

ACVP Maintenance of Certification Policy Manual

I. Rationale and Scope

In 2011, the American Board of Veterinary Specialists, under the umbrella of the American Veterinary Medical Association, mandated that all AVMA veterinary specialty organizations begin a program of maintenance of certification (MOC). ACVP began its time-limited board certification in 2016.

ACVP has always maintained high and highly relevant standards for certification. Our jobs and discipline offer many flexible ongoing opportunities for continued education, and the MOC system and portal are designed to recognize and document those learning activities.

Among many continuing education possibilities, the standards for maintenance include scholarly activities in writing and oral communication, understanding the latest innovations in our specialty, or new understandings of assessment and evaluation systems. MOC is designed to protect the ideology that a Diplomate of the ACVP can provide creative and state-of-the-art support for advancements in veterinary medicine and research.

The MOC portal is designed to efficiently facilitate ACVP members in maintaining their certification. The interface should clearly communicate, track, and report continuing education.

II. General Policies

a. List of basic AVMA-directed Requirements

- i. 100 credits required in each 10-year cycle
- ii. Credits to be obtained in no less than 6 years out of the 10-year cycle
- iii. Credits must be obtained from a minimum of two categories over 10-year cycle
 1. One of these categories must be Continuing Education, with a minimum of 30 credits earned in this category

b. Categories

- i. Continuing Education – live attendance or documentation of active engagement with content (e.g. post-learning quiz)
 1. Professional biomedical/scientific conference/workshop
 2. Online learning
 3. Scholastic seminar
- ii. Scholarly activity in biomedical fields
 1. Published, peer-reviewed manuscript (senior/first author/co-author)
 2. Published, peer-reviewed case report (first author/co-author)
 3. Book editor

4. Submission for extramural research grants/funding (PI/co-PI)
 5. Grant review
 6. Extramural presentation (first author/co-author)
 - iii. Maintenance of Professional Proficiency
 1. Number of credits determined by % of full time equivalent (FTE)
 - iv. Professional Organization Activities
 1. ACVP Certifying Examination Council standing committees directly involved with examination development (e.g., TIWG, EAAG)
 2. ACVP/ASVCP annual meeting education/program committees
 3. Editor/associate editor (any biomedical research journal)
 4. Manuscript or book review
 5. Other committee work (exam, education, organizer for public biomedical meeting)
 - c. Procedure for Approving Additional MOC-Eligible Activities (not listed on the Credit Table)
 - i. Diplomate must submit a MOC Credit Activity Request Form (CARF, available online) to the MOC Committee for professional activities not currently MOC-approved (e.g. seminar, online courses, conferences/meetings).
 - ii. MOC Committee reviews all requests quarterly and decides if activity is approved for MOC credit.
 1. CARFs must be submitted no later than September 1 to be considered for that year's activities
 2. Any non-preapproved activities that take place between September 1 and September 30 can be submitted in the next year (exception is the final year [year 10] of certification).
 - iii. Multiple requests for the same activity may be eligible for addition into the Credit Table, as decided by the Committee.
- III. Important Facts & Information
- a. Access to MOC Portal
 - i. Fee to access to the MOC record and add MOC credits is determined by the Certification and Examination Council and is posted on the ACVP Maintenance of Certification webpage under the subheading "MOC Portal Access and Recertification Fees"
 - b. Deadline for Credit Entry
 - i. Credits must be entered by September 30 for credits earned in the prior year (year defined as October 1 to September 30)
 - ii. No credits may be entered after September 30 in the final year (Year 10)
 - c. Duration of Certificate
 - i. September of year of certification – December 31, Year 10
 - d. Recertification Fees Structure
 - i. There is a one-time fee for certificate renewal incurred at the end of each 10-year certification period
 - ii. Fee amount is set by the Certification and Examination Council, which may vary between ACVP members and non-members, and is posted on the ACVP Maintenance of Certification webpage under the subheading "MOC Portal Access and Recertification Fees"
 - iii. Diplomates who fail to pay the Recertification Fees are considered non-

- compliant (see Section V.)
 - e. Policy for members with dual certification in Anatomic and Clinical Pathology
 - i. Dual certification members can apply the activities used to accrue credits for both certificates (i.e. minimum of 100 credits; see General Policies)
 - ii. Renewal fees will apply to each certificate
- IV. Auditing Policy
 - a. AVMA/ABVS requires random audits of Diplomate compliance
 - i. 10% of members to be audited per year
 - ii. Auditing for compliance of 100 credit minimum will occur between September-December
 - b. Dishonest Reporting of MOC Credits
 - i. The ACVP Bylaws would prevail
 - ii. All Diplomates are required to comply with the AVMA Ethical Guidelines when reporting MOC activity.
- V. Noncompliance & Reinstatement Policy
 - a. Definition of Noncompliance
 - i. Individual did not earn the required 100 credits in the 10-year cycle
 - ii. Individual did not report credits in at least 6 years of the 10-year cycle
 - iii. Individual did not earn credits from at least two categories
 - iv. Individual did not pay all required fees/dues
 - b. Reinstatement Policy
 - i. Individuals who allow their certificate to expire will be required to apply for reinstatement, either through a one-year extension or re-taking the ACVP Phase II examination
 - 1. A one-year extension must be applied for and completed within one year of the lapse (prior to September 30 of Year 11) and will only be approved if a minimum of 110 credits can be accrued by September 30 of Year 11 and all other basic requirements can also be met within Year 11 (i.e. credits must be accrued in no less than 6 years; credits in at least 2 of the 4 categories; must be a minimum of 30 Continuing Education category credits)
 - 2. If basic requirements listed in V.b.i.1 cannot be completed in Year 11 or reinstatement application occurs after the one-year deadline, reinstatement can only be achieved by re-taking the ACVP Phase II examination with successful completion of all sections
 - ii. Reinstatement fees
 - 1. There is a one-time fee for reinstatement for any individual who allows their certificate to expire
 - 2. Fee amount is set by the Certification and Examination Council and is posted on the ACVP Maintenance of Certification webpage under the subheading "MOC Portal Access and Recertification Fees"
 - 3. In addition to the reinstatement fee, any Diplomate who requires re-taking of the ACVP Phase II examination for reinstatement is required to pay the full cost of the ACVP Phase II examination