

**AVMA PROVISIONALLY RECOGNIZED VETERINARY SPECIALTY ORGANIZATION
Interim Report Form (Example only)**

An officer of the recognized veterinary specialty organization (RVSO) indicated below is responsible for completion of this form and its return to the AVMA Education and Research Division **by November 1**. **(NOTE: The form in this appendix is an example only. AVMA staff will update the dates listed on this form each year and send hard and electronic copies of the updated form to all ABVS representatives no later than September 1.)**

RVSO _____

1. Number of charter diplomates: _____
2. Number of years since provisional recognition. _____
3. Number of active diplomates January 1, **2002**: _____
4. Has your RVSO accepted applications for membership? If not, when do you plan to do so? _____
5. Change in number of active diplomates:

| | | | |
|--|-------------|------------|-------|
| | Added _____ | | |
| | Lost _____ | Net change | _____ |
7. Number of active diplomates December 31, **2002**: _____
8. Number of diplomates having a status other than active:

| | | | |
|--|---|-------|-------|
| | Honorary _____ | | |
| | Emeritus _____ | | |
| | Other (please indicate status and number) | | _____ |
| | _____ | _____ | _____ |
9. Total of all living diplomates December 31, **2002** _____
10. Complete the attached form on Credentialing and Examination Outcomes. Use the most current information for each class of candidates.
11. Number of active diplomates primarily associated with:

| | | |
|---------------------------------|--|-------|
| a) Academia | | _____ |
| b) Industry | | _____ |
| c) Government | | _____ |
| d) Practice | | _____ |
| e) Other (please specify) _____ | | _____ |
12. Provide a current copy of your constitution and/or bylaws. If there have been changes in your constitution or bylaws this year, please provide a second copy with deletions ~~struck through~~ and additions underlined.

13. Describe how you ensure that examination questions reflect the professional activities expected of diplomates.
14. Do you provide candidates with a content outline and the format of the exam prior to the exam? If so, provide a copy.
15. Describe how unsuccessful candidates are advised of deficiencies on examination.
16. Provide the time limit (in days) for reporting scores to candidates after the examination is administered. Are examination results sent to all candidates on the same day?
17. Are all unsuccessful candidates informed of their remaining eligibility and reapplication procedures? How?
18.
 - a. Number of residency/training programs (approved qualifying routes) existing at time of provisional recognition: _____
 - a. Number of residency/training programs (approved qualifying routes) initiated this year: _____
 - c. Number of residency/training programs (approved qualifying routes) December 31, **2001**: _____
 - d. Number of **individuals** in residency/training programs (approved qualifying routes) January 1, **2002** (if available): _____
 - e. Number of **individuals** in residency/training programs (approved qualifying routes) December 31, **2002** (if available): _____

Job (task) analysis, test validation, and criteria referencing (for establishing cut scores) improve the fairness, accuracy, and legal defensiveness of the credentialing examination, and certification of specialists. The following questions (19-23) address these functions.

19. Has your RVSO conducted a job analysis to help substantiate entry-level requirements and examination? If not, is such an analysis planned?
20. How does your RVSO develop examination items? Is a professional examination consultant used? If so, to what extent?
21. How is your examination validated?
22. How do you set the pass point?
23. Have your testing methods been previously established and reported to the ABVS? If not, please describe them as a part of this report (e.g., 300 multiple-choice questions). Are candidates notified of the passing point or the method of setting the pass point before the examination?
24. Describe any changes in your examination process occurring this year (e.g., type, validation, committee size).

25. Describe any advances in training programs, continuing education, or scientific programs made during the year.
26. Describe any other notable events occurring during the year, emphasizing those that demonstrate progress toward becoming "fully functional" and thus qualified for full recognition.
27. Provide names, addresses, phone and facsimile numbers, and e-mail addresses for current officers.
28. List any perceived or anticipated problems that might interfere with progress toward full recognition within the required time frame.
29. When do you intend to petition for full recognition? _____
30. If a determination has been made of the federal tax status of the organization was it:
 - Tax exempt under 501(c)(3) _____
 - Tax exempt under 501(c)(6) _____
 - Other _____
31. Is there special assistance that your veterinary specialty organization desires from the ABVS?

Name of person completing this form (please print) _____

Signature _____

Date _____

THANK YOU
 PLEASE RETURN TO THE AVMA BY NOVEMBER 1

Interim Report Form - Attachment
(Example only)

Name of Recognized Veterinary Specialty Organization, Specialty, or Subspecialty

Date _____

10. CREDENTIALING/EXAMINATION OUTCOMES

For this report, the RVSO **MUST** group candidates by the year in which they initially applied for certification. Candidates should remain in their candidate class regardless of whether their credentials are initially rejected or whether they reapply at a later time. Each year, the RVSO **MUST** update information for each candidate class as additional candidates complete the credentialing or examination process. This will provide the ABVS with up-to-date information for the current and five preceding candidate classes. If information is not available at the time the Annual Report is submitted, the RVSO should indicate "NA" and provide a brief explanation.

A duplicate of this form **must** be completed and submitted for each recognized veterinary specialty or subspecialty within your organization.

| | Candidate Class (by year of original application) | | | | | |
|---|--|------|------|------|------|------|
| | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 |
| 1. Total number of applicants in candidate class | | | | | | |
| 2. Number of candidates per class (ie, #1) for whom credentials were accepted, regardless of when accepted | | | | | | |
| 3. Credentialing percentage: (#2/#1) x 100 | | | | | | |
| 4. Number of credentialed candidates (ie, #2) presenting for examination, regardless of previous examination attempts | | | | | | |
| 5. Number of candidates presenting for examination (ie, #4) who passed the certifying examination and became diplomates | | | | | | |
| 6. Of candidates who passed the examination (ie, #5), list number who were: | | | | | | |
| a. successful on first attempt | | | | | | |
| b. successful on second attempt | | | | | | |
| c. successful on ≥3 attempts | | | | | | |
| 7. Diplomate percentage of candidate class (ie, cumulative exam pass rate for each candidate class = $(\frac{\#5}{\#1}) \times 100$) | | | | | | |
| 8. Diplomate percentage of credentialed candidates per class (ie, cumulative exam pass rate for candidates with accepted credentials = $\frac{\#5}{\#2} \times 100$) | | | | | | |
| 8. Diplomate percentage of those presenting for examination (ie, cumulative pass rate of candidates presenting for examination = $\frac{\#5}{\#4} \times 100$) | | | | | | |