



## **AMERICAN COLLEGE OF THERIOGENOLOGISTS (ACT)**

### **General Information Guide (GIG)**

**Effective January 1, 2019**

The information contained in this Guide represents the current procedures and guidelines for individuals interested in certification by the American College of Theriogenologists (ACT or the “College”). While every reasonable effort has been made to ensure accuracy, Supervising Diplomates and/or candidates should contact the ACT office if questions arise. Furthermore, ACT policies and procedures are subject to periodic review and change. Should Supervising Diplomates and/or candidates have concerns about proposed or actual changes that could impact the certification process, they should contact the ACT office:

**American College of Theriogenologists  
761 Tiger Oak Drive  
Pike Road, AL 36064**

**Phone:** (334) 395-4666  
**Fax:** (334) 270-3399  
**Website:** [www.theriogenology.org](http://www.theriogenology.org)  
**E-mail:** [charles@franzmgt.com](mailto:charles@franzmgt.com)

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## **A. ABOUT ACT**

### **A.1. HISTORY OF ACT**

The initial American College of Theriogenologists organizing committee consisted of: Drs. C.J. Bierschwal Jr., David Bartlett, Lloyd C. Faulkner, John Kendrick, Fayne Oberst, Stephen J. Roberts, and Raimunds Zemjanis.

Initial members considered names for the new College. To develop a name for the College, Professor Herbert Howe, Department of Classics, University of Wisconsin was consulted. After much consideration Theriogenology was chosen; therio (=beast or animal) + gen/genesis (=beginning, birth, reproduction) +ology (=study of).

### **A.2. CHARTER MEMBERS**

Dr. Bill Adams  
Dr. Les Ball  
Dr. CAV Barker  
Dr. David Bartlett-organizing committee  
Dr. Clarence Bierschwal-organizing committee  
Dr. Bill Brown  
Dr. Cliff Callahan  
Dr. Ed Carroll  
Dr. Bill Cates  
Dr. Tracy Clark  
Dr. Lloyd Faulkner-organizing committee  
Dr. John Hughes  
Dr. John Kendrick  
Dr. Don Lamond  
Dr. Les Larson  
Dr. Charles Martin  
Dr. Bill McGee  
Dr. Doug Mitchell  
Dr. Dave Morrow  
Dr. Fayne Oberst-organizing committee  
Dr. Steve Roberts-organizing committee  
Dr. Floyd Sager  
Dr. Bill Wagner  
Dr. Donald Walker  
Dr. Bob Wescott  
Dr. John Williams  
Dr. Elmer Woelffer  
Dr. Ray Zemjanis-organizing committee

### **A.3. PURPOSE OF ACT**

Recognized by the American Veterinary Medical Association in 1971, the purposes of the College shall be the advancement of knowledge and competence in the areas of undergraduate, graduate and postgraduate education, research, and clinical service in Theriogenology by:

- A.3.a.** the establishment of a certifying organization to recognize veterinarians as specialists in Theriogenology,
- A.3.b.** the establishment of high standards and guidelines for professional attainment and specialization.
- A.3.c.** establishing requirements for postgraduate education and experience prerequisites to certification in Theriogenology,
- A.3.d.** examining and certifying veterinarians as specialists in Theriogenology,
- A.3.e.** the encouragement of scientific investigation and research and the reporting of these,
- A.3.f.** the development of continuing education methods and programs for disseminating information to and increasing knowledge of all veterinarians, especially practitioners, and
- A.3.g.** the promotion of graduate study and residency programs.

The College shall evince a dedicated commitment toward the practitioner of veterinary medicine and shall develop special procedures for evaluation, recognition, and certification of competence of veterinary practitioners in Theriogenology.

## **B. ORGANIZATIONAL STRUCTURE OF ACT**

Based on the Constitution and Bylaws of ACT, management and control of professional and business affairs of ACT are vested in ACT Executive Board members. All voting ACT Executive Board members are elected and consist of President, President-Elect, Vice-President, Past President, Secretary, Treasurer, and three Directors At-Large. An Executive Director is hired by the Board to manage day-to-day operations of ACT. The Executive Director is a non-voting member of the Executive Board.

The following standing committees assist in administration of ACT:

Certifying Examination Committee  
Appeals Committee  
Committee on Scientific Information  
Training/Credentialing Committee  
Nominating Committee

The Executive Board may appoint additional ad hoc committees to assist in administration of ACT affairs as needed.

The information included in this ACT General Information Guide (GIG) is a summary of the policies and procedures that govern ACT (see the ACT Constitution and Bylaws at [www.theriogenology.org](http://www.theriogenology.org)). Specific information not covered in the GIG is available from the ACT office:

American College of Theriogenologists  
761 Tiger Oak Drive  
Pike Road, AL 36064

Phone: (334) 395-4666  
Fax: (334) 270-3399  
Website: [www.theriogenology.org](http://www.theriogenology.org)  
E-mail: [charles@franzmgt.com](mailto:charles@franzmgt.com)

## **C. ACT MEMBERSHIP CATEGORIES**

### **C.1. CHARTER DIPLOMATES**

Charter Diplomates are members of the organizing committee and/or a veterinarian with an established reputation, extensive experience, demonstrated competence in Theriogenology and/or who made substantial and significant contributions to the advancement of Theriogenology. Qualified individuals were invited and approved by the organizing committee.

### **C.2. DIPLOMATES**

Diplomates meet the general requirements for certification set forth in the ACT Constitution and Bylaws, possess advanced competency in Theriogenology, pass the Certifying Examination given by the College and are unanimously approved by the Executive Board.

### **C.3. EMERITUS DIPLOMATES**

Emeritus Diplomates have reached the age of sixty-five (65) or are retired from active veterinary practice, have requested Emeritus status and are elected by majority vote of the ACT Executive Board.

### **C.4. HONORARY MEMBERS**

Honorary members are individuals of unusual eminence in the veterinary or allied professions who have made exceptional contributions to knowledge in Theriogenology. Qualified individuals are proposed to the Executive Board by two (2) Diplomates, recommended to ACT members by the Executive Board and approved by vote of the Diplomates. (see Nomination Procedures for additional information)

## **D. GENERAL INFORMATION**

### **D.1. ADMISSION REQUIREMENTS**

ACT Diplomates must fulfill the following general requirements:

**D.1.a.** Be a graduate of a college or school of veterinary medicine accredited by the AVMA, or possess a certificate issued by either the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Educational Equivalence (PAVE) **OR** be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada or another country.

**D.1.b.** Demonstrate unquestionable moral character and impeccable professional behavior.

**D.1.c.** Complete the education, training and experience requirements of one of the following training routes after graduating from a college or school of veterinary medicine (see additional specific requirements for each training route in other sections of this GIG):

**D.1.c.1. Residency (“Standard” or “Traditional”) Training Route** – minimum of one (1) year of clinical practice followed by a minimum of two (2) additional years training in an ACT-approved residency program.

**D.1.c.2. Alternate Route** – candidates must have a minimum of six (6) years post-graduate (DVM or equivalent) experience with a major emphasis in Theriogenology including completion of a minimum of 104 weeks in an ACT-approved, mentored training program.

**D.1.d.** Submit acceptable credentials to the College.

**D.1.e.** Pass the Certifying Examination of the College.

### **D.2. REGISTRATION**

#### **D.2.a. Trainee Registration**

Anyone intending to apply for certification with the College must register with the ACT office as prescribed for the intended training route and pay a one-time registration fee. The purpose of registration is to ensure a trainee embarks on a program conforming to the training requirements. **Failure to register or a delay in registration can jeopardize a trainee’s certification process.** The requirements specified in the GIG at the time of registration will apply for the duration of the trainee’s certification process, unless a change in requirements is made retroactive.

**D.2.a.1. Residency (“Standard” or “Traditional”) Training Route –** Residency Route Trainees must register with the ACT office within ninety (90) days after starting their training program.

**D.2.a.2. Alternate Route -**

Alternate Route Trainees must register with the ACT office prior to beginning the 104-week mentored study program. Proposed study programs should be turned in to the ACT office by posted deadlines (see ACT website). Proposed study programs will be reviewed and feedback given to candidates within 2 weeks of the deadlines. Candidates should include a cover letter in which they describe *specifically* how they propose to fulfill requirements outlined in GIG sections E.1.b.2, E.4.c, E.4.d, and E.4.e. It would also be helpful for candidates to describe a *personalized* proposed study program with details regarding how the mentor will be involved in guiding the study. [Three letters of support/recommendation must be submitted. At least one letter must be from a Diplomate of the ACT, while up to 2 letters may be submitted by ACT Diplomates, Diplomates of the European College of Animal Reproduction \(ECAR\), or Fellows of the Australian and New Zealand College of Veterinary Scientists \(ANZCVS, Animal Reproduction\). Letters from the proposed primary and secondary mentors should indicate their willingness to participate and proposed roles in the training program. One additional letter of recommendation should be submitted.](#)

**D.2.b. Training Program Registration**

The ACT Program Director (see section E.3.a.) for trainees in the Residency Training Route, or the Training Advisor for trainees in the Alternate Route, must submit one program registration form per institution to the ACT office for review and written approval at least ninety (90) days prior to a trainee beginning training program. The TCC will review registration submissions and present recommendations to accept or reject programs based on compliance with program requirements (see section E.1.). Recommendations will be submitted to the Executive Board for their approval. New program applications may take up to 3 months to review and approve after submission.

Residency programs already approved for past residents do not need to register their programs with each new resident. Initial approval of a program is considered adequate for subsequent residents, so long as there are no changes in the program or to the GIG that would disqualify it from approval for future residents (see section E.1.).

Registration forms for each of the respective routes (Residency Training or Alternate routes) are available on the ACT website.

**D.2.c. Procedure**



Trainees and Program Directors should obtain all forms from the ACT website ([www.theriogenology.org](http://www.theriogenology.org)) and submit completed forms to the Executive Director of the College.

### **D.3. CREDENTIALING**

#### **D.3.a. Credentials Packet Submission**

A credentials packet including a Petition to Candidacy and all supporting materials described herein must be submitted to the ACT office with the appropriate application fee no later than the posted deadline (see ACT website) to be considered for the next Certifying Examination. There will be no exceptions for the posted deadline. Credentials materials are not accepted by fax or email.

#### **D.3.b. Application Instructions**

All instructions must be adhered to strictly. Incomplete credentials packets will not be considered. See Application Procedures in this GIG for specific requirements. Contact the ACT office with questions about these procedures.

#### **D.3.c. Credentials Review**

Only COMPLETE credentials packets are reviewed by the Training/Credentialing Committee with recommendations provided to the Executive Board for final approval.

### **D.4. FEES AND DEADLINES**

**D.4.a.** Payment of the entire credentialing fee must accompany the credentials packet. Credentials packets received without proper payment in U.S. funds drawn on U.S. banks will not be processed.

**D.4.b.** The Executive board will periodically review and may revise the fee schedule. Fees are based on costs to review credentials and write, administer and score examinations. All fees are non-refundable and may not be applied to fees incurred in subsequent years. A fee schedule may be found on the ACT website.

**D.4.c.** An **Applicant Fees Remittance Form** must accompany all fees submitted by an applicant to the ACT office.

**D.4.d.** If certified as an ACT Diplomate, the first annual dues are payable the year following certification. Annual Diplomate dues are set by the Executive Board and will be due for the year following your ACT Diplomate acceptance.

### **D.5. NOTIFICATION**

#### **D.5.a. Receipt of Credentials Packet**

The ACT office will acknowledge receipt of an applicant's credentials packet via a message sent to the email address provided within 14 days of arrival. The email message only confirms receipt of the credentials packet and does not imply acceptance.

**D.5.b. Candidacy**

Applicants will be notified of their credentialing status by March 15. Applicants whose credentials are accepted become candidates to take the next Certifying Examination. Candidates planning to take the next scheduled examination must submit the examination fee to the ACT office by the posted deadline (see ACT website).

**D.5.b.1.** Applicants who fail to meet all credentialing requirements may re-apply the following year by submitting an updated credentials packet and appropriate re-application fee. Re-application fee is due in the ACT office by the posted deadline (see ACT website).

**D.5.c. Examination Results**

Candidates will be notified of their examination results no later than ninety (90) days following the examination.

**D.6. APPEALS**

**D.6.a. Appeals Committee**

The Executive Board shall annually appoint an Appeals Committee whose duty it shall be to review any Petition for Reconsideration filed by an affected party. This committee shall consist of four (4) Diplomates of The College who are not currently members of the Executive Board, Training and Credentialing Committee, Maintenance of Certification Committee or Certifying Examination Committee.

**D.6.b. Appeals Procedure**

An affected party has the right to appeal adverse decisions by the College. In the event of an adverse decision by the College, the College shall advise the affected party within thirty (30) days of the decision. An affected party desiring to appeal an adverse decision of the College must adhere to the following procedure:

**D.6.b.1 Grounds for Reconsideration or Review**

The affected party may petition the College for reconsideration or review of the College's decision on the grounds that the College ruled erroneously by:

D.6.b.1.a. Disregarding the College's established criteria for certification.

D.6.b.1.b. Failing to follow its stated procedures.

D.6.b.1.c. Failing to consider relevant evidence and documentation presented.

**D.6.b.2. Petition for Reconsideration**

D.6.b.2.a. An affected party may, at his or her option, 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.

D.6.b.2.b. Such petition, in hard copy, must be received in the office of the College within thirty (30) days of the date on which the College announces its adverse decision. Petitions are not accepted via fax or email.

D.6.b.2.c. The Appeals Committee of the College will convene a meeting to discuss the petition. The affected party may, at the discretion of the College, be invited to address this meeting of the Appeals Committee.

D.6.b.2.d. The final decision of the Appeals Committee will be reached during an executive session. This decision will be delivered in writing by certified mail to the affected party and to the Executive Board of the College within ninety (90) days after the appeal was received by the College.

D.6.b.2.e. There shall be no further appeals of this committee's decision within ACT.

**D.7. RE-APPLICATION**

**D.7.a. Procedure for Re-Application After Credentialing Failure**

Applicants who fail to meet all credentialing requirements may re-apply the following year by submitting an updated credentials packet and appropriate re-application fee. Re-application fee is due in the ACT office by the posted deadline (see ACT website).

**D.7.b. Procedure for Re-Application After Examination Failure**

Candidates who fail the Certifying Examination are entitled to retake the next scheduled examination.

**D.7.b.1.** Candidates may retake the examination twice (i.e., a total of three (3) attempts to pass the Certifying Examination) without repetition of the Executive Board, with the following caveat:

- If a candidate does not retake the Certifying Examination within two (2) years after failing the examination then the candidate must repetition the Executive Board to again be accepted to take the Certifying Examination. The reapplication packet must be complete, following requirements outlined in section F.

**D.7.b. 2.** Candidates must submit the appropriate re-examination fee to retake the Certifying Examination. Re-examination fee is due in the ACT office by the posted deadline (see ACT website).

**D.7.c. Procedures for Re-Application After Failing to Take Examination**

Candidates whose credentials are accepted but who fail to take the Certifying Examination within two (2) years of acceptance will be required to reapply to take the examination (see section F) and submit an appropriate reapplication fee. Reapplication fee is due in the ACT office by the posted deadline (see ACT website).

**D.8. ACT DIPLOMATE CERTIFICATES**

**D.8.a Issuance of ACT Diplomat Certificates**

A candidate becomes a Diplomat upon completion of all requirements in the GIG and will be so notified by the ACT office. ACT Diplomat Certificates will not be awarded until all requirements are met. Certificates will be awarded at a time and place, and in a manner determined appropriate by the ACT Executive Board.

## **E. TRAINING**

### **E.1 Training Program Requirements**

#### **E.1.a. Facilities Requirements**

**E.1.a.1.** Medical library: A library containing recent textbooks and current journals relating to theriogenology and its supporting disciplines must be accessible. Online access or use of a “virtual library” is acceptable.

**E.1.a.2.** Medical records: A complete medical record must be maintained for each individual case and those records must be retrievable. Herd records are acceptable in medically appropriate situations.

**E.1.a.3.** Imaging services: Appropriate equipment for real-time ultrasonography must be available. Radiology services should be available for small animal practice.

**E.1.a.4.** Clinical pathology: A clinical pathology laboratory for hematologic, clinical chemistry, microbiologic and cytologic diagnosis must be available. Access to a referral facility is acceptable. Clinical pathology reports must be retained and retrievable.

**E.1.a.5.** Anatomic pathology: Gross pathologic examination must be possible. Facilities for histopathologic examination of surgical and necropsy tissues must be available. Access to a referral facility is acceptable. Anatomic pathology reports must be retained and retrievable.

**E.1.a.6.** Surgical facilities:-The operative suite must be consistent with current concepts of aseptic surgery. Access to a referral facility with these specifications is acceptable.  
Food animal practices may perform surgeries on the farm according to current standards of care.

**E.1.a.7.** Anesthetic and monitoring equipment: Access to equipment should be available to provide current standard of care. Access to a referral facility with these specifications is acceptable.

#### **E.1.b. Program Time Requirements**

NOTE: A week is defined as a minimum of 5 working days.

##### **E.1.b.1 Residency route time requirements**

A Residency Training Program shall consist of a minimum of (104 weeks) of supervised training and clinical experience in the science and practice

of theriogenology and its supporting disciplines under the direct supervision of at least one (1) ACT Diplomate or Diplomate of the European College of Animal Reproduction (ECAR) or a Fellow of the Australian and New Zealand College of Veterinary Scientists (ANZCVS, Animal Reproduction) who participates actively in that program; at least 8 weeks of that training must be under a different Diplomate of the ACT, ECAR, or Fellow of the ANZCVS (Animal Reproduction).

During the 104-week program *at least* 60 weeks must be spent providing theriogenology clinical service under the direction of a Diplomate of the ACT or ECAR or Fellow of the ANZCVS (Animal Reproduction).

During the 104-week program, *at least* 12 weeks should be devoted to activities outside of clinical duty, which may include research, manuscript preparation, teaching, graduate studies, continuing education, special rotations, or exam preparation.

#### **E.1.b.2. Alternate route time requirements**

An Alternate Route Training Program shall consist of a minimum of six (6) years of post-graduate (DVM or equivalent) experience with a major emphasis in Theriogenology and must include an ACT-approved mentored training program.

The mentored training program shall consist of a minimum of 104 weeks (2 years) of mentored training in the science and practice of theriogenology and its supporting disciplines under the mentorship of at least two (2) ACT Diplomates or Diplomates of the European College of Animal Reproduction (ECAR) or Fellows of the Australian and New Zealand College of Veterinary Scientists (ANZCVS, Animal Reproduction) who participate actively in that program. One of these mentors will serve as the primary mentor and the other as a secondary mentor. Prior to or during the mentored training program, at least eight (8) weeks must be spent providing theriogenology clinical service under the direct supervision of Diplomates of the ACT or ECAR or Fellows of the ANZCVS (Animal Reproduction); of these 8 weeks, a maximum of six (6) weeks may be spent under any one mentor.

“Direct supervision” means that the mentor should be present, working with the trainee. The eight (8) weeks of direct supervision may be gained prior to and after registration of the Alternate Route Training Program with the ACT, but all experiences must be verified by a letter from the mentoring Diplomate or Fellow.

#### **E.1.c. Trainee Responsibilities**

The degree of responsibility assumed by the Trainee shall be appropriate to the nature of the theriogenology procedure and training experience. The Trainee on a theriogenology service shall be responsible for:

- Receiving clinic appointments and obtaining history and pertinent information from client
- Supervising daily management of hospitalized animals

- Participating in clinical procedures
- Participating in clinical teaching when/if veterinary students are present
- Providing optimal clinical service and prompt professional communications

**E.1.d. Supervisor Responsibilities**

Providing the trainee with the tools, experience, and knowledge base appropriate for an ACT Diplomate candidate

**E.2. SUPERVISION AND MENTORING**

**E.2.a. Residency (“Standard” or “Traditional”) Training Route**

A residency training route program shall include two (2) Diplomates of either the American College of Theriogenologists OR European College of Animal Reproduction OR a Fellow of the Australian and New Zealand College of Veterinary Scientists (Animal Reproduction).

**E.2.b. Alternate Route**

An Alternate route study and mentorship program shall include two (2) Diplomates of either the American College of Theriogenologists OR European College of Animal Reproduction OR a Fellow of the Australian and New Zealand College of Veterinary Scientists (Animal Reproduction). One of these mentors will serve as the primary mentor and the other as the secondary mentor.

**E.3. DEFINITIONS RELATING TO ACT TRAINING ROUTES**

**E.3.a. ACT Training Program Director**

An ACT Training Program Director shall be a Diplomate of the American College of Theriogenologists OR European College of Animal Reproduction OR Fellow of the Australia New Zealand College of Veterinary Scientists (Animal Reproduction) and responsible for overseeing an ACT Residency at a given site. There may not be more than one ACT Training Program Director at any site. The ACT office will direct all correspondence concerning the training program at that site to this individual. The ACT Training Program Director is responsible for disseminating information to the appropriate individuals. It is the Program Director’s responsibility to notify ACT of any changes in a program. Failure to notify ACT will place the program in jeopardy of loss of approval.

**E.3.b. Training Advisor**

The Training Advisor supervises a trainee’s ACT training program and signs all documentation submitted by their trainee verifying completion of approved

program requirements. A Training Advisor shall be a Diplomate of either the American College of Theriogenologists OR European College of Animal Reproduction, OR a Fellow of the Australia New Zealand College of Veterinary Scientists (Animal Reproduction).

#### **E.4. TRAINING REQUIREMENTS FOR ALL TRAINEES**

**E.4.a.** Documentation must be submitted before training requirements will be considered completed. (see Section F, Application Procedures)

#### **E.4.b. Clinical Skills**

Trainee must submit a self-assessment of relevant clinical activities in which he/she participated during the training program.

#### **E.4.c. Publication**

Trainee must publish one (1) peer reviewed manuscript in the field of Theriogenology during the training program. Trainee must be the first author of the manuscript. Publication may be original research, a clinical case report or an in depth review article. Abstracts of any length are not acceptable to fill this requirement.

**E.4.c.1.** The manuscript must be published in the English language and accepted by a publication tracked by the online search engines: *PubMed, Web of Science, CAB Abstracts, or Scopus*. A manuscript is considered accepted when the author receives a letter of acceptance from the editor and further review by a reviewer is not required. ACT considers a reviewer to be an outside reviewer and not an employee (editor) of the journal. Editorial notations or changes affecting sentence structure are acceptable. A copy of the accepted version of the manuscript (including the title page with author information and all images, tables and figures) OR, if in print, a copy of the published manuscript showing the date of publication must be submitted in the Credentials Application.

An emailed letter of acceptance from the editor of any journal on the Approved Journals List can be submitted in lieu of a paper letter from the journal, provided that the following conditions are met:

- The email must contain the date of acceptance in the body of the message (not simply in the header).
- The email must indicate the name of the manuscript.
- The print out of the email must show all routing information in the message header.

**E.4.c.2.** If a trainee wants to publish in a journal not indexed in one of the above-mentioned search engines, a petition must be made to the Training and Credentialing Committee. The petition must include the journal title and relevant information (e.g., acceptance rate of manuscripts, summary of the review and editorial process, composition of the editorial board). In order for a journal to be considered, the journal must be listed on a searchable electronic database when



submitted for approval by the TCC. The petition should be sent to the Training and Credentialing Committee c/o the ACT office.

**E.4.c.2.** Trainees may sit the certifying examination prior to proof of publication or acceptance. However, diplomate certificates will not be issued until proof of publication or acceptance is provided. Manuscripts published prior to the initiation of the training program may be accepted at the discretion of the TCC, in lieu of the publication required during the training program (see E.4.c.). The manuscript must be accepted for publication prior to November 1, five years after successful completion of the certifying examination. Proof of publication should be submitted to the ACT office.

**E.4.d. Teaching**

At least one presentation/lecture in the field of Theriogenology must be given to a veterinary or veterinary student group during the training program. The presentation/lecture must include a manuscript/notes/handout and visual aids. Examples of acceptable presentations/lectures include veterinary undergraduate or graduate courses or local, regional/ national/international continuing education meetings.

**E.4.e. Continuing Education**

A minimum of 30 hours Continuing Education pertaining to the field of Theriogenology must be completed during the training program and within two years immediately prior to taking the certifying examination.

**E.4.e.1.** A “unit” of CE shall be defined as at least 45 minutes of instruction from one of the following sources:

- a. National or international scientific meetings
- b. Meetings or webinars approved for CE credit by a regulatory licensing board with jurisdiction in that area
- c. Formal activities pre-approved by the Training and Credentialing Committee

**F. APPLICATION PROCEDURES**

**F.1. FORMS, FORMATS AND INSTRUCTIONS**

Applicants are responsible for following all application instructions and procedures as well as using all required forms and formats to prepare their credentials packet.

Click the links below to download the indicated form, format or instructions. These items will aid the applicant in completing their credentials packet.

**Credentials Checklist**  
**Petition to Candidacy**

**Self-Assessment of Clinical Activities**  
**Publication and Teaching**  
**Continuing Education**  
**Curriculum Vita Example Format**  
**Letter of Instruction for Training Advisors**  
**Letter of Instruction for References**  
**Confidentiality Agreement**  
**Requests for Special Accommodations**

All items submitted as part of an applicant's credentials packet must be written in English. If the item is written in a language other than English, the applicant will provide an official English translation and attach it to the non-English version.

## **F.2. CREDENTIALS CHECKLIST**

Applicants will use this checklist to ensure all required items are submitted in their credentials packet. Incomplete packets will not be considered for evaluation. The checklist must be completed, signed and submitted in the credentials packet. The checklist is submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud "drop box" services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.3. PETITION TO CANDIDACY**

Applicants will complete and sign the Petition to Candidacy and submit it in their credentials packet. The Petition to Candidacy is submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud "drop box" services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.4. Clinical Skills Self-Assessment**

Applicant will complete a clinical skills self-assessment form for each species and submit it with the credentials packet. The self-assessment form is submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud "drop box" services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.5. Publication**

Applicant will submit a completed Publication/Teaching form and a copy of one (1) first author, peer reviewed, manuscript with a letter of acceptance for print from the editorial office prior to receiving a Diplomate certificate. Materials are submitted as a hard copy and digital files in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud "drop box" services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.6. Teaching**

Applicant will submit a completed Publication/Teaching form and evidence of presentation/lecture to include a course or meeting schedule indicating date of presentation and name of presenter as well as a copy of the manuscript/notes/handout and visual aids used. Materials are submitted as a hard copy and digital file in PDF format on CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.7. Continuing Education**

Applicant will submit a completed Continuing Education form with evidence of attendance as a hard copy and digital file in PDF format on CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.8. CURRICULUM VITA**

Applicants will submit a current curriculum vita in their credentials packet. Vita must adhere to the example format provided. Applicants will submit their curriculum vita as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

## **F.9. DIPLOMA, CERTIFICATE OR LICENSE**

Applicants will submit one of the following:

**F.9.a.** Diploma or certificate verifying graduation from a college or school of veterinary medicine accredited by the AVMA,

**F.9.b.** A certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG),

**F.9.c.** A certificate issued by the Program for the Assessment of Veterinary Educational Equivalence (PAVE), or

**F.9.d.** A license to practice veterinary medicine in a state, province, territory, or possession of the United States, Canada or another country.

A photocopy of the diploma, certificate or license must be submitted in the applicant’s credentials packet. The copy will be submitted as a hard copy and digital file in PDF format

on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

#### **F.10. TRANSCRIPT OF GRADUATE STUDIES**

Applicants will submit as a part of their credentials packet a transcript of all graduate studies completed as a part of their approved training route program. Supporting documents (see Petition for Candidacy form) will be submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

#### **F.11. PERSONAL BIOGRAPHY**

Applicants will submit a one-half page personal biography in their credentials packet. The biography will be submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

#### **F.12. CONFIDENTIALITY AGREEMENT**

Applicants will complete, sign and submit a Confidentiality Agreement in their credentials packet. Agreement will be submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

#### **F.13. REQUESTS FOR SPECIAL ACCOMMODATIONS**

ACT complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, ACT will make reasonable accommodations for candidates when appropriate. If an applicant requires special accommodations related to a disability in order to take the Certifying Examination, he/she must complete the request form and submit it with his/her credentials packet. The form should be submitted as a hard copy and digital file in PDF format on a CD or USB drive. Digital correspondence, such as emails or cloud “drop box” services may also be used, but receipt of materials should be confirmed with the ACT office.

#### **F.14. SATISFACTORY COMPLETION OR PROGRESS LETTER**

Applicants will obtain a letter from their Training Advisor attesting to the applicant’s satisfactory completion of or progress to date in their approved training program. The Training Advisor will provide a synopsis of the Applicant’s activities in preparing for the examination, paying particular attention to how the Applicant completed, or failed to

complete, the proposed study program. Applicant will provide their training advisor a copy of the Letter to Training Advisors and request a letter be prepared in the format indicated. The training advisor must place the letter in a sealed envelope, sign over the sealed flap and give it to the applicant. The letter must be included in the applicant's credentials packet when submitted. Alternatively, the Training Advisor may send the letter directly via email to the ACT office. Receipt of the email should be verified by the ACT office.

**F.15. LETTER OF INSTRUCTION FOR REFERENCES**

Applicants will obtain a Letter of Reference from two (2) ACT Diplomates other than their Training Advisor. Applicants will provide those Diplomates with the Letter of Instruction for References and ask them to prepare a letter of reference in the format requested. Each Diplomat must place his/her letter in a sealed envelope, sign over the sealed flap and give it to the applicant. The letters of reference must be included in their credentials packet when submitted. Alternatively, the Diplomates may send the letters directly via email to the ACT office. Receipt of the email should be verified by the ACT office.

**F.16. SUBMIT CREDENTIALS PACKETS TO ACT OFFICE**

Completed credentials packets will be submitted to the ACT office at the following address,

American College of Theriogenologists  
761 Tiger Oak Drive  
Pike Road, AL 36064

## **G. EXAMINATION**

All candidates seeking certification as an ACT Diplomate must take and pass a comprehensive examination in Theriogenology. The examination is prepared by the ACT Certifying Examination Committee appointed by the ACT Executive Board. The committee consists of seven (7) Diplomates, comprising the ACT Secretary and six (6) additional Diplomates.

### **G.1. EXAMINATION FORMAT**

The Certifying Examination consists of the following;

#### **G.1.a. Components taken by all candidates**

General multiple choice questions  
General essay questions  
Questions based on projected images

#### **G.1.b. Components in the species preference chosen by the candidate**

Species Preference Multiple Choice Questions  
Species Preference Essay Questions

#### **G.1.c. Species preference categories**

Bovine, equine, small animal, or multi-species

### **G.2. EXAMINATION ADMINISTRATION**

The Certifying Examination is administered no more than once each year, but is administered at least once during each two (2) year period. The Certifying Examination is given over two (2) days in conjunction with the annual conference of the Society for Theriogenology; thus, the date and site of the examination varies with the annual meeting.

### **G.3. CANDIDATE ANONYMITY**

All examination answer sheets are identified only by candidate number throughout the examination and grading period to maintain anonymity.

### **G.4. EXAMINATION RESULTS**

Results are reported in accordance with examination notification policy indicated in Section D.5.c. Every effort is made to score the examination and to notify candidates of whether they passed or failed by the evening or next day following completion of the Certifying Examination. If possible, successful candidates are introduced as new Diplomates at the annual ACT business meeting.

## H. Maintenance of Certification

### H.1 Eligibility

**H.1.a.** Diplomate must be in good standing with the ACT.

**H.1.a.1.** Diplomates must be current with membership dues in order to maintain certification with the ACT.

**H.1.b.** Maintenance of certification is required for Diplomates qualifying 2016 or later. Certification of Diplomates will expire 10 years following initial certification or re-certification. To re-certify, all Diplomates who qualified in 2016 or later must submit a recertification packet to the ACT office, documenting fulfillment of the requirements for maintenance of certification established by the ACT Executive Board.

**H.1.b.1.** Submitted MOC packets are reviewed by the Maintenance of Certification Committee (MOCC) on an annual basis, with recommendations provided to the Executive Board for final approval.

**H.1.c.** Diplomates who fail to recertify within 1 year of a MOC deadline will automatically lose their Active Diplomate status and their Diplomate status will be considered lapsed.

**H.1.c.1.** Lapsed Diplomates must petition to maintenance of Certification Committee for approval to continue to attempt recertification.

**H.1.c.2.** 20 additional credits must be accumulated for each year the Diplomate is lapsed. For example, a Diplomate who does not submit an acceptable MOC packet in 2026 would be required to earn 120 credits and submit the packet in 2027 to maintain certification.

**H.1.c.3.** After 5 consecutive years of lapsed Diplomate status, the lapsed Diplomate must re-enter the examination process as a candidate by notifying the ACT office of intent to sit for the examination, paying the appropriate fees, and successfully passing the examination before regaining Active Diplomate status.

**H.1.d.** Diplomate must attain 100 maintenance of certification credits and submit a maintenance of certification application with appropriate documentation by the posted deadline (see ACT website) prior to the summer meeting in which recertification is sought.

### H.2. Maintenance of Certification Credits

Diplomate must accumulate 100 maintenance of certification credits (using a combination of the options listed below). Once a Diplomate has accumulated at least 100 credits to be

scored, the individual should submit a maintenance of certification package. Submission format guidelines must be followed.

**H.2.a.** Examination [value: 100 credits] – recertifying diplomats receiving a passing grade on the examination are recertified.

**H.2.a.1.** The examination may be taken within 2 years prior to the MOC deadline.

**H.2.b.** Examination Items [maximum: 100 credits]

**H.2.b.1.** Prior to submitting any items for consideration by the Examination Committee, Diplomate must take the online training module on examination item preparation available on the ACT website ([link will be provided here](#)).

**H.2.b.2.** All exam items must be submitted in the format requested using available templates.

**H.2.b.3.** Multiple choice item written and accepted by the Examination Committee [value: 2 credits].

**H.2.b.4.** Image item written and accepted by the Examination Committee [value: 2 credits].

**H.2.b.5.** Essay item written and accepted by the Examination Committee [value: 5 credits].

**H.2.c.** Continuing Education Credits in Theriogenology [maximum: 50 credits]

**H.2.c.1.** Attendance at theriogenology lectures at veterinary continuing education meetings [value: 1 credit per instructional hour attended].

**H.2.c.2.** Eligible CE hours include presentations at national or international scientific meetings and/or meetings or webinars approved for CE credit by a regulatory licensing board with jurisdiction in that area.

**H.2.d.** Theriogenology presentations [maximum: 50 credits] Lectures/presentations may take many forms but credit is only awarded once for the same material regardless of how many times it is presented.

**H.2.d.1.** Key presentation at national or international meeting [value: 8 credits per 30 minutes].

**H.2.d.2.** Short communication or poster at national or international meeting [value: 2 credits].



**H.2.d.3.** Key presentation at local meeting [value: 4 credits per hour].

**H.2.d.4.** Short presentation or poster at local meeting [value: 1 credit].

**H.2.d.5.** Course master at CE courses [value: 5 credits per 2-day course].

**H.2.d.6.** Presentation at other CE meetings [value: 2 credits per hour].

**H.2.e.** Publications [maximum: 50 credits]

**H.2.e.1.** Publication must be in a peer-reviewed indexed journal.

**H.2.e.2.** Peer-reviewed publication (scientific study, case report, or review article) in which the Diplomate is the first author or mentoring author [value: 10 credits].

**H.2.e.3.** Peer-reviewed publication in which the Diplomate is a contributing author in any other position than the first or mentoring author [value: 1 credit].

**H.2.e.4.** Extended abstracts in which the Diplomate is the first author or mentoring author [value: 3 credits].

**H.2.e.5.** Extended abstracts in which the Diplomate is a contributing author in any other position than the first author or mentoring author [value: 1 credit].

**H.2.e.6.** Book chapters and non-peer reviewed publication that demonstrated a review of the most recent literature on the topic [value: 5 credits].

**H.2.e.7.** Abstracts in which the Diplomate is the first author [value: 2 credits].

**H.2.e.8.** Abstracts in which the Diplomate is a contributing author in any other position than the first author [value: 1 credit].

**H.2.f.** ACT Committee work [maximum: 50 credits]

**H.2.f.1.** Examination Committee members [value: 10 credits for each year served].

**H.2.f.2.** Scientific Information/Abstract Committee members [value: 5 credits for each year served].

**H.2.f.3.** Members of any other ACT committee [value: 1 credit for each year served].

**H.2.g. Mentor work [maximum: 25 credits]**

**H.2.g.1.** A maximum of 24 credits per year may be accumulated for each individual mentee.

**H.2.g.2.** Resident mentors [value: 2 credits for each month spent training residents registered in an ACT-approved residency program].

**H.2.g.3.** Diplomates serving as mentors for candidates preparing through the Alternate Route to take the ACT board examination [value: 1 credit for each month spent advising candidates registered in an ACT-approved study program].

**H.2.g.4.** Diplomates providing direct supervision of Alternate Route candidates [value: 2 credits per month].

**H.2.g.5.** Diplomates serving on graduate committees for students with a theriogenology-related thesis [value: 4 credits for the final year of a student's defense].

**H.2.g.6.** Training veterinary students in university or private practice settings [value: 2 credits per month].

**H.2.h. Manuscript review [maximum: 10 credits]**

**H.2.h.1.** Diplomates serving as peer reviewers for any peer-reviewed indexed journal [value: 2 credits for each manuscript reviewed].

**H.2.h.2.** Section editors at CE conferences for lectures related to theriogenology [value: 5 credits per meeting].

**H.2.h.3.** Grant review for applications pertaining to theriogenology [value: 2 credits per application].

**H.2.i. Clinical case work [maximum: 25 credits]** A "case" is defined as following an individual complaint or presentation in an individual animal or herd from initial presentation until resolution. One breeding examination, for example, does not constitute a "case."

**H.2.i.1.** Theriogenology cases recorded using the appropriate case submission form [value: 1 credit per case].

**H.2.j. Consultation or committee work for professional organizations or frequent contributor to therio listserves [value: 1 credit per year per organization].**

**H.2.j.1.** The applicant will have to justify that the work they have done for these organizations is directly related to theriogenology.

**H.2.k.** Refer to the following table for simplified credit system.

<b>MOC activity</b>	<b>MOC credit value</b>
Successfully passing ACT examination	100
Exam items (100 credits max)	
- Multiple choice question	2 per question
- Image and question	5 per question
- Essay question	5 per question
Continuing education (50 credits max)	
- Attendance at therio lectures or wet labs	1 per hour
Theriogenology presentations (50 credits max)	
- Presentation at national/international meeting	8 credits per half hour. Credits may only be counted time regardless of how often the presentation is given
- Short communication or poster at national/international meeting	2 credits
- Key presentation at local meeting	4 credits per hour
- Short communication or poster at local meeting	1 credit
- Course master at short course	5 credits per 2-day course
- Presentation at other CE meetings	2 credits per hour
Publications in theriogenology (50 credits max)	
- Peer reviewed, first or mentoring author	10 credits per publication
- Peer reviewed, contributing author	1 credits per publication
- Peer reviewed, first author case report/question of the month	10 credits per publication
- Peer reviewed extended abstracts	3 credits per publication
- Additional author on extended abstracts	1 credits per publication
- Book chapters or reviews (non peer-reviewed)	5 credits per publication
- Additional author on book chapters	1 credits per publication
- Abstracts	2 credits per publication
- Additional author on abstracts	1 credits per publication
ACT Committee work (50 credits max)	
- Exam committee members	10 credits per year served
- Scientific information/Abstract Committee	5 credits per year served
- Members of other ACT committees	1 credit per year served
Mentor work (25 credits max)	
- Resident mentors	2 credits per month actively training residents
- Diplomates serving on graduate committees for students with therio thesis	4 credits for the final year of the student's defense
- Mentors for alternate route candidates	1 credit per month advising candidates and 2 credits per month of direct supervision
- Training veterinary students (private practice or university setting)	2 credits per month
Theriogenology manuscript review (10 credits max)	
- Peers reviewer for approved journal	2 credits per review

- Section editor for CE conference	5 credits per meeting
- Grant review	2 credits per review
Clinical case work (25 credits max)	
- Theriogenology case submission	1 credit per submission
Theriogenology consultation with professional organizations or frequent contributor to therio discussion lists	1 credit per year per organization