AMERICAN COLLEGE OF THERIOGENOLOGISTS (ACT)

Maintenance of Certification Guide

Effective July 1, 2023
Updated February 28, 2024

The information contained in this Maintenance of Certification Guide reflects current procedures and guidelines for Diplomate of the American College of Theriogenologists (ACT or the “College”) to complete periodical recertification.

Information contained within the Maintenance of Certification Guide 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 updates to the guide.

While every reasonable effort has been made to ensure accuracy, Diplomates should contact the ACT office if questions arise.

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E-mail: info@theriogenology.org
1. DEFINITION OF TERMS

a. Diplomate: graduate veterinarian who has achieved specialty certification within the ACT.

b. Candidate: Diplomate who is undergoing the Maintenance of Certification process.

c. MOC Committee: Maintenance of Certification Committee, either an individual or the whole; responsible for generating, revising, and administering the process for recertification, subject to approval by the Executive Board.

d. Recertification: process by which a candidate proves their eligibility to have their ACT Diplomate status renewed.

2. REQUIREMENTS

a. All Diplomates who achieved the Diplomate status in 2016 or after are required to Maintain Certification every ten years, or they will forfeit ACT Diplomate status and no longer be eligible to claim ACT Diplomate certification.

b. Each Diplomate’s renewal date is fixed and will not be affected by either early or delayed recertification.

c. Each Diplomate is responsible for being aware, keeping up with the status, and maintaining current certification. An extension will not be granted for lack of notification.

3. CERTIFICATION OWNERSHIP, REPOSSESSION, AND WITHDRAWAL OF PRIVILEGES

a. Certificates are property of the ACT and may be revoked when:
   i. A Diplomate fails to uphold professional standards of practice or behavior.
   ii. A Diplomate has conduct deemed unethical by the Executive Board.
   iii. A Diplomate has violated the ACT Bylaws.

b. Withdrawal of privileges
   i. A Diplomate whose status is lapsed or withdrawn may not claim any privileges of membership in the College, including but not limited to use of the terms Specialist or Diplomate, display of an ACT certificate or pin, or use of the ACT logo in presentations or professional communication.

4. NOTIFICATION OF RESULTS

a. Diplomates will be notified of their recertification results no later than the annual business meeting in the year of their submission.

b. A packet undergoing an audit or the appeals process may result in an extended timeline.

5. ETHICAL CONSIDERATION

a. All ACT Diplomates are held to a high ethical standard. Any complaint or report of unethical conduct will be reviewed by the Executive Board.

b. With regards to the Maintenance of Certification (MOC) process, misrepresenting one’s Diplomate status, falsifying the recertification documents, or refusing to cooperate with an audit are all examples of actions that might result in review by the Executive Board.
   i. See ACT Bylaws for details.
6. MAINTENANCE OF CERTIFICATION

a. Certification is maintained by an accumulation of credits added to the MOC platform. There are no extensions if the required credits are not accumulated in the ten-year period. There is no minimum per year. Diplomates must accumulate one-hundred credits per ten-year period.

b. Each Diplomate is expected to take responsibility for his or her own recertification process and to plan accordingly.

c. Requirements
   i. A total of one-hundred credits must be earned through the completion of qualifying activities. Qualifying activities and the credits associated with each are described in the Appendix and on the MOC platform.
   
   ii. Twenty-five of the required one-hundred credits must come from continuing education hours in Theriogenology.
   
   iii. A spreadsheet is provided for the Diplomate as a summary of the qualifying activities and associated credits values.
   
   iv. To keep track of the credits and to simplify the review process, the Diplomate will use the MOC platform. This is a software where the Diplomate collects all the credits, and when at least 100 are achieved and the Diplomate is within 2 years of the recertification date, the renewal of the certification process can be initiated.
   
   v. The list of qualifying activities, associated credits values, and overall process are subject to periodic review and revision. Candidates for recertification are expected to stay apprised of the most current requirements.

d. Packet submission
   i. The recertification process must be completed by the annual ACT business meeting 10 years after initial Diplomate status is attained. For example, a Diplomate with a certificate date of 2019 would need to complete the recertification process by the annual meeting held during the summer of 2029.
   
   ii. Diplomates will be able to add credits to the MOC platform anytime during the ten-year frame time. They will be notified two years and one year prior to their recertification date and given specific deadlines for submission. In the event that unforeseen circumstances alter or affect any part of the timeline, candidates for recertification will be notified as soon as reasonably possible.

   1. While the submission deadline may vary from year to year, as a general guideline, candidates should plan on having the packet submitted by January 1st of the year in which they are up for recertification.
   
   iii. To be considered complete, the recertification packet must contain:

      1. An up-to-date resume or CV to be uploaded to the MOC platform.
      2. At least 100 credits listed and credits tallied on the MOC platform.
      3. Required documentation for each activity when requested.
   
   iv. The MOC platform will be accessed by the reviewer electronically.
v. The applicant has 2 months to complete any deficiencies in the submitted packet identified during the initial review. Questions about the general MOC requirements, the review policies, and procedures, and/or the recertification process may be addressed by the MOC Committee.

vi. Following approval of the packet by at least 65% of the voting members of the MOC Committee, a Diplomate shall be recommended to the Executive Board for approved recertification status.

vii. Packets are accepted up to two years early if a Diplomate has reached the minimum 100 credits by that time. Early submissions must meet the same number of credits and deadlines as the rest of that year’s candidates.

e. How to re-claim certification status once lost

i. Diplomates failing to successfully submit a recertification packet within ten years of their anniversary date may recertify within five years of their renewal date by submitting a packet documenting completion of Maintenance of Certification requirements plus a ten-credit increase in point allotment per year of lapse. These credits cannot be used for the next ten-year renewal period. (e.g., if someone is two years delayed in renewal, then a requirement of 120 credits would apply to the renewal period with lapsed two years with an additional 100 credits for the next ten renewal period, making the total periods necessary for that twenty-year period equaling 220 credits).

ii. Diplomates re-claiming certification may not claim any privileges of membership in the College until the recertification process is complete.

iii. Note that credits earned as part of a recertification application, despite occurring during the subsequent ten-year period, will be automatically applied towards fulfilling the recertification requirements until those requirements are completed. Credits do not roll over and cannot be used for multiple ten-year periods.

7. AUDITING PROCESS

a. An in-depth audit by the MOC Committee and management staff will occur for a minimum of 10% of submitted packets (or at least one packet) each year.

i. Packets will be randomly selected from all annual submissions and assigned to a member of the MOC Committee or management staff for detailed review. Reviewers are recommended to recuse themselves in the event a significant conflict of interest is identified.

ii. The reviewer will evaluate the packet for completeness and accuracy and verify the qualifying activities. The Diplomate under audit will be notified of any additional documentation he or she needs to provide, including but not limited to proof of conference attendance, reprints or links for publications, patent applications or awards, or justification of mentorship hours.

b. Once the audit is complete, the reviewer will make a recommendation for or against approval to be considered by the full MOC Committee.

c. Following approval of the audited packet by at least 65% of the voting members of the MOC Committee, a Diplomate shall be recommended to the Executive Board for approved recertification status.

8. USING THE MOC PLATFORM FOR PACKET SUBMISSION

a. This platform is intended to help each Diplomate track their progress toward recertification. As credits are entered, they are saved to show one’s progress towards the required minimum of 100 credits per ten-year cycle.
b. Each Diplomate is responsible for documenting their own qualifying activities/events and must be able to provide proof of completion when requested. Although one can accrue over 100 credits per cycle, excess credits do not roll over from one cycle to the next.

c. Any questions about the process should be directed to the ACT main office.

9. APPEALS

a. Diplomates failing to gain approval by the ten-year anniversary date will be considered inactive.

b. The appeals process is defined in the Bylaws; see Article VII. Section 3.
APPENDIX A - Qualifying Activities for Maintenance of Certification

<table>
<thead>
<tr>
<th>Category</th>
<th>Total possible credits</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continued education (CE) credits in Theriogenology (20 total credits required).</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at theriogenology focused lectures at NATIONAL or INTERNATIONAL continuing education conferences</td>
<td>1 credit per 2 instructional hours attended</td>
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</tr>
<tr>
<td>Attendance at theriogenology focused lectures at STATE or REGIONAL continuing education meetings</td>
<td>1 credit per 3 instructional hours attended</td>
<td></td>
</tr>
<tr>
<td>Attendance at theriogenology focused lectures at LOCAL continuing education meetings</td>
<td>1 credit per 6 instructional hours attended</td>
<td></td>
</tr>
<tr>
<td><strong>Scholarly efforts: publications, manuscripts review and patents appearing in a peer-reviewed indexed journal (CAB, PUBMED, etc)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer-reviewed Theriogenology publication (case report, or review article) in which the Diplomate is the first author or co-author</td>
<td>20 credits maximum</td>
<td>Based on percentage of work – example: if an author provides 30% of the work to the publication, then 6 credits would be the allotment (20 x 30% = 6)</td>
</tr>
<tr>
<td>Peer-reviewed Theriogenology publication (original research) in which the Diplomate is the first author or co-author</td>
<td>80 credits maximum</td>
<td>Based on percentage of work – example: if an author provides 30% of the work to the publication, then 24 credits would be the allotment (80 x 30% = 24)</td>
</tr>
<tr>
<td>Book authorship of a work regarded as the most recent literature on the topic in which the Diplomate is the author or one of the authors</td>
<td>80 credits</td>
<td></td>
</tr>
<tr>
<td>Book editorship of a work regarded as the most recent literature on the topic in which the Diplomate is the editor or one of the editors</td>
<td>80 credits</td>
<td></td>
</tr>
<tr>
<td>Book chapter authorship regarded as an in depth most recent literature or review on the topic</td>
<td>10-20 credits</td>
<td>20 credits for referenced chapters; 10 credits for chapters without references</td>
</tr>
<tr>
<td>Authorship of theriogenology related conference proceedings in which the Diplomate is the first author, mentoring author or in any other position than the first or mentoring author</td>
<td>10 credits</td>
<td></td>
</tr>
<tr>
<td>Abstracts in which the Diplomate is the first author, mentoring author or in any other position than the first or mentoring author</td>
<td>3-5 credits</td>
<td>5 credits for first author; 3 credits for all other authors</td>
</tr>
<tr>
<td>Web and electronic resources, webinars in which the Diplomate is the leader</td>
<td>2 credits</td>
<td>Per hour presented</td>
</tr>
<tr>
<td>Web and electronic resources in which the Diplomate is a contributor</td>
<td>1 credit</td>
<td>Per hour presented</td>
</tr>
<tr>
<td>Manuscript review in which the Diplomate serves as peer reviewer for any peer-reviewed indexed journal</td>
<td>5 credits</td>
<td>For each manuscript reviewed</td>
</tr>
<tr>
<td>Grant review for applications pertaining to theriogenology</td>
<td>20 credits</td>
<td>For each grant reviewed</td>
</tr>
<tr>
<td>Section editors at CE conferences for lectures related to theriogenology</td>
<td>5 credits</td>
<td>Per meeting</td>
</tr>
<tr>
<td>Mentorship (25 credits/year maximum)</td>
<td>Resident mentors</td>
<td>2 credits</td>
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<tr>
<td>Diplomates serving as mentors for candidates preparing through the Alternate Route to take the ACT board examination</td>
<td>2 credits</td>
<td>For each high involvement month* spent advising candidates registered in an ACT-approved study program</td>
</tr>
<tr>
<td>Diplomates providing direct supervision of Alternate Route candidates</td>
<td>3 credits</td>
<td>For the 6-week period candidate spends in clinical training with a diplomat</td>
</tr>
<tr>
<td>Diplomates serving on graduate committees for students with a theriogenology-related non-thesis, thesis, or dissertation</td>
<td>4 credits</td>
<td>For the final year of a student’s defense if the Diplomate has demonstrated high involvement on the committee</td>
</tr>
<tr>
<td>Clinical training of veterinary student externs in the field of theriogenology in university or private practice settings</td>
<td>1 credit</td>
<td>Per week</td>
</tr>
<tr>
<td>Training undergraduate students in reproductive physiology or reproductive related techniques in a university</td>
<td>1 credit</td>
<td>Per semester hour equivalent – based on percentage of course taught by diplomate</td>
</tr>
<tr>
<td>Training undergraduate students in reproductive physiology or reproductive related techniques in a private practice setting</td>
<td>0.5 credit</td>
<td>Per month</td>
</tr>
<tr>
<td>Mentorship for students who prepare and present a poster, abstract, or paper at national or international conferences</td>
<td>1 credit</td>
<td>Maximum per presentation regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Mentorship for house officer presentation, i.e., abstract presentations, continued education meetings, platform presentations, etc.</td>
<td>2 credit</td>
<td>Maximum per presentation regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Presentations to student Society for Theriogenology chapters or similar student organizations</td>
<td>1 credit</td>
<td>Per presentation</td>
</tr>
<tr>
<td>Clinical Case Work (25 total credits maximum)</td>
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<td>---------------------------------------------</td>
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<tr>
<td>Cases</td>
<td>1 credit</td>
<td>Per case</td>
</tr>
<tr>
<td><strong>Theriogenology Presentations</strong></td>
<td></td>
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</tr>
<tr>
<td>Key presentation at a national/international meeting</td>
<td>8 credits</td>
<td>Per 30 minutes presentation; only counted once regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Short communication/poster presentation at a national/international meeting</td>
<td>2 credits</td>
<td>Per presentation, only counted once regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Key presentation at a regional/state/local meeting</td>
<td>4 credits</td>
<td>Per 1 hour presentation; only counted once regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Short communication/poster presentation at a regional/state/local meeting</td>
<td>1 credit</td>
<td>Per presentation, only counted once regardless of the number of times it is presented</td>
</tr>
<tr>
<td>Course coordinator at a continued education conference</td>
<td>5 credits</td>
<td>Per day of the course</td>
</tr>
<tr>
<td><strong>Examination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passing ACT certifying exam</td>
<td>100 credits</td>
<td></td>
</tr>
</tbody>
</table>
Continued education (CE) credits in Theriogenology
- Meeting/conference certificate with list of lectures attended

Scholarly efforts: publications, manuscripts review and patents appearing in a peer-reviewed indexed journal (CAB, PUBMED, etc)
- Please upload one of the following:
  - Electronic article
  - Digital Object Identifier (DOI)
  - Uniform Resource Locator (URL)
  - Acceptance letter from journal

ACT Committee work and service to the college
- Please upload one of the following:
  - Appointment letter from the Executive Board
  - Email from committee chairperson welcoming diplomate to the committee

Mentorship
- Resident mentors, alternate route mentors, direct supervision of alternate route candidates
  - Progress letter from candidate to the ACT office
- Graduate committee service
  - Letter from graduate student to ACT office
- Clinical training of veterinary externs or veterinary students
  - Locum contract
  - Letter from veterinary extern to ACT office
- Training of undergraduate students in a university setting
  - Syllabus of the course
- Training of undergraduate students in private practice
  - Letter from student to ACT office
- Mentorship of students who prepare and present a poster, abstract, or paper
  - Upload poster, abstract, or paper which has diplomate as secondary author
- Mentorship of house officers
  - Upload letter from house officer
- Presentation to student SFT chapters
  - Email from SFT chapter regarding presentations given by diplomate or the presentation slides.

Clinical Case Work
- Summary or screen shot of medical records. Discharge instructions for each case can also be submitted.

Theriogenology Presentations
- Attendee certificates showing diplomate’s/candidate’s name as presenter and topic of presentation.
- Copies of email invitation to present.
- Program of the conference showing your name and presentation title.

Examination
- Letter or email from ACT Secretary congratulating diplomate/candidate on passing the ACT certifying exam.