



## Sample Memorandum

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### Appendix 4—CPE Application Procedure (read-only)

**Date:** January 1, 2012  
**To:** CPE-eligible ECFVG Candidates  
**From:** ECFVG Testing Coordinator  
**Re:** Clinical Proficiency Examination (CPE) Application Process

This memo is being sent to you because you are now **ELIGIBLE TO APPLY FOR THE CPE**. Before beginning the application process, you **MUST** carefully review all material in this packet, including your ECFVG status report. The status report indicates the date on which you initially enrolled in the ECFVG certification program (“Date Entered”). If your “Date Entered” date is on or after January 1, 2006, you have already paid a one-time Quality Assurance Program (QAP) fee of \$725. If your “Date Entered” date is before January 1, 2006, you will be required to pay a one-time QAP fee of \$725 when you submit your request for a CPE application. Additional details are provided below; please follow these instructions carefully. Contact the ECFVG office ([ECFVG@avma.org](mailto:ECFVG@avma.org); 800-248-2862, ext 6682) with any questions.

For candidates with a “Date Entered” date on or after January 1, 2006, the following CPE fee structure applies:

- The CPE fee is \$5,000, all of which is forwarded to the CPE site.
- All CPE fees must be paid in US dollars and all are non-refundable and non-transferable.
- A \$500 CPE fee deposit must be submitted when requesting an application.
- A \$500 CPE fee deposit must be submitted when returning a completed application.
- The remaining balance of \$4,000 is due 60 days prior to examination.

For candidates with a “Date Entered” date before January 1, 2006, the following QAP & CPE fee structure applies:

- The CPE fee is \$5,000, all of which is forwarded to the CPE site. A one-time QAP fee of \$725 is also required. The QAP is restricted to fund processes that ensure and enhance quality of the ECFVG certification program.
- All CPE and QAP fees must be paid in US dollars and are non-refundable and non-transferable.
- The \$725 QAP fee must be submitted when requesting a CPE application.
- A \$500 CPE fee deposit must be submitted when returning a completed application.
- The remaining CPE fee balance of \$4,500 is due 60 days prior to examination

Please note neither the QAP nor any of the CPE fee can be refunded if you fail to receive a visa or other required travel documentation to allow travel to the CPE site. Make sure all documents permitting travel are in place prior to submitting your non-refundable/non-transferable fees.

**Each eligible candidate must request a CPE application in writing.** Send the request to AVMA/ECFVG, Attn: Testing Coordinator, at the address on the letterhead above. Please enclose either the QAP fee of \$725 (for candidates who initially registered in the certification program prior to January 1, 2006) or a \$500 CPE fee deposit. Payment of the QAP fee or CPE

fee deposit must be in the form of a **cashier's check or money order**, made payable to **AVMA**.

Once the request and payment are processed, you will be sent a CPE application and Manual of Administration. You must complete the CPE application and return it together with a CPE fee deposit in the form of a **cashier's check or money order** for \$500, made payable to **AVMA** to AVMA/ECFVG, Attn: Testing Coordinator, at the address on the letterhead above. **Each candidate must submit the deposit and completed application in order to reserve an examination space.** After processing the completed application and deposit, you will be forwarded a letter confirming the date and location of your scheduled CPE. Examination dates are assigned on a first-come/first-serve basis.

The final CPE fee balance (\$4,000 for those registered in the certification program on or after January 1, 2006; \$4,500 for those registered in the certification program prior to January 1, 2006) in the form of a **cashier's check or money order** payable to **AVMA** must be sent (post-marked) to AVMA/ECFVG, Attn: Testing Coordinator, at the address on the letterhead above no later than 60 days prior to the scheduled exam.

**Failure to pay the balance by the required deadline can result in forfeiture of all fees and loss of the reserved examination space.**

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### **CPE Application Processing Times**

- The ECFVG office will notify candidates when they become CPE eligible; and only CPE-eligible candidates can submit a CPE application request or a completed application.
- Requests for CPE applications and completed CPE applications, including retake applications, are date stamped on receipt in the ECFVG office.
- Date-stamped requests and completed applications, which must include the appropriate fee(s), are processed **ONLY** once a month and in the order in which received.
- Once all requests are processed, CPE applications will be sent via US mail to candidates.
- Please do not make repeated phone calls to the ECFVG office to check the status of a request or application during the normal processing time. Doing so negatively impacts processing time for all candidates' requests and applications. Instead, to verify that the ECFVG office received your application or request, please consider submitting CPE documents, using a method whereby you can track receipt (eg, FedEx, UPS, US mail/return receipt requested). Thank you.

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### **CLINICAL PROFICIENCY EXAMINATION TOPIC AREAS AND GRADING CRITERIA**

The following seven major sections are represented in the CPE:

- **ANESTHESIA**
- **EQUINE PRACTICE**
- **FOOD ANIMAL PRACTICE**
- **NECROPSY**
- **RADIOGRAPHIC POSITIONING**
- **SMALL ANIMAL MEDICINE**
- **SURGERY**

In each of the seven sections, candidates will be evaluated on a specific clinical skill or a group of clinical skills. Each section other than Anesthesia and Surgery will be graded on a percentage rating. Anesthesia and Surgery will be graded on a pass/fail basis. Scores of 60 weighted points or greater in Equine Practice, Food Animal Practice, Necropsy, Radiographic Positioning, and Small Animal Medicine, and a passing score in Anesthesia and Surgery are required to pass the examination.

Candidates who fail one, two or three sections of the CPE are allowed two additional opportunities to retake and successfully pass the failed sections as long as the candidates apply for retake within 6 months of each failure and accept one of the first available retakes offered. Failure to successfully pass the retake sections within these 2 attempts or failure to accept the first available retakes will necessitate the candidate retaking the entire CPE.