals are encouraged to check the website for updated versions of the Applicant Packet. This is updated yearly on September 1.

V.B. Any monies sent from outside the United States must be in the form of a money order payable in United States dollars.

V.C. Any materials submitted electronically that have accompanying fees will be held in the office until receipt of the fee. At that time appropriate reviews will be initiated.

V.D. Registration with ACVB for individuals who have been accepted into an approved program or who are intending to apply for an individual residency shall be one hundred and six dollars ($106).

V.E. Additional applications of proposed training programs, following the first rejection and need for major revision, shall be seventy-nine dollars ($79).

V.E.1 There shall be no refund for rejection of any application or for discontinuation of their program.
V.E.2 Reactivation of a program must be accompanied by seventy-nine dollars ($79) reactivation fee.

V.E. Application to sit the ACVB certifying examination shall be fifty-one dollars ($51).

V.E.1. This fee is an administrative fee for consideration of the Application for Examination and must be included with the application. There will be no refund for Candidates who do not pass the application process.

V.E.2. Payment of this fee may be combined with the examination fee listed below.

V.F. Examination fee shall be six hundred dollars ($600).

V.F.1. This fee is due on or before May 1 of the year the Candidate is intending to sit the examination.

V.F.2. The fee will be refunded if the Candidate does not pass the Application for Examination process, including the final acceptance of a scientific publication.

V.F.3. There shall be no refund for withdrawal from the Application for Examination process or failure to pass the examination.

V.F.4. There shall be no refund for Candidates who are physically unable to be present for the examination. Under certain instances described under the examination application section, the fee can be applied toward the next examination.

V.G. Candidates who successfully pass the ACVB certifying examination and are accepted for ACVB membership will be given the option of paying a pro rata of the dues, equal to 8 months, as the initial dues or they may submit ten (10) questions of specified format within two (2) months.

V.I.1. Note: Annual dues for ACVB diplomates are currently three hundred seventy nine dollars ($379 for 2023 increasing 3% annually) payable July 1 each year.

ACVB POLICIES PERTAINING TO TRAINING

VI.A. ACVB policies relating to Training are addressed in the Certification Policy and in the Residency Policy of the ACVB.

See VIII APPENDIXES, VIII.A. Supporting Documents, VIII. A.1. ACVB Certification Policy, Residency Policy, Discipline and Appeals Procedure Policy

IMPORTANT SUMMARY
INFORMATION REGARDING
TIMELINES FOR ALL RESIDENTS

VII.A. For individual programs
VII.A.1. From the time of registration with an SD and submitting an intent to complete a residency with ACVB, a resident has 18 months to submit a program proposal to the specialty training committee (STC).

VII.A.1.2. From the time of registration, the resident must submit the completed program documentation within 5 years to the STC.

VII.B. For all programs

VII.B.1 Individuals must complete the entire certification process beginning with registration, through training and credentialing, and pass the examination in no less than 2 years and no more than 8 years.

VII.C Residency Program Sample Timeline

VII.C.1. Phase I: Initiation of Training

VII.C.1.1 Find SD and agree to mentorship contract
VII.C.1.2 Submit registration form and $106 to ACVB – you must sit for and pass exam 8 years from this date.
VII.C.1.3. Submit intended residency program within 18 months of submitting registration form to ACVB (include $106). Resubmit (with $79) if needed until approval gained.

VII.C.2 Phase II: Residency

VII.C.2.1 Yearly: Attend National Conference - ACVB Behavioral Symposium or similar
VII.C.2.2 Yearly: Submit continuation form by January 1
VII.C.2.3 Clinical Cases following mentoring guidelines – Must have a minimum of 400 cases to submit completed residency documents.
VII.C.2.4 Courses/Didactic Learning and Gain Non-Core Species Experience as outlined in training plan.

VII.C.3 Research Project and Case Report

VII.C.4. Phase III: Submission of Completed Residency Documents

VII.C.4.1 Submit completed training program materials to ACVB.

VII.C.4.1.1. If the candidate intends to apply for the exam on May 1st they must submit documents for their completed program to the Specialty Training Committee for Evaluation before or on March 1st of the same year).

VII.C.5 Phase IV: Submission of Credentials – Application for Exam

VII.C.5.1. Deadline for applications: May 1st of each year. (submit $51 application fee and $600 exam fee to ACVB). ACVB to notify if approved to sit exam by July 1st.
VII. C.5.1.1. Must pass the entire examination process within 8 years of registration.
VIII   APPENDIXES

VIII.A. Supporting Documents

A.1. ACVB Certification Policy, Residency Policy, Discipline and Appeals Procedure Policy
VIII.A.2. ACVB Role Delineation Document
VIII. A.3. Reading List
VIII. A.4. Recertification Requirements

VIII.B Forms
The attached forms are used at various stages of the training process. It is the Applicant’s responsibility to ensure the most current Applicant Packet and associated forms are being used.

Form A Registration for Individuals Beginning Training

Form B Verification of Continuance in an ACVB Residency

Form C Behavior Residency Program Application

Form D ACVB Application Program Study Module Sheet

Form E ACVB Program Logs

Form F Applicant Evaluation Form

Form G Application for Examination

Form H Request for Special Accommodations for the Examination