



AMERICAN COLLEGE OF THERIOGENOLOGISTS (ACT)

General Information Guide (GIG)

Effective January 1, 2012

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
PO Box 3065
Montgomery, AL 36109
(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)
Phone: (334) 395-4666
Fax: (334) 270-3399
Website: www.theriogenology.org
E-mail: charles@franzmgt.com

SPECIAL NOTE: This revision of the ACT GIG will become effective January 1, 2012. It is recognized special circumstances may exist for some applicants who started training programs prior to January 1, 2011 which may not conform to all credentialing requirements in this GIG. Consideration will be given those applications. However, all applicants must comply with the application requirements and procedures in the current GIG at the time their application is submitted. Additionally, be advised, the American Board of Veterinary Specialties (ABVS) has mandated Certification Maintenance by 2016 for all Recognized Veterinary Specialty Organizations (RVSO). ACT is currently developing Certification Maintenance standards and a process to accomplish it. It is anticipated a process will be approved by 2014 so that all candidates certified in 2015 and beyond will be required to maintain certification.

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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, 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). Specific information not covered in the GIG is available from the ACT office:

American College of Theriogenologists
PO Box 3065
Montgomery, AL 36109
(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)
Phone: (334) 395-4666
Fax: (334) 270-3399
Website: www.theriogenology.org
E-mail: 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 – one (1) year of clinical practice or the equivalent followed by a minimum of two (2) additional years training in an ACT-approved residency program.

D.1.c.2. Practice (“Alternate”) Route – minimum six (6) years of practice experience with a major emphasis in Theriogenology including completion of a two (2) year pre-approved study and mentorship program.

D.1.c.3. Graduate (“Non-Traditional”) Training Route – one (1) year of clinical practice or the equivalent followed by a minimum of two (2) additional years training in a graduate degree program directly pertaining to theriogenology with attainment of an advanced degree.

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

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

D.2. REGISTRATION AND PROGRESS REPORTING**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 training program conforming to the requirements of the training route through

which he or she wishes to become certified. **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. Practice ("Alternate") Route – Practice Route Trainees must register with the ACT office prior to beginning their training program.

D.2.a.3. Graduate ("Non-Traditional") Training Route – Graduate Route Trainees must register with the ACT office within ninety (90) days after starting their training program.

D.2.b. Trainee Progress Reports

Trainees must submit an Annual Progress Report to the ACT office within thirty(30) days following the annual anniversary of the beginning of their training program.

D.2.c. Training Program Registration

The ACT Program Director (see section E.2.a.) must submit a program registration form to the ACT office for review and written approval at least ninety(90) days prior to a trainee beginning training program.

D.2.d. Procedure

Trainees and Program Directors should obtain all forms from the ACT website (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 October 1 to be considered for the next Certifying Examination. There will be no exceptions for the October 1 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

D4.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.

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.

Registration Fee	\$100	at Registration Submission
Application Fee	\$250	due Oct. 1
Re-Application Fee	\$150	due Oct. 1
Examination Fee	\$500	due Apr. 15
Re-Examination Fee	\$500	due Apr. 15
Annual Diplomate Dues	\$230	due Jan. 1

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 April 15.

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 comprising the President, who will serve as Chair, and three (3) other Diplomates of the College who are not currently members of the Executive Board or Certifying Examination Committee; at least one (1) of those three (3) members shall have served as a member of the Certifying Examination Committee of the College.

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. However, if the affected party is not satisfied with the final decision, he or she may request mediation by the American Board of Veterinary Specialties.

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 October 1.

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 repetitively petitioning the Executive Board, with the following caveat:

D.7.b.2. If a candidate does not retake the Certifying Examination within two (2) years after failing the examination then the candidate must petition the Executive Board to again be accepted to take the Certifying Examination.

D.7.b.3. Candidates must submit the appropriate re-examination fee to retake the Certifying Examination. Re-examination fee is due in the ACT office by April 15.

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 re-apply to take the examination and submit an appropriate re-application fee. Re-application fee is due in the ACT office by October 1.

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. SUPERVISION AND MENTORING****E.1.a. Residency (“Standard” or “Traditional”) Training Route**

A residency training route program shall include a Diplomate of either the American College of Theriogenologists OR European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

E.1.b. Practice (“Alternate”) Route

A practice route study and mentorship program shall include a Diplomate of either the American College of Theriogenologists OR European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

E.1.c. Graduate (“Non-Traditional”) Training Route

A graduate training route program shall include a Diplomate of either the American College of Theriogenologists OR European College of Animal Reproduction OR a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

E.2. DEFINITIONS RELATING TO ACT TRAINING ROUTES**E.2.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 Australian College of Veterinary Scientists (Animal Reproduction) and responsible for overseeing an ACT Residency or Graduate Training Program 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.2.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 Australian College of Veterinary Scientists (Animal Reproduction).

E.3. TRAINING REQUIREMENTS FOR ALL TRAINEES

E.3.a. Documentation must be submitted before training requirements will be considered completed. (see Section F, Application Procedures)

E.3.b. Clinical Skills

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

E.3.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. 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.

E.3.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.3.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. Trainee must also attend the annual Society for Theriogenology meeting at least once prior to receiving a diplomate certificate.

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.

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.

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.

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.

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.

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 prior to receiving a diplomate certificate.

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.

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.

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.

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.

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.

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.

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. 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.

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.

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
PO Box 3065
Montgomery, AL 36109
(physical address: 8116 Old Federal Rd, Suite C, Montgomery, AL 36117)

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, porcine 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.