



AMERICAN COLLEGE OF THERIOGENOLOGISTS (ACT)

General Information Guide (GIG)

Effective January 1, 2021

The information contained in this General Information Guideline (GIG) reflects current procedures and guidelines for individuals interested in certification by the American College of Theriogenologists (ACT or the “College”).

Information contained within the GIG is subservient to the Constitution and Bylaws (CBL) of the American College of Theriogenologists. ACT policies and procedures are subject to periodic review and changes to the CBL will automatically be reflected in annual updates to the GIG.

While every reasonable effort has been made to ensure accuracy, Supervising Diplomates and/or candidates should contact the ACT office if questions arise. Supervising Diplomates and/or candidates with concerns about proposed or actual changes that could impact the certification process should contact the ACT office:

**American College of Theriogenologists
P. O. Box 168
Mathews, AL 36052**

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A. ABOUT ACT

HISTORY OF ACT

The American College of Theriogenologists was created in 1971 to advance knowledge and competence in undergraduate, graduate, and post graduate education, research and clinical service in Theriogenology and:

- a. establish a certifying organization to recognize veterinarians as specialists in the discipline of Theriogenology,
- b. establish requirements for postgraduate education and experience prerequisites to certification as specialists in Theriogenology,
- c. examine and certify veterinarians seeking Diplomate status as specialists in Theriogenology,
- d. encourage scientific investigation and research.

B. GENERAL INFORMATION GUIDELINES FOR DIPLOMATE CANDIDATES

B.1. ADMISSION REQUIREMENTS

ACT Diplomate candidates must fulfill the following general requirements:

B.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 otherwise be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada or another country.

B.1.b. Demonstrate unquestionable moral character and impeccable professional behavior.

B.1.c. Complete the education, training and experience requirements of one of the following approved training routes after graduating from a college or school of veterinary medicine

B.1.c.1 Residency Training Route – candidates must have completed minimum of one (1) year of clinical practice or a one year internship followed by satisfactory completion of a minimum of two (2) additional years training in an American College of Theriogenologists -approved residency program.

B.1.c.2 Alternate Training Route – Veterinarians from private practice, academic programs, graduate study programs, industry, and other areas may be considered as candidates for ACT Diplomate status by the alternate route.

Alternate route candidates must have completed 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 a mentorship program approved by the American College of Theriogenologists. (see *additional specific requirements for each training route in other sections of this document*).

B.1.d. Submit acceptable credentials as described in this General information Guideline to the College.

B.1.e. Successfully pass the Certifying Examination of the College of Theriogenologists

B.2 REGISTRATION

B.2.a. Trainee Registration

Candidates intending to apply for certification with the College must register with the ACT office within 90 days of the initiation of an approved training route and pay a one-time registration fee. Registration in an approved program is required to ensure a trainee's program conforms 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.

B.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.

B.2.a.2 Alternate Route Training Route

B.2.a.2.i. Alternate Route Trainees must submit a plan of study for review with the ACT office at least 90 days prior to beginning the 104-week mentored study program. Proposed study programs should be turned in to the ACT office by the deadline established annually by the Theriogenology Credentialing Committee (TCC) and ACT Executive Board and posted annually on the website (see Theriogenology.org).

B.2.a.2.ii. Proposed study programs will be reviewed and feedback provided to candidates within 4 weeks following the posted deadlines.

B.2.a.2.iii. The proposed plan of study must include a cover letter in which the candidate *specifically* describes how they propose to fulfill requirements outlined in GIG section C. The *personalized* proposed study program must contain adequate details describing how the mentor will be involved in guiding preparation and study.

B.2.a.2.iv. Two letters of support/recommendation must accompany the plan of study. One must be from an active ***Diplomate of the ACT*** willing to serve as the primary mentor for the candidate's alternate route training program; The second

letter may be from an ACT Diplomate, a Diplomate of the European College of Animal Reproduction (ECAR), or Fellow of the Australian and New Zealand College of Veterinary Scientists (ANZCVS, Animal Reproduction, willing to serve as the secondary mentor overseeing the candidate's alternate route training program.

B.2.b Training Program Registration

B.2.b.i The ACT Program Director (see section C.4.a.) for trainees in the Residency Training Route, or the primary mentor 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.). Review of new program applications may take up to 3 months following submission.

B.2.b.ii Residency programs previously approved, currently active, or having had an actively enrolled resident within the past two years, are not required to re-register with enrollment of each new resident, unless there are significant changes within the program or within the GIG that would disqualify that program from approval for future residents.

The Theriogenology Credentialing Committee (TCC) will review program registration submissions and present recommendations to the ACT Executive Board for acceptance or rejection of programs based on compliance with program requirements

B.2.b.iii Registration forms for each of the respective routes (Residency Training or Alternate routes) are available on the ACT website (www.Theriogenology.org).

Trainees and Program Directors and Primary Mentors are responsible for obtaining all forms from the ACT website (www.theriogenology.org) and submission of completed forms to the Executive Director of the College. Candidates, Program Directors, or Primary Mentors will be notified of deficiencies by the office of the Executive Director, the TCC, or the ACT Executive Board.

B.3 CREDENTIALING

B.3.a Credentials Packet Submission

B.3.a.1 In order to be considered for the next Certifying Examination, a credentials packet, including a Petition to Candidacy and all supporting materials described herein, and the appropriate application fee must be submitted to the ACT office, no later than the deadline for the annual exam cycle posted on the website (www.theriogenology.org) The TCC may choose to reject applications received after the posted deadline. The TCC may choose to reject incomplete credentials packets.

B.3.a.2 Credentials materials may be submitted electronically or as a printed copy.

B.3.a.3 Candidates should review the Application Procedures in this GIG for specific requirements and contact the ACT office with questions.

B.3.b Credentials Review

The TCC will review application packets and present recommendations to the ACT Executive Board for acceptance or rejection based on compliance with candidacy requirements.

B.4 FEES AND DEADLINES

B4.a. Payment of the credentialing fee must accompany the credentials packet and be accompanied by an **Applicants Fees Remittance Form**. Credentials packets received without proper payment in U.S. funds drawn on U.S. banks will not be processed.

B4.b The Executive board periodically reviews and revises the fee schedule. A current fee schedule can be found on the ACT website (www.theriogenology.org). Fees are non-refundable.

B.5 NOTIFICATION

B.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.

B.5.b Candidacy

Applicants submitting packets 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: www.theriogenology.org).

B.5.b.1 Applicants failing 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: www.theriogenology.org).

B.5.c Examination Results

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

B.6 APPEALS

B.6.a Appeals Committee

An affected party has the right to appeal adverse decisions by the College. As described in the Bylaws, the Executive Board annually appoint an Appeals Committee charged with review of any Petition for Reconsideration filed by an affected party. The process for appeals is described in the Constitution and Bylaws of the ACT.

B.7 RE-APPLICATION

B.7.a Procedure for Re-Application after Credentialing Failure

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

B.7.b Procedure for Re-Application following Examination Failure

Candidates failing to successfully complete the Certifying Examination are entitled to sit a future examination(s) with the following stipulations.

B.7.b.i Candidates may retake the examination up to two times (i.e., a total of three (3) attempts to pass the Certifying Examination) within the two years following their first unsuccessful attempt without repeting the Executive Board,

B.7.b.ii Unsuccessful candidates not retaking the exam within two (2) years following their first unsuccessful attempt 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 C. To be approved to take the exam, the candidate must complete all requirements of the GIG in place at the time of their re-petition.

B.7.iii. Candidates re-sitting the exam must submit the appropriate examination fee in order to retake the Certifying Examination. The examination fee must be received by ACT office by the posted deadline (see ACT website: www.theriogenology.org).

B.7.c Procedures for Re-Application after failing to take the Certifying 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 must be received by ACT office by the posted deadline (see ACT website).

B.8. ACT DIPLOMATE CERTIFICATES

B.8.a Issuance of ACT Diplomate Certificates

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

C. TRAINING

C.1. Training Program Requirements

C.1.a Facilities Requirements

C.1.a.i Medical library: Access to 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.

C.1.a.ii Medical records: A complete and retrievable medical records system must be maintained.

- C.1.a.iii** Imaging services: Appropriate diagnostic imaging equipment must be available.
- C.1.a.iv** Clinical pathology: Clinical pathology services must be available on site or otherwise readily accessible.
- C.1.a.v** Anatomic pathology: Gross pathologic examination and histopathologic examination of surgical and necropsy tissues must be available either on site or otherwise readily accessible.
- C.1.a.vi** Surgical facilities: The operative suite must be consistent with current concepts of aseptic surgery and standard of care* for services provided.* Access to a referral facility meeting these specifications is acceptable.
- C.1.a.vii** Anesthesia and anesthesia monitoring: The ability to provide anesthesia appropriate to meet the standard of care* for the cases managed at the facility must be available. Access to a referral facility providing these services is acceptable.

*NOTE: Standard of care is defined as the degree of care and skill of the average health care provider who practices in the provider's specialty, taking into account the medical knowledge that is available in the field.

C.2 ACT Training Routes

C.2.a Residency route training

C.2.a.i 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 supporting disciplines under the direction of at least one (1) ACT Diplomate, or a 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 the residency training program;

C.2.a.ii At least 8 weeks of the training program must include co-supervision by a second Diplomate of the ACT, ECAR, or Fellow of the ANZCVS (Animal Reproduction).

C.2.a.iii 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).

C.2.a.iv During the 104-week program, adequate time, up to 12 weeks, should be provided for activities outside of clinical duty, which may include research, manuscript preparation, teaching, graduate studies, continuing education, special rotations, or board study preparation.

*NOTE: A week is generally defined as equivalent to 5 working days.

C.2.b Alternate route training

C.2.b.i Candidates for the Alternate Route Training Program must have completed minimum of six (6) years of post-graduate (DVM or equivalent) experience with a major emphasis in Theriogenology prior to sitting the exam, and must have successfully completed an ACT-approved alternate route mentored training program.

C.2.b.ii 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 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 the training program. One of these mentors shall serve as the primary mentor and the other as a secondary mentor.

C.2.b.ii Prior to or during the mentored training program, the candidate shall spend at least eight (8) weeks* receiving training in clinically relevant techniques under the supervision** of Diplomates of the ACT, or ECAR, or Fellows of the ANZCVS (Animal Reproduction). The eight (8) weeks of clinical training experiences must be verified by a letter from the mentoring Diplomate or Fellow, and submitted with the application packet

*NOTE: The 8 weeks of training may be supervised by the primary or secondary mentors, or other qualified supervisor.

**Supervision means that the mentor should be closely involved and working with the trainee.

**The eight (8) weeks of supervision may be gained prior to or after registration of the Alternate Route Training Program with the ACT but must occur following graduation from veterinary school.

C.2.c Trainee Responsibilities

The degree of responsibility assumed by the Trainee shall be appropriate to the nature of the theriogenology procedure and training experience. A Trainee in a residency or alternate route program should have experience with:

- Receiving appointments and obtaining history and pertinent information from clients.
- Supervising daily case management in clinic or on farm.
- Performance of clinical procedures.
- Clinical teaching when/if veterinary students are present.
- Providing prompt professional communications with clients and colleagues.

C.2.d Supervisor Responsibilities

The Supervisor of a trainee shall be responsible for providing the trainee with the tools, experience, and knowledge base appropriate for an ACT Diplomate candidate.

C.3 SUPERVISION AND MENTORING

C.3.a Residency (“Standard” or “Traditional”) Training Program

An ACT approved 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).

C.3.b Alternate Route Training Program

An ACT approved 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 be designated as the primary mentor and the other as the secondary mentor.

C.4 DEFINITIONS RELATING TO ACT TRAINING ROUTES

C.4.a ACT Training Program Director*

An ACT Training Program Director for ACT approved residency programs shall be a Diplomate of the American College of Theriogenologists, OR the

European College of Animal Reproduction, OR a Fellow of the Australia New Zealand College of Veterinary Scientists (Animal Reproduction), and is responsible for overseeing an ACT Residency program at a given site.*

C.4.a.i There shall be only one ACT Training Program Director at any site.

C.4.a.ii The ACT office will direct all correspondence concerning the training program at a site to the ACT Training Program Director. The ACT Training Program Director is responsible for disseminating information to the appropriate individuals (e.g. trainees and training advisers).

C.4.a.iii It is the Program Director's responsibility to notify ACT of relevant changes in a program related to the requirements for training programs included in the GIG. Failure to notify ACT will place the residency training program in jeopardy of loss of approval.

* An ACT Training Program Director may serve as both the Program Director and the Training Adviser if necessary.

C.4.b ACT Training Advisor*

A 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 the European College of Animal Reproduction, OR a Fellow of the Australia New Zealand College of Veterinary Scientists (Animal Reproduction). *

*An ACT Training Program Director may serve as both the Program Director and the Training Adviser if necessary.

C.5 TRAINING REQUIREMENTS FOR ALL TRAINEES

Documentation must be submitted before training requirements will be considered completed. (See Application Procedures)

C.5.a Clinical Skills

Each Trainee must submit a self-assessment of relevant clinical activities in which he/she participated during the training program. (See appendix for example of clinical skills self-assessment)

NOTE: Clinical skills self-assessment is not equivalent to a case log requirement)

C.5.b Publication

Each trainee must publish one (1) peer reviewed or otherwise referred manuscript related to the discipline of Theriogenology. The trainee must be the first author of the manuscript. Publications may be original research, a clinical case report, or an in depth review article. Abstracts are not acceptable to fulfill this requirement. (See appendix for additional publication specifics)

C.5.b.i Trainees may be allowed to sit the certifying examination prior to proof of publication, but Diplomate certificates shall not be issued until proof of publication or acceptance for publication is provided to the ACT.

C.5.b.ii Manuscripts must have been published or accepted for publication prior to November 1 of the fifth year following successful completion of the Certifying Examination to fulfill the publication requirement and allow the candidate to become an ACT diplomate.

C.5.b.iii Proof of publication must be submitted to the ACT office by November 1 in the fifth year following successful completion of the Certifying Examination in order for a candidate to fulfill the publication requirement and become an ACT diplomate.

C.5.c Teaching

During the training program, at least one presentation/lecture in the field of Theriogenology must be given to a veterinary or veterinary student group. Examples of acceptable presentations/lectures include veterinary undergraduate or graduate courses or local, regional/ national/international continuing education meetings.

C.5.d Continuing Education

A minimum of 30 hours Continuing Education pertaining to the field of Theriogenology must be completed during the training program and within the two years immediately prior to taking the certifying examination. 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. Other formal continuing education activities pre-approved by the Training and Credentialing Committee

D. APPLICATION PROCEDURES

D.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. All items submitted as part of an applicant’s credentials packet must be in the English language. See the appendix for examples and templates.

D.2. CREDENTIALS CHECKLIST

Applicants shall use this checklist to ensure all required items are submitted in their credentials packet. Incomplete packets will not be approved. The checklist must be completed, signed and submitted in the credentials packet according to posted instructions on the ACT website. Receipt of materials should be confirmed with the ACT office.

D.3 PETITION TO CANDIDACY

Applicants will complete and sign the Petition to Candidacy and include it with their credentials packet. Receipt of materials should be confirmed with the ACT office.

D.4 CLINICAL SKILLS SELF-ASSESSMENT

Applicants will complete a clinical skills self-assessment form for each species and include it with the credentials packet. Receipt of materials should be confirmed with the ACT office.

D.5 PUBLICATION

Applicants will submit a completed Publication/Teaching form and a copy of one (1) first author, peer reviewed, manuscript or a copy of a first author manuscript and a letter of acceptance for print from the editorial office. No Diplomate certificate shall be issued prior to receiving acceptable proof of publication. When available, proof of publication should be included in the credentials packet.

D.6 TEACHING

Applicants will submit a completed Publication/Teaching form providing evidence of presentation/lecture and include a course or meeting schedule indicating date of presentation and name of presenter. Receipt of materials should be confirmed with the ACT office.

D.7 CONTINUING EDUCATION

Applicant are required to submit a completed Continuing Education form in their credentials packet with evidence of attendance in accordance with the instructions in

the appendix and on the ACT website (Theriogenology.org). Receipt of materials should be confirmed with the ACT office.

D.8 CURRICULUM VITA

Applicants required to submit a current curriculum vita in their credentials packet. Vita must adhere to the example format provided in the appendix and posted on the ACT website (Theriogenology.org). Receipt of materials should be confirmed with the ACT office.

D.9 DIPLOMA, CERTIFICATE OR LICENSE

Applicants shall submit a copy of one of the following:

- a. A Diploma or certificate verifying graduation from a college or school of veterinary medicine accredited by the AVMA
- b. A copy of a certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG)
- c. A copy of a certificate issued by the Program for the Assessment of Veterinary Educational Equivalence (PAVE)
- d. A copy of a license to practice veterinary medicine in a state, province, territory, or possession of the United States, Canada or another country.

The copy of the diploma, certificate or license must be included in the applicant's credentials packet. The copy may be submitted as a hard copy or electronically in a PDF file. Receipt of materials should be confirmed with the ACT office.

D.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 according to posted instructions in the appendix or on the ACT website. Receipt of materials should be confirmed with the ACT office.

D.11 PERSONAL BIOGRAPHY

Applicants will submit a one-half page personal biography in their credentials packet. The biography will be submitted according to posted instructions in the appendix or on the ACT website. Receipt of materials should be confirmed with the ACT office.

D.12 CONFIDENTIALITY AGREEMENT

Applicants will complete, sign and submit a Confidentiality Agreement in their credentials packet. Agreement will be submitted according to posted instructions in the appendix or on the ACT website. Receipt of materials should be confirmed with the ACT office.

D.13 REQUESTS FOR SPECIAL ACCOMMODATIONS

The ACT complies with the Americans with Disabilities Act of 1990 (ADA). To ensure equal opportunities for all qualified persons, the ACT will make reasonable accommodations for candidates when appropriate.

D.13.a 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 according to posted instructions in the appendix and on the ACT website. Receipt of materials should be confirmed with the ACT office.

D.13.b The ACT reserves the right to require appropriate documentation, as allowed by the ADA, of the candidate's need for accommodations.

D.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 satisfactorily completed, or failed to satisfactorily complete, the proposed study program.

The 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 may place the letter in a sealed envelope, sign over the sealed flap and give it to the applicant, or submit letter directly to the ACT office electronically. Receipt of the email should be verified by the ACT office. The letter should be included in the applicant's credentials packet when submitted as a printed copy.

D.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 Diplomate may 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 as a printed copy. Alternatively, the Diplomates may send the letters electronically to the ACT office. Receipt of the email should be verified by the ACT office.

D.16 SUBMISSION OF CREDENTIALS PACKETS TO ACT OFFICE

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

American College of Theriogenologists
P. O. Box 168
Mathews, AL 36052

E. EXAMINATION

All candidates seeking certification as an ACT Diplomate must take and pass a comprehensive examination in Theriogenology. The certifying examination is prepared by the ACT Certifying Examination Committee appointed by the ACT Executive Board.

E.1. EXAMINATION FORMAT

The Certifying Examination consists of multiple choice questions, essay/short answer questions and questions based on images.

E.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 in accordance with the constitution and by-laws of the ACT.

E.3. CANDIDATE ANONYMITY

Candidate anonymity will be strictly maintained throughout the examination and grading period.

E.4. EXAMINATION RESULTS

Results are reported in accordance with the constitution and by-laws of the ACT-