

***POLICIES AND PROCEDURES
AMERICAN VETERINARY MEDICAL ASSOCIATION
EDUCATIONAL COMMISSION FOR
FOREIGN VETERINARY GRADUATES®***

***First Edition
July 2009 Update***

CONTACT INFORMATION FOR ECFVG CERTIFICATION PROGRAM

ECFVG

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GLOSSARY OF ACRONYMS

AAVMC	Association of American Veterinary Medical Colleges
AAVSB	American Association of Veterinary State Boards
AVMA	American Veterinary Medical Association
BCSE	Basic and Clinical Sciences Examination
CAEL	Canadian Academic English Language Assessment
CCT	Clinical Competency Test
COE	Council on Education
CPE	Clinical Proficiency Examination
ECFVG	Educational Commission for Foreign Veterinary Graduates
ETS	Educational Testing Service
iB-TOEFL	Internet-based Test of English as a Foreign Language
IELTS	International English Language Testing System
NAVLE	North American Veterinary Licensing Examination
NBE	National Board Examination
NBVME	National Board of Veterinary Medical Examiners
NEB	Canadian National Examining Board
PLIT	Professional Liability Insurance Trust
QAP	Quality Assurance Program
TOEFL	Test of English as a Foreign Language
TSE	Test of Spoken English
TWE	Test of Written English
VIVA	Veterinary Information Verifying Agency

***POLICIES AND PROCEDURES OF THE EDUCATIONAL COMMISSION FOR
FOREIGN VETERINARY GRADUATES® (ECFVG®)***

HISTORY, DESCRIPTION, AND CHARGE OF THE ECFVG

In 1971, the House of Delegates approved a "Procedure for Recognizing Graduates of Colleges of Veterinary Medicine Outside the United States and Canada." That procedure included a provision for the formation of "a special committee to be named the Educational Commission for Foreign Veterinary Graduates, advisory to the Council on Education, which shall be appointed by the AVMA Executive Board to maintain continuing surveillance over procedures for acceptance of graduates of colleges of veterinary medicine outside the United States and Canada." Today, the ECFVG continues to carry out its two-part charge:

1. To evaluate the professional competence of graduates of non-AVMA/Council on Education-accredited colleges of veterinary medicine listed by the AVMA, to the benefit of such graduates and of the state and provincial veterinary licensing agencies, and of other concerned parties; and
2. To allow utilization of ECFVG examinations and other assessment resources to evaluate the professional competence of graduates of AVMA/Council on Education-accredited colleges of veterinary medicine when such utilization is to the benefit of the state and provincial veterinary licensing agencies, and other concerned parties.

Recommendations pertaining to changes in ECFVG policies are forwarded to the AVMA Executive Board for consideration and approval. Decisions related to candidates and internal operational policies such as the Basic and Clinical Sciences Examination (BCSE) procedures, Clinical Proficiency Examination Manual of Administration, petitioning processes, and application and other forms are made by the ECFVG alone and are independent of the AVMA. Further, such decisions are not influenced by the partner organization or its recognized affiliate organizations. Since the inception of the current certification program (January 1, 1973) through December 31, 2008, the ECFVG has awarded more than 4,420 certificates.

The current ECFVG comprises 9 members representing the AVMA Council on Education (COE), Veterinary Members of State Veterinary Licensing Boards, Senior Administrative Executives of State Veterinary Licensing Boards, Association of American Veterinary Medical Colleges (AAVMC), Government Service, Canadian National Examining Board (NEB), Clinical Practitioners Holding an ECFVG Certificate, the Public, and Clinical Proficiency Examination (CPE) Site Coordinators. The latter position is non-voting. Appointments for all voting representatives except the public member are made by the AVMA Executive Board for terms of six years beginning at the close of the AVMA annual meeting. ECFVG members who have served terms of three years or more are not eligible for re-appointment. The term of the representative of the Council on Education terminates concurrently with the end of the representative's term on the Council. The ECFVG continues to report its activities to the COE through the COE representative.

The public member is appointed by the Commission when a vacancy exists, for a non-renewable six-year term that begins at the close of the AVMA Annual Convention. Criteria used in the selection of public members specify that they shall not be:

1. A veterinarian.

2. A current or former employee of a college of veterinary medicine.
3. A vendor to the ECFVG.
4. Currently or formerly affiliated with any other constituent group represented on the ECFVG.

A non-voting liaison representing CPE site coordinators will be appointed by the ECFVG Site Coordinators at ECFVG-approved CPE sites to serve a three-year term, with eligibility to serve one additional three-year term. The liaison will be invited to attend only those portions of the ECFVG meeting at which CPE issues are addressed and will serve on the CPE Steering Committee.

The ECFVG office is located in the Education and Research Division at AVMA Headquarters in Schaumburg, Illinois. An Assistant Director in the Education and Research Division and the ECFVG Coordinator provide AVMA staff support to the Commission. ECFVG information, including an application form, can be found on the AVMA Web site (home page: www.avma.org) at www.avma.org/education/ecfvg/default.asp.

AVMA-LISTED VETERINARY COLLEGES

An AVMA-listed veterinary college is any non-AVMA-accredited college outside the United States or Canada that is recognized by the World Health Organization or the government of its own country, and whose graduates are eligible to practice in that country. The World Health Organization last published the *World Directory of Veterinary Schools* in 1973. Additional listed schools also are described in the *World Veterinary Directory 1991*, edited by the World Veterinary Association in cooperation with the Food and Agriculture Organization of the United Nations, the World Health Organization, and the Office International des Epizootics. Should a graduate of a non-listed college apply to the ECFVG program, the ECFVG Coordinator requests that the college obtain a letter from the federal Ministry of Education indicating that the college is recognized by the government of that country and that its graduates are eligible to practice veterinary medicine within that country. After the ECFVG reviews and approves necessary documentation, the college is added to the list. A graduate of a non-listed veterinary college cannot enroll in the ECFVG program until the college becomes listed.

OVERVIEW OF THE ECFVG CERTIFICATION PROGRAM

An ECFVG certificate may be accepted by state veterinary medical licensing agencies as fulfilling the educational prerequisite, either in full or in part, for state licensure eligibility. The majority of states require graduates of non-AVMA accredited veterinary schools to hold an ECFVG certificate. However, because licensing requirements can change, the ECFVG and AVMA urge all veterinarians to contact the licensing agency in the state in which they wish to become licensed to determine current requirements, including educational prerequisites.

The ECFVG certification program comprises 4 steps, each one designed to build from the previous. The purpose of the first step is to confirm an applicant's veterinary college credentials. The second step is designed to assess a candidate's English language ability. The purpose of the third step is to assess a candidate's basic and clinical veterinary science knowledge, whereas the purpose of the fourth and final step is to assess a candidate's hands-on clinical veterinary medical skills.

An applicant who satisfactorily completes the following 4 steps (in order) will be awarded an ECFVG certificate:

1. Provide proof (diploma and final transcripts) of graduation from an AVMA-listed college of veterinary medicine. The ECFVG will seek verification of the applicant's credentials by direct request to the college from which the individual claims graduation.
2. Provide proof of comprehension and ability to communicate in the English language by attaining passing scores on the Test of English as a Foreign Language (TOEFL), Test of Spoken English (TSE), AND Test of Written English (TWE) OR and the internet-based TOEFL (iB-TOEFL) as administered by Educational Testing Service of Princeton, NJ; OR the International English Language Testing System (IELTS) as administered by the University of Cambridge Local Examinations Syndicate, the British Council, and IDE Education Australia; OR the Canadian Academic English Language Assessment (CAEL) as administered by Carleton University in Ontario, Canada. Candidates whose native language is English are exempt from the English language examinations provided they submit documentation attesting to at least three years full-time attendance at a secondary (high) school at which the complete language of instruction was English. Native language means the common language of an individual's country of birth. A degree from a US college or university is not considered adequate proof of English language ability.
3. Attain a passing score on the Basic and Clinical Sciences Examination (BCSE), OR prior to spring 2007 the North American Veterinary Licensing Examination (NAVLE), OR prior to spring 2000, the National Board Examination (NBE) and Clinical Competency Test (CCT). Please note that ECFVG candidates MUST first complete Step 2 (English language ability) to be eligible to take the BCSE. Step 3 is considered complete when the ECFVG verifies a passing BCSE score has been obtained OR the ECFVG receives an official score report indicating a passing score on the NAVLE (April 2007 and previous administrations only) or the NBE and CCT from the Veterinary Information Verifying Agency (VIVA) of the American Association of Veterinary State Boards.
4. Attaining a passing score on all sections of the Clinical Proficiency Examination (CPE) approved by the ECFVG OR prior to July 1, 2007, successfully complete a postgraduate evaluated clinical year.

SPECIFIC STEPS OF THE ECFVG CERTIFICATION PROGRAM

Step One—Proof of Graduation

To register in the ECFVG certification program, an applicant must submit the following to the ECFVG office:

- i. A completed and notarized ECFVG application form (Appendix 1) that must include a passport, green card, or Social Security card number.
 - a. Please note: application form is for registration in the ECFVG certification program and not for registration for the BCSE or CPE. BCSE and CPE application requires submission of separate forms.
- ii. Two passport-sized photographs of the applicant.
- iii. Certified, notarized, or official (issued directly by school) photocopies of the applicant's veterinary college diploma and transcripts (for each year), both in the language of issuance and as a certified English translation if necessary. Provisional Certificates and Certificates of Graduation are unacceptable for ECFVG program purposes. If the applicant is enrolled in the final year of study at an AVMA-listed veterinary college, a

letter from an official of that college must also be submitted stating that the applicant will graduate within the year.

- iv. Payment of \$1,000.00 (USD; \$275.00 ECFVG program application fee; \$725.00 ECFVG Quality Assurance Program [QAP] fee) can be made by credit card (Visa or MasterCard), by personal check from a US bank only, or by cashier's check or money order. Checks or money orders should be made payable to the AVMA. If paying by credit card, please submit the following information with your application:
 - a. Type of credit card (Visa or MasterCard)
 - b. Credit card number
 - c. Expiration date
 - d. Name and billing address for credit card if different from name and address on ECFVG application

All items must be sent to: ECFVG, American Veterinary Medical Association, 1931 N Meacham Road, Suite 100, Schaumburg, IL 60173-4360, USA.

If a candidate wishes to withdraw from the program within 60 days after applying, the entire \$1,000.00 fee will be refunded upon written or E-mail request. No fees will be refunded for withdrawal requests received more than 60 days after initially applying to the program.

The original registration fee is valid for two years. To remain active in the program, candidates must re-register every two years by notifying the ECFVG and, beginning January 1, 2008, paying a \$100.00 re-registration fee. Files of candidates who do not re-register in the ECFVG certification program will be made inactive. An inactive file may be reactivated within eight years upon the written request of the candidate and payment of all past-due re-registration fees. Inactive candidate files older than eight years will be destroyed. Future entrance into the ECFVG certification program would require new registration according to guidelines currently in effect.

The ECFVG verifies all applicants' educational credentials. The ECFVG Coordinator sends a "certification of graduation" form (Appendix 2) with the applicant's photograph to the dean of the veterinary college from which the applicant graduated. The dean or other college official must verify the applicant's identification and graduation date and return the completed form with the college seal affixed to the ECFVG office. Applicants may proceed with the other steps of the program while verification is being obtained.

Once enrolled, candidates must submit address and name change requests in writing or E-mail, listing both the old and new address, or old and new name, and any relevant changes in telephone numbers or E-mail addresses. Name changes must be substantiated with a copy of appropriate legal documents.

Step Two—English Language Ability

To complete Step 2, non-native English speaking candidates must provide the ECFVG with proof of comprehension and ability to communicate in the English language by meeting the minimum requirements established by the ECFVG on one of the following four assessment tools: the TOEFL, TWE, and TSE; the internet-based TOEFL (iB-TOEFL); the IELTS; or the CAEL Assessment.

The TOEFL, TWE, and TSE and the iB-TOEFL are offered by Educational Testing Service (ETS) at ETS Corporate Headquarters, Rosedale Road, Princeton, NJ 08541 (Web site: www.toefl.org; telephone: 609-921-9000).

For ECFVG program purposes, candidates choosing to take the TOEFL (computer- or internet-based) MUST take each subsection of the TOEFL. Please note that the TWE is contained within the computer-based TOEFL as the essay rating, whereas the TSE is a separate examination. The iB-TOEFL comprises four sections: listening, reading, writing, and speaking, and candidates taking the iB-TOEFL are not required to take the TSE. Candidates must contact ETS for information regarding the iB-TOEFL or the computer-based TOEFL/TWE and TSE, including dates and location of examinations, fees, and application procedures.

For ECFVG program purposes, the minimum requirements for the computer-based TOEFL is 213 with at least 25 points in listening comprehension (section 1); the minimum required score on the TWE (TOEFL essay section) is 4.0; and the minimum required score on the TSE is 50. The ECFVG CANNOT accept section scores from separate computer-based TOEFL/TWE exam administrations; candidates MUST achieve at least the minimum passing scores for all required sections of the computer-based TOEFL/TWE on the same exam administration.

On the basis of a standard setting exercise conducted in June 2008, the ECFVG has determined new minimum requirements for the iB-TOEFL. Effective July 1, 2009, the ECFVG will accept ONLY score reports that meet the following iB-TOEFL requirements.

The minimum requirements for the iB-TOEFL are: 25 in listening, 22 in writing, 22 in speaking, and 23 in reading; no minimum overall score is required. Candidates MUST achieve at least the minimum passing scores for each of the four sections of the internet-based TOEFL, with section scores accepted from separate internet-based TOEFL exam administrations conducted over a two-year period.

The ECFVG requires original score reports directly from ETS. ECFVG candidates must request their TOEFL/TWE and TSE scores or iB-TOEFL scores be reported directly to ECFVG by ETS. Please use institution code 1212 when requesting score reports. Because ETS only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the ECFVG. Moreover, the ECFVG office cannot hold score reports longer than two years for individuals who are not currently enrolled in the ECFVG certification program. The ECFVG will continue to accept computer-based TOEFL/TWE and separate TSE scores until ETS discontinues those examinations worldwide.

The International English Language Testing System (IELTS) is administered by the University of Cambridge Local Examinations Syndicate, the British Council, and IDE Education Australia. For information in North America, contact IELTS Inc at 100 East Corson St, Suite 200, Pasadena, CA 91103 (Web site: www.ielts.org; telephone: 626-564-2954).

For ECFVG program purposes, candidates choosing to take the IELTS MUST take the academic

IELTS. The minimum required score on the academic IELTS is 6.5 (overall band score), with at least a 6.5 in the listening band, a 6.0 in the writing band, and a 7.0 in the speaking band. The ECFVG CANNOT accept section scores from separate exam administrations; candidates MUST achieve at least the minimum required scores for all required sections of the IELTS on the same exam administration. The ECFVG requires original score reports directly from IELTS Inc.

The Canadian Academic English Language (CAEL) Assessment is administered by Carleton University. Please contact the CAEL Assessment Testing Office, 228 Paterson Hall, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario, Canada K1S 5B6 (Web site: www.cael.ca; telephone: 613-520-2600, ext 2271).

For ECFVG program purposes, candidates choosing to take the CAEL Assessment MUST take each subsection of the CAEL Assessment. The minimum required score on the CAEL Assessment is 60 (overall score), with at least a 60 in the listening band, a 50 in the writing band, and a 60 in the speaking band. The ECFVG CANNOT accept section scores from separate exam administrations; candidates MUST achieve at least the minimum required scores for all required sections of the CAEL Assessment on the same exam administration. The ECFVG requires original score reports directly from the CAEL Assessment Testing Office.

For candidates whose native language (ie, the common language of an individual's country of birth) is English, the English language examinations may be waived. To do so, eligible candidates must provide documentation of at least three years full-time attendance at a secondary (high) school at which the complete language of instruction was English. Acceptable documentation includes a letter directly from school officials stating dates of attendance (month and year of both initial and final dates of attendance are required) and verifying that the complete language of instruction was English or, for graduates of US high schools, a certified, notarized, or official copy of the final diploma or transcript. A degree from an English-speaking college or university is not considered adequate proof of English language ability.

Step Three—Basic and Clinical Sciences Knowledge

To complete Step 3, candidates must attain a passing score on the Basic and Clinical Sciences Examination (BCSE). Candidates who took the North American Veterinary Licensing Examination (NAVLE) during the April 2007 or prior administrations **ONLY**, or the National Board Examination (NBE) and Clinical Competency Test (CCT) prior to 2000 may be eligible to use successful score reports from those prior examinations to complete ECFVG Step 3. The AVMA owns and administers the BCSE, which is an approximately four-hour computer-based examination consisting of 225 multiple-choice questions designed to help assess basic and clinical veterinary sciences knowledge. Complete information on the BCSE, including application procedures and deadlines, rules of conduct, and testing accommodations, can be found in the BCSE Candidate Bulletin.

For candidates completing the BCSE, BCSE scores will be reported by the Testing Coordinator via US mail only. BCSE scores will not be available via telephone, E-mail, or fax. For candidates who have successfully completed the NAVLE during or prior to the April 2007 administration or the NBE and CCT prior to 2000, the ECFVG requires original NAVLE or NBE/CCT score reports directly from the Veterinary Information Verifying Agency (VIVA) of the American

Association of Veterinary State Boards (AAVSB). NAVLE and NBE/CCT scores are **ONLY** reported to the ECFVG at the request of the ECFVG candidate. Requests for score transfers must be directed to the VIVA, 380 W. 22nd Street, Suite 101, Kansas City, MO 64108 (Web site: www.aavsb.org; telephone: 877-698-8482) The ECFVG office will notify each applicant when his/her scores have been received. Again, VIVA will not report scores to the ECFVG without a request from the candidate, and the ECFVG will consider Step 3 complete only on receipt of a score report from VIVA indicating a passing score on the NAVLE (April 2007 and previous administrations only) or the NBE and CCT (prior to spring 2000).

Candidate addresses listed on Step 3 examination score reports (BCSE, NAVLE or NBE/CCT) that vary from the address on record must be explained in writing, listing both the old and new address, before ECFVG can record and acknowledge receipt of the score report. Therefore, it is important that all candidates provide the ECFVG office with address updates as soon as possible. Address changes must be in writing or E-mail.

For information regarding the NAVLE, which is a licensing examination, please contact the National Board of Veterinary Medical Examiners (NBVME), PO Box 1356, Bismarck, ND 58502 (Web site: www.nbvme.org; telephone: 701-224-0332).

Step Four—Clinical Skills Assessment

Beginning July 1, 2007, only the Clinical Proficiency Examination (CPE) approved by the ECFVG will meet the requirements for assessment of hands-on clinical skills. Previously, from May 1, 1987 through June 30, 2007, either the CPE or one year of postgraduate evaluated clinical experience at an AVMA-accredited veterinary college met the requirements for ECFVG Step 4.

To complete Step 4, candidates must attain a passing score on all sections of the CPE **OR**, prior to July 1, 2007 **ONLY**, must have successfully completed a postgraduate evaluated clinical year at an AVMA-accredited, ECFVG-approved college of veterinary medicine or petitioned for approval of clinical experience obtained out of sequence or at an AVMA-accredited school that is not ECFVG approved.

The Canadian clinical examination will be accepted as equivalent to the CPE currently approved by ECFVG for purposes of reciprocity.

Clinical Proficiency Examination

Eligibility—All candidates will be notified of their Step 4 eligibility by letter from the ECFVG Coordinator. ECFVG candidates who are graduates of AVMA-listed veterinary colleges become eligible to apply for and take the CPE after completing Steps 1, 2, and 3 of the certification program (Appendix 3). Candidates who register in the ECFVG program during their final year of studies at an AVMA-listed veterinary college become eligible to apply for the CPE after completing Steps 2 and 3 of the ECFVG certification program but cannot select or be assigned to a CPE date prior to their anticipated graduation date (Appendix 4). Furthermore, Step 1 must be completed before the first day of the assigned CPE, and Step 1 is considered complete only after the ECFVG processes copies of the candidate's veterinary college diploma and final transcripts. ECFVG policy also states that this documentation must be received not later than 60 days prior

to the date of the assigned CPE, so candidates should plan accordingly. Additionally, candidates who complete any portion of their clinical education at an AVMA-accredited veterinary college cannot take the CPE administered at that college.

CPE format—Beginning January 1, 2008, the CPE is a 3-day, 6-section, hands-on clinical skills examination, administered by the faculty of a college of veterinary medicine or other authorized testing institution. The skill level expected for a passing grade on each of the 6 sections of the CPE is that of an entry-level graduate of an accredited veterinary college. Only well-prepared candidates will be able to pass the CPE.

The 6 sections of the CPE include: anesthesia, diagnostic techniques, equine practice, food animal practice, small animal medicine, and surgery. The *CPE Manual of Administration* describes specific sections and skills to be assessed and serves as the guide for administering the CPE to all candidates. All sites offering the CPE must adhere to the standards set forth in the *CPE Manual* and 2 other quality assurance documents (Appendices 5 and 6) Examination sites reserve the right to accept no more than 8 qualified applicants for the examination and to cancel an examination if less than 4 candidates apply.

Rules of Conduct for the CPE—The ECFVG has established Rules of Conduct to govern administration of the CPE to ensure that no examinee or group of examinees receives unfair advantage on the examination, inadvertently or otherwise.

If there is a reason to believe that the integrity of the examination process is jeopardized, the ECFVG may invalidate all or any part of a CPE administration. If information indicates that continued testing would jeopardize the security of examination materials or the integrity of scores, the ECFVG reserves the right to suspend or cancel any CPE administration.

CPE site team members (ie, coordinators, examiners, technicians, and assistants) monitor all sections of the CPE. If CPE site team members observe a candidate violating the Rules of Conduct or engaging in other forms of irregular behavior during a CPE, the team members will not necessarily advise the candidate at the time of the examination, but shall report such incidents to the ECFVG. Each report shall be fully investigated.

By applying to take the CPE, a candidate agrees to the following Rules of Conduct:

- You are the person named on the CPE application.
- You will place in a locker or cubicle or other designated area all personal belongings, including cellular telephones, watches with computer communication and/or memory capability, pagers, personal digital assistants (PDAs), formulas, study materials, notes, papers, and your purse or wallet, before you enter the secure testing areas.
- You will not use a telephone at any time while you are in the secure areas.
- You will not give, receive, or obtain any form of unauthorized assistance during the testing session, including any breaks.
- You will not have in your possession any formulas, study materials, notes, papers, or electronic devices of any kind unless you are out of the secure testing areas of the CPE site.
- You will not remove materials in any form (written, printed, recorded, or any other type)

from the secure testing area unless instructed to do so by the examiners.

- You understand and acknowledge that all examination materials remain the property of the CPE site and ECFVG, and you will maintain the confidentiality of the case content for all sections of the CPE. You will not reproduce or attempt to reproduce examination materials through memorization or any other means, nor will you provide information relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination, including, without limitation, by posting information regarding examination content on the Internet.

Unless specifically authorized, candidates may not bring personal belongings into secure testing areas of the CPE site. Failure to follow these rules shall constitute a violation of the Rules of Conduct for the administration of the CPE and may lead to adverse action regarding a candidate's examination. For the CPE, candidates should understand that the entire testing session over the 3-day testing period, including all breaks, is considered a closed and secure testing session, and that the entire CPE site, including any on-site lunch room, break rooms, and restrooms, is a secure testing area. Therefore the rules regarding unauthorized possession during the CPE extend to lunch, if lunch is provided on site, and all breaks.

For the CPE, unauthorized personal belongings include, but are not limited to:

- mechanical or electronic devices other than simple calculators, such as cellular telephones, personal digital assistants (PDAs), watches with computer communication and/or memory capability, electronic paging devices, recording or filming devices, radios;
- outerwear, such as coats, jackets, head wear, gloves;
- book bags, backpacks, handbags, briefcases, wallets; and
- books, notes, study materials, or scratch paper.

If candidates bring any personal belongings to the CPE site, they must store them in a designated locker or storage cubicle or other designated area as directed by the CPE site team. All stored mechanical or electronic devices must be turned off. Upon reasonable suspicion, a candidate's personal belongings and their contents may be inspected. Any materials that reasonably appear to be reproductions of any case material specific for the CPE administration in which a candidate is participating will be confiscated. Making notes of any kind during the CPE, except on the materials provided by the CPE site for this purpose, is not permitted. If candidates have any questions regarding the appropriateness of personal belongings to be brought into the CPE site, contact the ECFVG or a CPE site team member prior to admission.

Admission to the CPE—When candidates arrive at the CPE site for orientation and check in, they must present a photo ID with signature. Acceptable forms of identification include the following forms of unexpired identification:

- passport;
- driver's license;
- national identity card; or
- other form of unexpired, government-issued identification.

The identification must contain both the candidate's signature and photograph. If a candidate

does not bring acceptable identification, he/she will not be admitted to the CPE. In that event, the candidate will be required to reschedule the CPE in accordance with current ECFVG policy. The candidate's name as it appears on his/her CPE application must match the name on the form(s) of identification exactly. If a candidate's name listed on his/her CPE application is not correct, contact the ECFVG office immediately at ECFVG@avma.org or 800-248-2862, ext 6682 or 6623.

Test Centers and Testing Conditions—The time and location for arrival at the CPE site for orientation and check in will be sent to each candidate by US mail prior to the administration of the examination. If a candidate arrives late, he/she will not be admitted, and will have to reschedule the test date in accordance with current ECFVG policy.

At the time of check-in, candidates will be required to present unexpired identification. Prior to beginning each day of the examination, candidates will be directed to a small storage cubicle or locker or other designated area in which they must place personal belongings. These cubicles may not be secure, so do not bring valuables.

In addition, candidates should please note the following:

- You should bring only the equipment specified for each section within the CPE Manual of Administration; all other equipment is provided at the CPE
- You should wear comfortable, professional clothing.
- There are no waiting facilities for family and friends at the center; plan to meet them elsewhere after the examination ends.
- CPE site team members (wearing name tags) will direct you throughout each day of the CPE, and their instructions should be followed at all times.
- There will be an on-site orientation to each section of the CPE to acquaint candidates with specific procedures and regulations.

Once candidates enter the secure testing area of the CPE site, they may not leave that area until directed to do so by a member of the CPE site team. Breaks, including a lunch break, are provided. CPE site team members will direct candidates to any on-site break and lunch rooms. Candidates may not discuss the cases with fellow examinees at any time, and conversation among examinees in any language other than English is prohibited at all times. CPE site team members will monitor all examinee activity. See "Irregular Behavior" below.

CPE site team members are not authorized to answer questions from examinees regarding examination content or scoring.

Should a candidate wish to file a concern regarding the CPE testing experience, he/she may do so at the site on the test day(s). If a candidate does not file a report at the site, he/she must notify the ECFVG office in writing within three weeks of the final day of the administration of the CPE. Concerns that are reported in this way will be investigated in accordance with the current ECFVG Complaints Procedure (available at www.avma.org/education/ecfvg/ecfvg_pp_complaints.asp).

NOTE: Visitors as approved by the ECFVG, may, on some occasions, be observing a CPE in progress. Other than site evaluators, they will be given no information regarding examinee identity or performance and will have no interaction with examinees.

Irregular Behavior—Irregular behavior consists of any action by CPE candidates or others that subverts or attempts to subvert the examination process, including, without limitation:

- Falsification of information on the application form, including additional documentation, or failure to provide the ECFVG with information material to your application.
- Impersonating an examinee or engaging someone else to take the examination for you
- Giving, receiving, or obtaining unauthorized assistance during the examination, or attempting to do so.
- Unauthorized possession, reproduction, or disclosure of any materials, including, but not limited to, examination cases, before, during, or after the examination.
- Making notes of any kind during an examination except on the writing materials provided by the CPE for that purpose.
- Disruptive or unprofessional behavior at a CPE site.
- Offering any benefit to any CPE site team member or agent of the ECFVG in return for any right, privilege, or benefit which is not usually granted by the ECFVG to other similarly situated candidates.

NOTE: Talking to another examinee during the examination may be reported as evidence of giving, receiving, or obtaining unauthorized assistance.

If a candidate is determined to have failed to abide by the Rules of Conduct of the ECFVG or otherwise to have engaged in any form of irregular behavior, the ECFVG may terminate the candidate's participation in an examination, invalidate the results of an examination, withhold or revoke the candidate's scores or certification, bar the candidate's participation in future examinations, and/or take other appropriate adverse action. In addition, such determination shall become part of the candidate's permanent ECFVG record and the fact of such determination may be provided to third parties that receive or have received verification of ECFVG status. Such information may also be provided to other legitimately interested entities.

Candidates also should understand that the ECFVG may or may not require a candidate to retake one or more portions of the ECFVG if presented with sufficient evidence that the security of the examination has been compromised, notwithstanding the absence of any evidence of a candidate's personal involvement in such activities.

Appeal Process—Candidates determined to have violated the Rules or Conduct or otherwise engaged in irregular behavior may appeal the decision by following the current ECFVG Appeal Procedure (www.avma.org/education/ecfvg/ecfvg_pp_appeal.asp).

Scoring the CPE—Passing scores in all sections of the CPE are required to pass the examination. A candidate who fails 4 or more sections of the examination must repeat the entire CPE. Candidates who fail 1, 2, or 3 sections of the CPE are allowed two additional opportunities to

retake and successfully pass the failed sections as long as the candidates apply for a 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. Please note: only a total of two retake attempts are allowed for each failed section, regardless whether those attempts are at an ECFVG- or NEB-approved CPE site.

Each CPE site will report scores to the ECFVG office within 15 working days of the last day of the examination. The ECFVG office will notify candidates of their results (ie, pass or fail) on each section. Such notification will be via US mail only. Scores cannot be reported via telephone, E-mail, or fax.

An unsuccessful candidate may request feedback on failed sections from the ECFVG office. This information will assist the candidate in identifying his/her deficiencies and to devise a plan for upgrading. Candidates are prohibited from contacting examiners for feedback either during or following completion of the CPE.

Fees—The full CPE fee is \$5,000 for ECFVG candidates initially registered in the certification program on and after January 1, 2006 and who have paid a one-time ECFVG QAP fee on program registration. The full \$5,000 CPE fee is forwarded to the site administering the CPE.

The full CPE fee is \$6,000 for ECFVG candidates initially registered in the certification program prior to January 1, 2006; \$1,000 covers the maintenance of the CPE Quality Assurance Program (QAP), while the remaining \$5,000 is forwarded to the site administering the CPE to help defray examiners' salaries, facility and equipment costs, animal procurement and maintenance costs, and other associated expenses. The following fee schedule applies:

1. For candidates initially registered in the certification program on/after January 1, 2006:
 - \$5,000 CPE fee (non-refundable/non-transferable)—\$500 due when requesting an application, \$500 due when returning a completed application, and the remaining balance (\$4,000) due 60 days prior to examination.
2. For candidates initially registered in the certification program prior to January 1, 2006:
 - \$1,000 QAP fee (non-refundable/non-transferable)—\$500 due when requesting an application, and the remaining balance due 60 days prior to examination.
 - \$5,000 CPE fee (non-refundable/non-transferable)—\$500 due when returning a completed application, and the remaining balance due 60 days prior to examination.

PLEASE NOTE: CPE fees cannot 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.

The final balance must be sent (post-marked) to the AVMA/ECFVG no later than 60 days prior to the scheduled exam. Final payment must be in the form of a cashier's check or money order made payable to the AVMA. **FAILURE TO PAY THIS BALANCE BY THE REQUIRED DEADLINE WILL RESULT IN FORFEITURE OF ALL FEES AND LOSS OF THE RESERVED EXAMINATION SPACE.**

For ECFVG candidates initially registered in the certification program on or after January 1, 2006, the fee to retake 1, 2, or 3 sections of the CPE is \$1,250 per section, with the total fee forwarded to the CPE site. For ECFVG candidates initially registered in the certification program prior to January 1, 2006, the fee to retake 1, 2, or 3 sections of the CPE is \$1,500 per section; \$250 covers the maintenance of the CPE QAP, while the remaining \$1,250 is forwarded to the site administering the CPE to help defray examiners' salaries, facility and equipment costs, animal procurement and maintenance costs, and other associated expenses.

Application procedure—The ECFVG office will notify candidates in writing ([Appendix 3](#) or [4](#)) when they have attained CPE eligibility. After receiving written notification from the ECFVG office, eligible candidates must request a CPE application ([Appendix 7](#)) in writing. Candidates requesting testing accommodations must also request the ECFVG Test Accommodation Request Form for the CPE ([Appendix 8](#)). Candidates must include an initial deposit, in the form of a cashier's check or money order for \$500 (non-refundable/non-transferable) payable to the AVMA, with the request. Once a candidate's request and initial deposit are processed, the Testing Coordinator will send the candidate a CPE application and *Manual of Administration*. Completed applications must be returned to the AVMA office together with the second deposit in the form of a cashier's check or money order for \$500, made payable to the AVMA. Each candidate must submit the deposit and completed application in order to reserve an examination space. After processing a candidate's completed application, the Testing Coordinator will forward the candidate a letter confirming the date and location of the scheduled CPE. Examination dates are assigned on a first-come/first-serve basis.

Candidates retaking one or more sections must also request a CPE application in writing from the AVMA/ECFVG and must include a \$250 non-refundable/non-transferable deposit for each section in the form of a cashier's check or money order made payable to AVMA. To reserve the examination space, candidates retaking sections must return the completed application to the AVMA/ECFVG together with the final payment in the form of a cashier's check or money order payable to AVMA in the amount of \$1,250 per section for candidates initially registered in the ECFVG certification program prior to January 1, 2006 or \$1,000 per section for candidates initially registered in the ECFVG certification program on or after January 1, 2006.

PLEASE NOTE: CPE fees cannot 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.

Rescheduling—Candidates may only reschedule an examination without forfeiture of all fees paid for medical reasons or a death in the family; written verification from a doctor or other appropriate authority is required to reschedule.

CPE Testing Accommodations

Introduction—In accordance with the Americans with Disabilities Act and other applicable laws, the AVMA/ Educational Commission for Foreign Veterinary Graduates (ECFVG) provides equal access to programs and services for individuals with documented disabilities.

The Americans with Disabilities Act of 1990 (ADA) and accompanying regulations define a

person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, or learning. The purpose of documentation is to validate that the applicant is covered under the ADA. Comprehensive information by a qualified professional is necessary to allow the ECFVG to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows the ECFVG to provide appropriate accommodations for such a disability.

Documentation submitted by an applicant in support of a request is reviewed by the ECFVG for consideration and will be forwarded to outside experts for impartial professional review.

The ECFVG Policy on Testing Accommodations provides individuals, schools, professional diagnosticians, and service providers with information regarding how to document a disability and a related need for accommodations for candidates for the ECFVG Clinical Proficiency Examination (CPE). The information and documentation submitted should be as comprehensive as possible in order to allow the ECFVG to make an informed decision on the accommodation request and to avoid time delays in the decision-making process.

The purpose of accommodations is to provide equal access to the CPE. Accommodations "match up" with the identified functional limitation so that the area of impairment is mitigated by an auxiliary aid or adjustment to the testing procedure. Functional limitation refers to the behavioral manifestations of the disability that impede the individual's ability to function; that is, what someone cannot do on a regular and continuing basis as a result of the disability. For example, a functional limitation might be an inability to hear within normal limits. An appropriate accommodation might be use of an amplified stethoscope. It is essential that the documentation submitted with an accommodations request provide a clear explanation of the functional impairment and a rationale for the requested accommodation.

As noted in the CPE Manual of Administration, the Clinical Proficiency Examination (CPE) is a hands-on examination of entry-level educational clinical skills and judgments designed for graduates of non-AVMA/Council on Education (COE)-accredited veterinary colleges. The CPE is intended to assess the practical clinical veterinary skills of an "entry-level" veterinarian (ie, a new graduate of an AVMA/COE-accredited school). The CPE Manual of Administration lists the specific clinical proficiency skills measured by each section of the examination.

The ECFVG will provide reasonable accommodations designed to facilitate equal access to the CPE. Accommodations will be considered on a section-by-section basis. Because of the different clinical skills measured by the different sections, accommodations may be provided for some sections but not for others. In no case will accommodations be provided that would compromise any examination section's ability to test accurately the skills and knowledge it purports to measure. Similarly, no auxiliary aid or service will be provided that will fundamentally alter any section of the examination.

As part of the measurement of clinical "efficiency," candidates are assessed on their timely and effective use of resources to complete a procedure. Efficiency is a component of competency. Therefore, an accommodation of additional testing time will not be provided for those sections

that assess efficiency. Similarly, no accommodations, including additional testing time, will be provided where the safety and welfare of an animal may be compromised.

While the use of accommodations in the test activity may enable the individual to better demonstrate his or her mastery of clinical skills, accommodations are not a guarantee of improved performance, test completion, or a passing score.

When to Request Test Accommodations for the CPE—Once the ECFVG office notifies a candidate who requires accommodations that he or she is eligible for the CPE, the candidate should request an ECFVG Test Accommodation Request Form for the Clinical Proficiency Examination (CPE) from the ECFVG office at the same time he or she requests a CPE application. A Test Accommodation Request form is also available in Appendix 8 of this *Policies and Procedures Manual*. The completed ECFVG Test Accommodation Request Form for the CPE must be submitted to the ECFVG office at the same time as the completed CPE application. Appropriate documentation of the disabling condition and need for accommodations must accompany the Test Accommodation Request Form. In order to facilitate processing, the ECFVG encourages applicants to provide detailed and complete responses to the request for test accommodations and accompanying documentation.

How to Request Test Accommodations for the CPE—If a candidate has a documented disability covered under the Americans with Disabilities Act (ADA) and requires test accommodations, he/she must notify the ECFVG **in writing** each time he/she applies for an accommodation. The individual requesting accommodations must personally initiate a written request for test accommodations. Accommodation requests by a third party (such as an evaluator or veterinary school) cannot be honored. Candidates should read and comply with the following seven steps to request accommodations:

1. Read the General Guidelines for Documenting Disabilities, Guidelines for Documenting Learning Disabilities, and Guidelines for Documenting Attention-deficit/Hyperactivity Disorder and share them with the professional who will be preparing your documentation. Your treating professional must provide the necessary supporting documentation as described in these guidelines.
2. Complete and sign the ECFVG Test Accommodation Request Form for the Clinical Proficiency Examination (CPE), which may be obtained by requesting a form in writing from the ECFVG office at the time you request a CPE application. Alternatively, if you are applying to retake one, two, or three failed sections of the CPE, complete and sign the ECFVG Request for Subsequent (Retake) Test Accommodations for the Clinical Proficiency Examination (CPE), which may also be obtained on written request from the ECFVG office.
3. Attach documentation of the disability and your need for accommodation.
 - a. Compare your documentation with the information listed in the General Guidelines for Documenting Disabilities, Guidelines for Documenting Learning Disabilities, and Guidelines for Documenting Attention-deficit/Hyperactivity Disorder to ensure a complete submission.
 - b. **Incomplete documentation will delay processing of your request.**
4. Attach a personal statement describing your disability and its impact on your ability to function in a clinical setting and in your daily life. If you are currently a practicing

- veterinarian, also describe any current workplace accommodations.
5. Submit all documentation as outlined in the General Guidelines for Documenting Disabilities, Guidelines for Documenting Learning Disabilities, and Guidelines for Documenting Attention-deficit/Hyperactivity Disorder, including the following:
 - a. Typed or printed letters and reports from evaluators on official letterhead.
 - b. All documents in English. You are responsible for providing certified English translations of foreign-language documentation.
 - c. Records from childhood if you are requesting accommodations based on a developmental disorder such as learning disorders (LD) or attention deficit/hyperactivity disorder (ADHD).
 - d. Documentation of your functional impairment in activities beyond test-taking.
 - e. Verification of your functional impairment by impartial third-party individuals who have observed you in day-to-day functioning or in clinical situations.
 6. Retain a photocopy of all Request Forms and documentation submitted.
 7. Send your completed ECFVG Test Accommodation Request Form for the CPE and documentation via a traceable or return-receipt method with your CPE application to:
AVMA/ECFVG
Attn: Testing Coordinator
1931 N. Meacham Rd. Suite 100
Schaumburg, IL 60173

General Guidelines for Documenting Disabilities—The following guidelines are provided to assist the applicant in documenting a need for accommodation based on an impairment that substantially limits one or more major life activities. To support a request for test accommodations, a candidate must please submit the following documentation from his/her testing professional:

1. A detailed, comprehensive written report describing the candidate's disability and its severity and justifying the need for the requested accommodations. Documentation in support of requests for accommodations on the basis of a learning disability or attention-deficit/hyperactivity disorder must also comply with the Guidelines for Documenting Learning Disabilities or Guidelines for Documenting Attention-Deficit/Hyperactivity Disorder, respectively.
2. The following characteristics are expected of all documentation submitted in support of a request for accommodations. Documentation must:
 - a. State a specific diagnosis of the disability. A professionally recognized diagnosis for the particular category of disability is expected (eg, the DSM-IV diagnostic categories for learning disabilities).
 - b. Be current. Because the provision of reasonable accommodations is based on assessment of the current impact of the examinee's disability on the testing activity, it is in the individual's best interest to provide recent documentation. As the manifestations of a disability may vary over time and in different settings, in most cases an evaluation should have been conducted within the past three years. For example, low vision or neuromuscular conditions are often subject to change and should be updated for current functioning.
 - c. Describe the specific diagnostic criteria and name the diagnostic tests used, including date(s) of evaluation, specific test results, and a detailed interpretation

of the test results. This description should include the results of diagnostic procedures and tests utilized and should include relevant educational, developmental, and medical history. Specific test results should be reported to support the diagnosis. For example, documentation for an examinee with multiple sclerosis should include specific findings on the neurological examination including functional limitations and MRI or other studies, if relevant. Diagnostic methods used should be appropriate to the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that other professionals could understand their role and significance in the diagnostic process.

- d. Describe in detail the individual's limitations due to the diagnosed disability (ie, a demonstrated impact on functioning on the CPE) and explain the relationship of the test results to the identified limitations resulting from the disability. The current functional impact on physical, perceptual, and cognitive abilities should be fully described (eg, the extent to which an examinee with macular degeneration and resulting reduced central vision is limited in the ability to read).
 - e. Recommend specific accommodations and/or assistive devices including a detailed explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified functional limitations. Accommodation requests for the CPE and their justification must be section specific. For example, a request for special lighting might be appropriate for the Surgery section, but not for the Small Animal Practice section. Extra time might be appropriate for the written stations in such sections as Small Animal Practice and Radiology but not for sections requiring demonstration of competencies required in Anesthesia or Surgery.
 - f. Establish the professional credentials of the evaluator that qualify him or her to make the particular diagnosis, including information about licensure or certification and specialization in the area of the diagnosis. The evaluator should present evidence of comprehensive training and direct experience in the diagnosis and treatment of adults in the specific area of disability.
3. If no prior accommodations have been provided, the qualified professional expert should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

Guidelines for Documenting Learning Disabilities—The following information is provided to clarify the documentation process for applicants submitting a request for accommodations based specifically on a learning disability or cognitive impairment.

1. The evaluation must be conducted by a qualified professional. The qualified professional (diagnostician) must have comprehensive training in the field of learning disabilities and must have comprehensive training and direct experience in working with an adult population.
2. Testing/assessment must be current. The determination of whether an individual is significantly limited in functioning according to ADA criteria is based on assessment of the current impact of the impairment. (See General Guidelines for Documenting Disabilities). A developmental disorder such as a learning disability originates in childhood and, therefore, information which demonstrates a history of impaired

functioning should also be provided.

3. Documentation must be comprehensive. Objective evidence of a substantial limitation in cognition or learning must be provided. At a minimum, the comprehensive evaluation should include the following:
 - a. A diagnostic interview and history taking. Because learning disabilities are commonly manifested during childhood, though not always formally diagnosed, relevant historical information regarding the individual's academic history and learning processes in elementary, secondary and postsecondary education should be investigated and documented. The report of assessment should include a summary of a comprehensive diagnostic interview that includes relevant background information to support the diagnosis. In addition to the candidate's self-report, the report of assessment should include:
 - A description of the presenting problem(s);
 - A developmental history;
 - Relevant academic history including results of prior standardized testing, reports of classroom performance and behaviors including transcripts, study habits and attitudes and notable trends in academic performance;
 - Relevant family history, including primary language of the home and current level of fluency in English;
 - Relevant psychosocial history;
 - Relevant medical history including the absence of a medical basis for the present symptoms;
 - Relevant employment history;
 - A discussion of dual diagnosis, alternative or co-existing mood, behavioral, neurological and/or personality disorders along with any history of relevant medication and current use that may impact the individual's learning; and
 - Exploration of possible alternatives that may mimic a learning disability when, in fact, one is not present.
 - b. A psychoeducational or neuropsychological evaluation. The psychoeducational or neuropsychological evaluation must be submitted on the letterhead of a qualified professional, and it must provide clear and specific evidence that a learning or cognitive disability does or does not exist. It must also have the following characteristics:
 - The assessment must consist of a comprehensive battery of tests.
 - A diagnosis must be based on the aggregate of test results, history and level of current functioning. It is not acceptable to base a diagnosis on only one or two subtests.
 - Objective evidence of a substantial limitation to learning must be presented.
 - Tests must be appropriately normed for the age of the patient and must be administered in the designated standardized manner.
 - Minimally, the domains to be addressed in the psychoeducational or neuropsychological evaluation should include assessment of:
 - i. Cognitive Functioning: A complete cognitive assessment is essential with all subtests and standard scores reported. Acceptable measures

- include but are not limited to: Wechsler Adult Intelligence Scale-III (WAIS-III); Woodcock Johnson Psychoeducational Battery-III (WJ-III): Tests of Cognitive Ability; Kaufman Adolescent and Adult Intelligence Test.
- ii. Achievement: A comprehensive achievement battery with all subtests and standard scores is essential. The battery must include current levels of academic functioning in relevant areas such as reading (decoding and comprehension) and mathematics. Acceptable instruments include, but are not limited to, the Woodcock-Johnson Psychoeducational Battery - Revised: Tests of Achievement (WJ-III); The Scholastic Abilities Test for Adults (SATA); Woodcock Reading Mastery Tests-III. Specific achievement tests are useful instruments when administered under standardized conditions and when interpreted within the context of other diagnostic information. The Wide Range Achievement Test-3 (WRAT-3) and the Nelson-Denny Reading Test are not comprehensive diagnostic measures of achievement and therefore neither is acceptable if used as the sole measure of achievement.
 - iii. Information Processing: Specific areas of information processing (e.g., short- and long-term memory, sequential memory, auditory and visual perception/processing, auditory and phonological awareness, processing speed, executive functioning, motor ability) must be assessed. Acceptable measures include, but are not limited to, the Detroit Tests of Learning Aptitude - Adult (DTLA-A), Wechsler Memory Scale-III (WMS-III), information from the Woodcock Johnson Psychoeducational Battery-III Tests of Cognitive Ability, as well as other relevant instruments that may be used to address these areas.
 - iv. Other Assessment Measures: Other formal assessment measures or nonstandard measures and informal assessment procedures or observations may be integrated with the above instruments to help support a differential diagnosis or to disentangle the learning disability from co-existing neurological and/or psychiatric issues. In addition to standardized test batteries, nonstandardized measures and informal assessment procedures may be helpful in determining performance across a variety of domains.
4. Actual test scores must be provided (age-based standard scores where available) as well as identification of norms used to interpret the data. Evaluators should use the most recent form of tests and should identify the specific test form as well as the norms used to compute scores. It is helpful to list all test data in a score summary sheet appended to the evaluation.
 5. Records of academic history should be provided. Because learning disabilities are most commonly manifested during childhood, relevant records detailing learning processes and difficulties in elementary, secondary and postsecondary education should be included. Such records as grade reports, transcripts, teachers' comments and the like will serve to substantiate self-reported academic difficulties in the past and present.

6. A differential diagnosis must be reviewed and various possible alternative causes for the identified problems in academic achievement should be ruled out. The evaluation should address key constructs underlying the concept of learning disabilities and provide clear and specific evidence of the information processing deficit(s) and how these deficits currently impair the individual's ability to learn. No single test or subtest is a sufficient basis for a diagnosis. The differential diagnosis must demonstrate that:
 - a. Significant difficulties persist in the acquisition and use of listening, speaking, reading, writing or reasoning skills.
 - b. The problems being experienced are not primarily due to lack of exposure to the behaviors needed for academic learning or to an inadequate match between the individual's ability and the instructional demands.
7. A clinical summary must be provided. A well-written diagnostic summary based on a comprehensive evaluative process is a necessary component of the report. Assessment instruments and the data they provide do not diagnose; rather, they provide important data that must be integrated with background information, historical information and current functioning. It is essential then that the evaluator integrates all information gathered in a well-developed clinical summary. The following elements must be included in the clinical summary:
 - a. Demonstration of the evaluators having ruled out alternative explanations for the identified academic problems as a result of poor education, poor motivation and/or study skills, emotional problems, attentional problems and cultural or language differences;
 - b. Indication of how patterns in cognitive ability, achievement and information processing are used to determine the presence of a learning disability;
 - c. Indication of the substantial limitation to learning presented by the learning disability and the degree to which it impacts the individual in the context of the CPE; and
 - d. Indication as to why specific accommodations are needed and how the effects of the specific disability are mediated by the recommended accommodation(s).
8. Each accommodation recommended by the evaluator must include a rationale. The evaluator must describe the impact the diagnosed learning disability has on a specific major life activity as well as the degree of significance of this impact on the individual. The diagnostic report must include specific recommendations for accommodations and a detailed explanation as to why each accommodation is recommended. Recommendations must be tied to specific diagnostic test results or clinical observations. The documentation should include any record of prior accommodation or auxiliary aids, including any information about specific conditions under which the accommodations were used and whether or not they were effective. However, a prior history of accommodation, without demonstration of a current need, does not in and of itself warrant the provision of a like accommodation. **If no prior accommodation(s) has been provided, the qualified professional expert should include a detailed explanation as to why no accommodation(s) was used in the past and why accommodation(s) is needed at this time.**
9. Problems such as test anxiety, English as a second language in and of itself, slow reading without an identified underlying cognitive deficit or failure to achieve a desired academic outcome are not learning disabilities and, therefore, are not covered under the ADA.

Guidelines for Documenting Attention-Deficit/Hyperactivity Disorder (ADHD)—For those applicants submitting a request for accommodations based specifically on Attention-Deficit/Hyperactivity Disorder (ADHD), the following additional information is provided to clarify the documentation process:

1. The evaluation must be conducted by a qualified diagnostician. Professionals conducting assessments and rendering diagnoses of ADHD must be qualified to do so. Comprehensive training in the differential diagnosis of ADHD and other psychiatric disorders and direct experience in diagnosis and treatment of adults is necessary. The evaluator's name, title and professional credentials, including information about license or certification as well as the area of specialization, employment and state in which the individual practices should be clearly stated in the documentation.
2. Testing/assessment must be current. The determination of whether an individual is "significantly limited" in functioning is based on assessment of the current impact of the impairment on the CPE (see General Guidelines for Documenting Disabilities).
3. Documentation necessary to substantiate the ADHD must be comprehensive. Because ADHD is, by definition, first exhibited in childhood (although it may not have been formally diagnosed) and in more than one setting, objective, relevant, historical information is essential. Information verifying a chronic course of ADHD symptoms from childhood through adolescence to adulthood, such as educational transcripts, report cards, teacher comments, tutoring evaluations, job assessments, and the like are necessary.
 - a. The evaluator is expected to review and discuss DSM-IV diagnostic criteria for ADHD and describe the extent to which the patient meets these criteria. The report must include information about the specific symptoms exhibited and document that the patient meets criteria for long-standing history, impairment, and pervasiveness.
 - b. A history of the individual's presenting symptoms must be provided, including evidence of ongoing impulsive/hyperactive or inattentive behaviors (as specified in DSM-IV) that significantly impair functioning in two or more settings.
 - c. The information collected by the evaluator must consist of more than a self-report. Information from third party sources is critical in the diagnosis of adult ADHD. Information gathered in the diagnostic interview and reported in the evaluation should include, but not necessarily be limited to, the following:
 - History of presenting attentional symptoms, including evidence of ongoing impulsive/hyperactive or inattentive behavior that has significantly impaired functioning over time;
 - Developmental history;
 - Family history for presence of ADHD and other educational, learning, physical, or psychological difficulties deemed relevant by the examiner;
 - Relevant medical and medication history, including the absence of a medical basis for the symptoms being evaluated;
 - Relevant psychosocial history and any relevant interventions;
 - A thorough academic history of elementary, secondary, and postsecondary education;
 - Review of psychoeducational test reports to determine if a pattern of

- strengths or weaknesses is supportive of attention or learning problems;
 - Evidence of impairment in several life settings (home, school, work, etc) and evidence that the disorder significantly restricts one or more major life activities.
 - Relevant employment history;
 - Description of current functional limitations relative to a clinical practice setting and to the CPE in particular that are presumably a direct result of the described problems with attention;
 - A discussion of the differential diagnosis, including alternative or co-existing mood, behavioral, neurological, or personality disorders that may confound the diagnosis of ADHD; and
 - Exploration of possible alternative diagnoses that may mimic ADHD.
4. Relevant assessment batteries must be described. A neuropsychological or psychoeducational assessment may be necessary in order to determine the individual's pattern of strengths or weaknesses and to determine whether there are patterns supportive of attention problems. Test scores or subtest scores alone should not be used as the sole basis for the diagnostic decision. Scores from subtests on the Wechsler Adult Intelligence Scale - III (WAIS - III), measures of memory function, or attention or tracking tests or continuous performance tests do not in and of themselves establish the presence or absence of ADHD. They may, however, be useful as one part of the process in developing clinical hypotheses. Checklists or surveys can serve to supplement the diagnostic profile but by themselves are not adequate for the diagnosis of ADHD. When testing is used, age-based standard scores must be provided for all normed measures.
 5. Identification of DSM-IV criteria. A diagnostic report must include a review of the DSM-IV criteria for ADHD both currently and retrospectively and specify which symptoms are present (see DSM-IV for specific criteria). According to DSM-IV, "the essential feature of ADHD is a persistent pattern of inattention and/or hyperactivity-impulsivity that is more frequent and severe than is typically observed in individuals at a comparable level of development." Other criteria include:
 - a. Symptoms of hyperactivity-impulsivity or inattention that cause impairment that were present in childhood.
 - b. Current symptoms that have been present for at least the past six months.
 - c. Impairment from the symptoms present in two or more settings (school, work, home, etc).
 6. Documentation must include a specific diagnosis. The report must include a specific diagnosis of ADHD based on the DSM-IV diagnostic criteria. Individuals who report problems with organization, test anxiety, memory, and concentration only on a situational basis do not fit the prescribed diagnostic criteria for ADHD. Given that many individuals benefit from prescribed medications and therapies, a positive response to medication by itself is not supportive of a diagnosis, nor does the use of medication in and of itself either support or negate the need for accommodation.
 7. A clinical summary must be provided. A well-written diagnostic summary based on a comprehensive evaluative process is a necessary component of the assessment. The clinical summary must include:
 - a. Demonstration of the evaluators having ruled out alternative explanations for inattentiveness, impulsivity, and/or hyperactivity as a result of psychological or

- medical disorders or non-cognitive factors;
 - b. Indication of how patterns of inattentiveness, impulsivity, and/or hyperactivity across the life span and across settings are used to determine the presence of ADHD;
 - c. Indication of the substantial limitation to learning presented by ADHD and the degree to which it impacts the individual in the context for which accommodations are being requested (eg, impact on the CPE); and
 - d. Indication as to why specific accommodations are needed for the CPE and how the effects of ADHD symptoms, as designated by the DSM-IV, are mediated by the accommodation(s).
8. Each accommodation recommended by the evaluator must include a rationale. The evaluator must describe the impact of ADHD (if one exists) on a specific major life activity as well as the degree of significance of this impact on the individual. The diagnostic report must include specific recommendations for accommodations. A detailed explanation must be provided as to why each accommodation is recommended and should be correlated with specific identified functional limitations. Prior documentation may have been useful in determining appropriate services in the past. However, documentation should validate the need for accommodation based on the individual's *current* level of functioning. The documentation should include any record of prior accommodation or auxiliary aid, including information about specific conditions under which the accommodation was used (eg, standardized testing, final exams, etc). However, a prior history of accommodation without demonstration of a current need does not in itself warrant the provision of a similar accommodation. **If no prior accommodation has been provided, the qualified professional and/or individual being evaluated should include a detailed explanation as to why no accommodation was used in the past and why accommodation is needed at this time.**
9. Because of the challenge of distinguishing ADHD from normal developmental patterns and behaviors of adults, including procrastination, disorganization, distractibility, restlessness, boredom, academic underachievement or failure, low self-esteem, and chronic tardiness or inattendance, a multifaceted evaluation must address the intensity and frequency of the symptoms and whether these behaviors constitute impairment in a major life activity.

Confidentiality—Except where necessary to make a determination of appropriate accommodations, the ECFVG does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. In that event, such information shall be disclosed only to outside experts and other consultants. Entities receiving verification of certification are not advised of any accommodations provided to the subject candidate.

PETITIONING PROCESSES

Petitions will be accepted only from candidates currently registered in the ECFVG certification program and not from third parties. A petition for variation in procedure will be considered only after a completed ECFVG application is on file. Letters of recommendation or character references are not considered in the petitioning process.

English Language Waiver Requirements—Spoken Section Only

The following policy for waiver of the spoken section requirements for speech impediments or other relevant disabilities was approved in April 2008:

1. The candidate must provide ECFVG a written request to have the spoken section of the English language examination waived. The request must provide the reason(s) for the request with a description of the nature of the disability.
2. An original signed letter from a physician/professional with appropriate expertise must be addressed to ECFVG. The letter must describe the candidate's speech impediments or other relevant disabilities that affect his/her speech and further certify that the speech impediment will not limit the candidate's ability to communicate with coworkers and clients in assuring safety in a veterinary practice setting.
3. A personal conversation will be conducted with the ECFVG candidate requesting the waiver. The conversation will be conducted by a) an ECFVG member or former member, b) an Executive Board member, or c) AVMA staff in a manner mutually acceptable to the candidate and the interviewer (eg, in person or via telephone, videoconference, Web conference or other appropriate communication devices). The identity of the candidate must be verified (eg, through use of a photograph identification card such as a driver's license or passport) at the time of the interview by an AVMA member (for interviews conducted via telephone or other communication devices) or the person conducting the interview (for in-person interviews).
4. The candidate must pass all other sections of the English language proficiency examinations.

If documentation obtained merits a waiver of the spoken section of the English language examination, AVMA staff will notify the candidate of the waiver.

ECFVG COMPLAINTS PROCEDURE

The ECFVG will review complaints related to the following aspects of the program:

- Candidate performance/compliance with guidelines regarding any of the four steps of the certification program.
- CPE site compliance with the CPE Manual of Administration.

Complaints must be written, addressed to the ECFVG, and signed with a personal signature for consideration. Contents of complaints will be discussed with the candidate or site. The candidate or site will be given the opportunity to respond to the complaint, and that response will be used by the ECFVG in resolving the complaint.

The ECFVG is interested in sustained quality and continued improvement in the assessment of veterinary educational equivalence, but does not intervene on behalf of individuals or act as a court of appeal for individual matters of admission, appointment, promotion, or dismissal. The ECFVG also does not address complaints against licensed veterinarians who are ECFVG certificate holders. Such complaints should be directed to the appropriate state veterinary regulatory board.

Interested parties may submit an appropriate signed complaint to the ECFVG regarding performance of an ECFVG candidate or compliance of a CPE site. The ECFVG will take every

reasonable precaution to protect the identity of the complainant from being revealed to the candidate or site; however, the ECFVG cannot guarantee confidentiality of the complainant.

An appropriate complaint is defined as one alleging:

1. An ECFVG candidate has not complied with requirements of one or more of the four steps of the certification program as outlined in the ECFVG Policies and Procedures Manual, or a CPE site has not complied with requirements outlined in the CPE Manual of Administration or ECFVG Policies and Procedures Manual, respectively; and
2. The practice, condition, or situation is of a continuing or pervasive nature, as opposed to an unfair or arbitrary act of an individual or an act isolated in nature.

In accord with the role of the ECFVG, matters will be addressed in an investigative manner rather than as a mediator. Only written signed complaints will be considered by the ECFVG. The ECFVG strongly encourages all parties to attempt resolution of complaints before they are brought to the Commission. If the complaint includes issues already being addressed by other entities, the Commission will take no action on the complaint until such adjudication or litigation is concluded.

Any written complaint concerning the quality or ethical conduct of an ECFVG candidate or CPE site will be received by AVMA staff, who will acknowledge receipt of the complaint within seven (7) working days. AVMA staff will make a preliminary review of the initial complaint and report to the ECFVG Chair within 30 days of receipt of the complaint. As part of this review, staff will determine whether the complaint is appropriate for review by the Commission (ie, whether the complaint is related to items that have specific impact on the assessment of educational equivalence or program guidelines/requirements).

After review of the complaint and staff report, the ECFVG Chair will report his/her findings to the Commission and the complainant within 30 days from receipt of the staff report. If, in the judgment of the ECFVG Chair, the complaint appears to be of sufficient substance to affect the status of the candidate or site, it will be investigated further by the full Commission. Upon completion of the investigation, the Commission will take appropriate action to bring the candidate or site into compliance with established program requirements. If an investigation of the complaint by the Commission is deemed necessary, it should be completed within a period of not more than six (6) months after receiving the report from the Chair.

If an adverse decision is made concerning the candidate or site, the candidate or site shall have the right of appeal (see Section VII, *ECFVG Policies and Procedures Manual*). In any case, the candidate or site complained against will be informed of the nature and source of the complaint and the resultant action, if any, contemplated by the Commission before such action is taken. The complainant will be notified in writing of the results of the investigation and any action taken.

ECFVG APPEAL PROCEDURE

An adverse decision may occur at any one of a number of required steps in the AVMA ECFVG certification program. The described appeal steps below apply only to those decisions that are made by the ECFVG. Adverse decisions by the ECFVG may include, but are not necessarily

limited to: (i) determination that proof of graduation is not adequate; (ii) determination that a candidate did not abide by rules of procedure during the examination; (iii) determination that any examination score is inadequate; and (iv) dismissal of candidate from the program.

In the event of an adverse decision by the ECFVG, the ECFVG shall advise the affected person, in writing, of the grounds therefore and of the procedure for appeal. An affected person may appeal the Commission's adverse decision on the following grounds only—that the ECFVG has ruled erroneously by: (i) disregarding the established AVMA criteria for certification of ECFVG candidates; (ii) failing to follow its stated procedures; or (iii) failing to consider relevant evidence and documentation presented.

If an ECFVG candidate applies to retake a failed examination while an appeal is pending, any examination fees paid will not be refunded, even if the appeal is successful and the candidate does not retake the examination. If a candidate files an appeal regarding a failed section(s) of the Clinical Proficiency Examination (CPE; ECFVG Step 4) and the appeal is unsuccessful, the time during which the appeal was pending will not count against the prescribed period in which the candidate must pass failed sections of the CPE.

An affected person desiring to appeal the Commission's adverse decision must first file a **PETITION FOR RECONSIDERATION** as outlined in paragraph 1 below.

1. ***Petition for reconsideration***—An affected person may petition the ECFVG to reconsider its decision by filing with the ECFVG a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition in accordance with the following requirements:
 - a. The petition for reconsideration must be received in the AVMA ECFVG office (1931 N. Meacham Rd, Suite 100, Schaumburg, IL, 60173-4360, USA) within 30 days of the postmark date on which the ECFVG announced its adverse decision.
 - b. The petition for reconsideration will be immediately forwarded to the ECFVG Appeals Subcommittee, which has the authority to decide whether to affirm, modify, or reverse the adverse decision. Decisions of the ECFVG Appeals Subcommittee have the same force and effect as decisions made by the full ECFVG.
 - c. Within 45 days of receiving the petition for reconsideration, the ECFVG Appeals Subcommittee must reach a decision as to whether to affirm, modify, or reverse the adverse decision.
 - d. The ECFVG reserves the right to seek additional information during review of a petition for reconsideration from:
 - i. The initial source of the adverse action (eg, test administrators)
 - ii. The candidate
 - iii. Other outside experts
 - e. The affected person may, at the sole discretion of the ECFVG or ECFVG Appeals Subcommittee, be invited to participate in any meeting and/or teleconference at which the ECFVG or ECFVG Appeals Subcommittee decides whether to affirm, modify, or reverse the adverse decision.
 - f. The ECFVG shall notify the affected person in writing via certified mail (return receipt requested) or other traceable delivery method (eg, FedEx or UPS) of its

decision to affirm, modify, or reverse its adverse decision.

- g. In the event that the affected person is not satisfied with the ECFVG decision regarding his or her petition for reconsideration, the affected person may appeal the decision further by submitting a **PETITION FOR REVIEW** as outlined in paragraph 2 below.

2. ***Petition for Review***—The affected person may petition for a review of the ECFVG’s adverse decision and subsequent determination on his or her petition for reconsideration by first submitting written notification of intent to file a written petition for review (see paragraph 2a below) followed by submitting a full and adequate written petition for review (see paragraph 2b below) in accordance with the following requirements:
 - a. ***Written Notification***: The affected person shall notify the ECFVG in writing that he or she intends to file a petition for review. Such written notification must be received in the AVMA ECFVG (1931 North Meacham Road, Suite 100, Schaumburg, Illinois, 60173-4360, USA), within 15 days after the postmark date of the ECFVG’s notification letter to the affected person regarding its reconsideration decision.
 - b. ***Written Petition for Review***: The affected person must then file a complete and adequate written petition for review of the ECFVG’s adverse decision, which shall include: (i) a statement of the grounds for review; (ii) documentation, if any, in support of the petition; and (iii) a request for a hearing and all applicable fees (refer to paragraph 2e below regarding hearing costs and procedures) if a hearing is desired by the affected person. Such written petition for review and any applicable fees must be received in the AVMA ECFVG office no later than 45 days after the postmark date of the ECFVG’s notification letter to the affected person regarding its reconsideration decision. The ECFVG office shall promptly forward the petition for review to the Chair of the AVMA Council on Education (“COE Chair”), who shall, within 15 days of receipt, determine, in his or her sole discretion, whether the petition for review is adequate under these procedures. If the petition for review is adequate, the petitioner shall be so notified. If the petition for review is deficient for any reason, the COE Chair will notify the petitioner of the deficiencies, and the petitioner shall have 15 days in which to correct those deficiencies. If the deficiencies are not corrected within 15 days as determined by the COE Chair in his or her sole discretion, the adverse decision will be considered final and no further appeal is available.
 - c. ***ECFVG’s Response***: The COE Chair shall forward to the ECFVG a copy of the complete and adequate petition for review. The ECFVG may file a written response to the petition for review with the COE Chair within 30 days of receipt. This response may include a statement of the basis for the adverse decision, documentation, if any, in support of the adverse decision; and a request for a hearing, if a hearing is desired by the ECFVG (refer to paragraph 2e below regarding hearing costs and procedures).
 - d. ***Review Panel***: Within 30 days after receiving a complete and adequate written petition for review, the Chair of the AVMA Council on Education shall appoint a Review Panel composed of three members of the AVMA Council on Education (“COE”), none of whom shall be, or have been within the past six (6) years, members of the ECFVG or have any other conflict of interest. The COE shall

designate the Chair of the Review Panel from among the three persons chosen to sit on the Review Panel.

- e. *Optional Hearing*: If the petition for review contains a request for a hearing, or if the ECFVG requests a hearing, and if appropriate fees are submitted, the Review Panel shall hold a hearing at a mutually convenient time and place within 60 days after receiving the complete and adequate written petition for review. The hearing shall comprise the affected person, the three members of the Review Panel, and the Chair of the ECFVG or his or her designee. If the Chair of the Review Panel so requests, the AVMA staff consultant to the ECFVG and/or legal counsel for the Review Panel may also attend the hearing to provide guidance on procedural issues. If a mutually convenient location cannot be agreed upon by the parties, the Chair of the Review Panel shall determine the location of the hearing in his or her sole discretion. The hearing will proceed according to the following procedures:
- i. AVMA staff to the ECFVG will schedule and organize the hearing and provide reasonable notice (no less than 14 days) of the time and place of the hearing to the Review Panel, the affected person, and the Chair of the ECFVG by certified mail (return receipt requested) or other traceable delivery method (eg, FedEx or UPS).
 - ii. The procedures and conduct of the hearing will be determined by the Chair of the Review Panel, in his or her sole discretion, including but not limited to the admission and order of presentation of evidence and/or testimony, the length of testimony and/or cross-examination, and the length of any argumentation and opening or closing remarks.
 - iii. Subject to clause 2e(ii) above, the affected person and the Chair of the ECFVG shall, at the hearing, have the right to present witnesses and to submit any evidence pertinent to the case not previously submitted. However, all new evidence to be presented shall be in written form and distributed to the Review Panel and other participants for receipt at least five (5) business days prior to the hearing.
 - iv. Neither the ECFVG nor the affected person shall be represented by legal counsel at the hearing. The Review Panel may, at the request of the Review Panel Chair, have legal counsel present to advise it in matters of procedure.
 - v. At the discretion of the Review Panel Chair or upon the advance written request of either the affected person or ECFVG, a transcript of the hearing shall be made. The cost of such transcript shall be borne by the party requesting it.
 - vi. Reasonable expenses for meeting arrangements in accordance with AVMA travel policy, including but not limited to travel, meals, and lodging for the Review Panel and other participants, shall be borne by the party requesting the hearing. The party requesting the hearing shall pay a deposit of \$5,000.00 (US) to cover expenses associated with the hearing. The \$5,000.00 deposit must be in the form of a cashier's check or money order only, made payable to the AVMA, and must be submitted, via certified mail (return receipt requested) or other traceable delivery method (eg, FedEx or UPS), at the same time the written petition for review and request for a hearing are submitted. Following the hearing, any additional expenses exceeding the \$5,000 deposit shall be paid by the party who requested the hearing within 30 days of receipt of an invoice from

- f. *Review Panel Recommendations*: After review and consideration of the ECFVG's adverse decision, the affected person's petition for review, and the relevant evidence presented at the hearing, if any, the Review Panel shall within 15 days of the close of the hearing, or in the event no hearing is requested within 30 days after receipt of the affected person's complete and adequate written petition for review, issue a written report of recommendations, which may include affirming, modifying, or reversing the ECFVG's adverse decision, and the reasons therefore. The Review Panel shall provide copies of its written report via certified mail (return receipt requested) or other traceable delivery method (eg, FedEx or UPS) to the Chair of the ECFVG, the affected person, and the COE Chair. In the event that the Review Panel recommends reversal of or modifications to the ECFVG's adverse decision, the ECFVG shall accord substantial deference to the Review Panel's recommendations in deciding whether to reverse or modify its adverse decision.
 - g. *ECFVG Written Opinion*: Within 30 days of receipt of the Review Panel's report, the ECFVG shall issue a written opinion stating, to the extent applicable: (i) whether and to what extent it shall abide by the Review Panel's recommendation(s); (ii) how its opinion accords substantial deference to the Review Panel's recommendation(s); and (iii) the bases of its opinion. The ECFVG shall provide copies of its opinion to the Review Panel and to the affected person via certified mail (return receipt requested) or other traceable delivery method (eg, FedEx or UPS).
3. **Rehearing**—If a hearing was held in connection with a petition for review, the affected person or the ECFVG may file a written petition for rehearing no later than 30 days after the postmark date of the written opinion of the ECFVG. Such written petition for rehearing may be filed only on the basis of new evidence that could not, with reasonable diligence, have been discovered and produced at the original hearing. The decision to grant a petition for rehearing is made by the Chair of the Review Panel, in his or her sole discretion, and his or her decision is final. The procedure for a rehearing shall be the same as that described in paragraph 2e above. No more than one petition for rehearing may be filed by any party in a case. If the ECFVG files a petition for rehearing, it shall also provide a copy of its petition for rehearing to the affected person. If a hearing was not requested by either party at the time the petition for review was initially submitted, neither the affected person nor the ECFVG can request a rehearing.

RELEASE OF INFORMATION/CHANGE OF CONTACT INFORMATION

Release of information concerning ECFVG candidates and changes to candidate contact information (eg, postal and E-mail addresses, phone numbers, fax numbers) cannot be implemented without the direct written consent of the candidate. The written consent may take the form of a letter to the ECFVG Coordinator, fax (847-285-5732), or E-mail (ECFVG@avma.org).

The candidate should indicate in his/her request the exact contact information to be changed or the program status information to be released to a third party (include name and address of whom the release should be sent to).

Requests or consent for release of information (verification) to state boards or other interested parties of ECFVG candidate enrollment, status, or certification must be made in writing 2 weeks prior to any deadline. The ECFVG cannot be held responsible for last minute requests or letters of verification that have been lost in the mail. Verification requests made by telephone will not be honored.

APPENDICES

5. VETERINARY COLLEGE	Schools Attended	Location	Dates Attended	No. School Years
6. OTHER COLLEGE OR UNIVERSITY (Specify Degrees) Rcvd				
7. SECONDARY SCHOOL (High School)				

8. DATE OF BIRTH Day _____ Month _____ Year _____

9. PLACE OF BIRTH
(City, State or Province, Country) _____

10. SEX Female Male 11. HEIGHT _____ Inches 12. WEIGHT _____ lbs.

13. COLOR OF HAIR _____ 14. COLOR OF EYES _____

15. NATIVE LANGUAGE
(Mother Tongue) _____

16. CITIZENSHIP

- | | |
|---|---------------------------|
| A. At time of birth | USA Other (Specify) _____ |
| B. At time of entering veterinary college | USA Other (Specify) _____ |
| C. Now | USA Other (Specify) _____ |

17. CERTIFICATION

I hereby certify that the information given in this application is true and accurate to the best of my knowledge, and that the photographs enclosed are recent photographs of me.

I understand that (1) falsification of this application, or (2) the submission of any falsified educational documents to ECFVG, or (3) the submission of any falsified ECFVG documents to other agencies, or (4) the giving or receiving of aid in an examination as evidenced either by observation at the time of the examination or by statistical analysis of my incorrect answers and those of one or more other participants in that examination, may be sufficient cause to bar me from the examination, to terminated my participation in the examination, to invalidate the results of my examination, to withhold a certificate, to revoke a certificate, or for ECFVG to take other appropriate action.

I understand that the ECFVG certificate and any and all copies thereof remain the property of ECFVG and must be returned to ECFVG if ECFVG determines that the holder of the Certificate was not eligible to receive it or that it was otherwise issued in error.

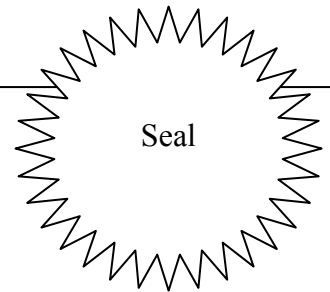
I hereby authorize the Educational Commission for Foreign Veterinary Graduates to transmit any information contained in this application, or information that may otherwise become available to ECFVG to any Federal, State, or local governmental department or agency, to any hospital, or to any other organization or individual who, in the judgment of ECFVG, has a legitimate interest in such information.

I hereby release, discharge and exonerate the AVMA, the ECFVG, the veterinary colleges, and their directors, officers, members, testing sites, examiners, representatives and agents, from all actions, suits, obligations, damages, claims and demands arising out of, or in connections with, this application, the grade or grades given with respect to the examinations or the failure of ECFVG to issue to me a certificate. It is understood that the decision as to whether my examinations qualify me for a certificate vests solely and exclusively in the ECFVG and its decision is final.

I release from liability any organization or individual that provides information to the ECFVG for the purpose of establishing my professional qualifications, credentials, clinical or professional competence, character, moral behavior or any matter having bearing on my consideration for being accepted as a candidate.

I hereby declare under penalty that the information given in this application is true and correct to the best of my knowledge and belief. I intend to be legally bound by the foregoing.

Attach
Photograph
Here



APPLICANT'S MUST SIGN HIS FULL NAME on the first line, below, but ONLY IN THE PRESENCE of a Notary Public, a Veterinary College Official, or a Consular Official, who must complete the last two lines of the affidavit. The photograph MUST BE INCLUDED UNDER A PORTION OF THE NOTARIAL SEAL or the STAMP OF THE VETERINARY COLLEGE OR CONSULATE.

Signature of Applicant _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20_____

Name _____ Title _____
(Notary Public, or Veterinary College Official, or Consular Official)

**PLEASE BE SURE THAT YOU HAVE INCLUDED
THE FOLLOWING ITEMS WITH THIS APPLICATION**

1. As proof of graduation from an AVMA-listed veterinary medical college, certified, notarized, or official (issued directly by school) copies of your veterinary college diploma and transcripts (for each year), accompanied with a certified translation if the documents were not issued in English (CERTIFIED, NOTARIZED, OR OFFICIAL PHOTOCOPIES ONLY—DO NOT SEND ORIGINALS)*
 - a. If the applicant is enrolled in the final year of study at a nonaccredited AVMA-listed veterinary college, a letter from an official of that college must also be submitted stating that the applicant will graduate within the year.
2. Photograph attached to application indicated space (passport size).
3. One additional copy of photograph.
4. For candidates whose native language is English, proof of at least 3 years' attendance full-time at a secondary school (high school) where the language of instruction is English, if you wish to be excused from the English language requirement. Native language means the common language of an individual's country of birth. Acceptable documentation includes a letter directly from school officials stating dates of attendance and verifying that the complete language of instruction was English or, for graduates of US high schools, a CERTIFIED, NOTARIZED, OR OFFICIAL PHOTOCOPY of the final diploma or transcript.
5. Payment** made by credit card (VISA or MasterCard), by personal check from a US bank only, or by cashier's check or money order. Personal checks from banks outside the United States **CANNOT** be accepted. Make checks payable to AVMA. If paying by credit card, please submit the following information with your application:

- Type of credit card: _____ VISA _____ MasterCard
- Credit card #: _____
- Expiration date: _____
- Name and billing address for credit card if different from name and address on ECFVG application:
Name: _____
Billing address: _____
Signature of card holder: _____

*Provisional Certificates and Certificates of Graduation are unacceptable for ECFVG program purposes.

**Total fee due on registration \$1,000.00—(\$275.00 ECFVG program application fee; \$725.00 ECFVG Quality Assurance Program [QAP] fee)

Appendix 2—ECFVG Certification of Graduation Form (read-only)

EDUCATIONAL COMMISSION FOR FOREIGN VETERINARY GRADUATES
AMERICAN VETERINARY MEDICAL ASSOCIATION
1931 NORTH MEACHAM ROAD, SUITE 100
SCHAUMBURG, ILLINOIS 60173-4360

CERTIFICATION OF GRADUATION

It is hereby certified that _____
(name of candidate)

attended the school of veterinary medicine at _____
(name of university)

from _____ to _____
(entering date) (date of graduation)

and ~~will receive~~/received a diploma from this institution conferring on him/her the degree of _____

(SEAL or STAMP)

DEAN _____

DATE _____

Attended the school of veterinary medicine clinical year at:

(name of university)



Sample Memorandum

1931 N. Meacham Rd.
Suite 100
Schaumburg, IL
60173-4360
phone 847.925.8070
800.248.2862
fax 847.925.1329
www.avma.org

Appendix 3—CPE Application Procedure—Graduates (read-only)

Date: July 1, 2009
To: CPE-eligible ECFVG Candidates: Graduates
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**.

The CPE fee is \$5,000, all of which is forwarded to the CPE site. All CPE fees must be paid in US dollars. The following fee schedule was developed in an effort to alleviate any financial burden on ECFVG candidates:

- \$5,000 CPE fee (non-refundable/non-transferable)—**\$500 due when requesting an application, \$500 due when returning a completed application**, and the remaining balance (\$4,000) due 60 days prior to examination.

Please note CPE fees cannot 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 a deposit in the form of a **cashier's check or money order** for \$500, made payable to **AVMA**.

Once the request and deposit are processed, you will be sent a CPE application and Manual of Administration. You must complete the CPE application and return it together with the second 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 balance (\$4,000) 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.

CLINICAL PROFICIENCY EXAMINATION TOPIC AREAS AND GRADING CRITERIA

The following six major sections are represented in the CPE:

ANESTHESIA
DIAGNOSTIC TECHNIQUES
EQUINE PRACTICE
FOOD ANIMAL PRACTICE
SMALL ANIMAL MEDICINE
SURGERY

In each of the six 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 Diagnostic Techniques, Equine Practice, Food Animal Practice, and Small Animal Practice, and a passing score in Anesthesia and Surgery are required to pass the examination. A candidate with a failing score in one, two, or three sections may retake only those sections within 12 months of the original CPE attempt. However, a candidate a failing score in four or more sections or a candidate with a failing score in one, two, or three sections who does not successfully pass those sections within 12 months of the original CPE attempt must repeat the entire CPE. Additional grading information is available in the CPE Manual of Administration.

CPE Processing Times

1. 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.
2. Requests for CPE applications and completed CPE applications, including retake applications, are date stamped on receipt in the ECFVG office.
3. 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.
4. All date-stamped requests for a CPE application will be processed **ONLY** during the first full work week of each month.
 - a. Requests received on or prior to the 1st day of each month will be processed that month; requests received after the first day of the month will be processed the subsequent month. For example, a request for a CPE application with appropriate fees received in the ECFVG office on April 17, 2009 will be date stamped April 17th, but not processed until the first full week in May (May 4-8).
 - b. Once requests are processed, CPE applications will be sent via US mail to candidates at the end of that week, and candidates should expect to receive their application approximately 1 week later.
5. All date-stamped CPE applications will be processed **ONLY** during the last full work week of each month.
 - a. Completed applications with appropriate fees received on or prior to the 22nd day of each month will be processed that month in the order in which they were received; applications received after the 22nd day of each month will be processed the last week of the following month. For example, a CPE application received on May 22, 2009 will be processed the final week in May (May 25-29); whereas an application received on May 25 will be processed June 22-26.
 - b. Letters confirming the assigned CPE date will be sent via US mail to candidates at the end of the last week of each month, and candidates should expect to receive confirmation of their CPE date approximately 1 week later.



Sample Memorandum

1931 N. Meacham Rd.
 Suite 100
 Schaumburg, IL
 60173-4360
 phone 847.925.8070
 800.248.2862
 fax 847.925.1329
 www.avma.org

Appendix 4—CPE Application Procedure—Final-Year Students (read-only)

Date: July 1, 2009
To: CPE-eligible ECFVG Candidates: Students
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**. Final-year students become eligible to apply for the CPE after completing Steps 2 and 3 of the certification program but cannot be assigned to a CPE prior to their anticipated graduation date. You are encouraged to apply for the CPE as soon as possible to ensure you are assigned a CPE date as near to your graduation date.

The CPE fee is \$5,000, all of which is forwarded to the site. All CPE fees must be paid in US dollars. The following fee schedule was developed in an effort to alleviate any financial burden on ECFVG candidates:

- \$5,000 CPE fee (non-refundable/non-transferable)—**\$500 due when requesting an application, \$500 due when returning a completed application**, and the remaining balance (\$4,000) due 60 days prior to examination.

Please note CPE fees cannot 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 requests to AVMA/ECFVG, Attn: Testing Coordinator, at the address on the letterhead. Please enclose a deposit in the form of a *cashier's check or money order* for \$500, made payable to **AVMA**.

Once the request and deposit are processed, you will be sent a CPE application and Manual of Administration. You must complete the CPE application and return it together with the second deposit in the form of a *cashier's check or money order* for \$500, made payable to **AVMA** to the same address as above. ***Each candidate must submit the deposit and completed application in order to reserve an examination space.*** After processing your completed application, 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 balance (\$4,000) in the form of a *cashier's check or money order* payable to **AVMA** must be sent (postmarked) 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.

CLINICAL PROFICIENCY EXAMINATION TOPIC AREAS AND GRADING CRITERIA

The following six major sections are represented in the CPE:

ANESTHESIA
DIAGNOSTIC TECHNIQUES
EQUINE PRACTICE
FOOD ANIMAL PRACTICE
SMALL ANIMAL MEDICINE
SURGERY

In each of the six 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 Diagnostic Techniques, Equine Practice, Food Animal Practice, and Small Animal Practice, 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.

CPE Processing Times

6. 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.
7. Requests for CPE applications and completed CPE applications, including retake applications, are date stamped on receipt in the ECFVG office.
8. 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.
9. All date-stamped requests for a CPE application will be processed **ONLY** during the first full work week of each month.
 - a. Requests received on or prior to the 1st day of each month will be processed that month; requests received after the first day of the month will be processed the subsequent month. For example, a request for a CPE application with appropriate fees received in the ECFVG office on April 17, 2009 will be date stamped April 17th, but not processed until the first full week in May (May 4-8).
 - b. Once requests are processed, CPE applications will be sent via US mail to candidates at the end of that week, and candidates should expect to receive their application approximately 1 week later.
10. All date-stamped CPE applications will be processed **ONLY** during the last full work week of each month.
 - a. Completed applications with appropriate fees received on or prior to the 22nd day of each month will be processed that month in the order in which they were received; applications received after the 22nd day of each month will be processed the last week of the following month. For example, a CPE application received on May 22, 2009 will be processed the final week in May (May 25-29); whereas an application received on May 25 will be processed June 22-26.
 - b. Letters confirming the assigned CPE date will be sent via US mail to candidates at the end of the last week of each month, and candidates should expect to receive confirmation of their CPE date approximately 1 week later.

Appendix 5—Requirements for Sites Providing the CPE

GENERAL REQUIREMENTS AND DEFINITIONS

The CPE is a hands-on examination of entry-level educational clinical skills and judgments designed for graduates of nonaccredited veterinary colleges. Additionally, the National Examining Board of Canada uses the CPE to certify each graduate of an accredited college who twice fails the North American Veterinary Licensing Examination (NAVLE) or, previously, the National Board Examination (NBE) and/or Clinical Competency Test (CCT). Graduates of nonaccredited veterinary colleges required to take the CPE must pass the NAVLE or, previously, the NBE and CCT before attempting the CPE.

The *CPE Manual of Administration* describes specific sections and skills to be assessed and serves as the guide for administering the CPE to all candidates. All sites must adhere to the standards set forth in the *CPE Manual*.

In order for any entity to become a CPE provider, three resource areas must be assured. The site must provide appropriate animals and their care, qualified personnel, and adequate facilities and equipment. Additionally, the site will be monitored to assure the quality and consistency of the examination.

A private site is defined as any site other than an AVMA-accredited school/college of veterinary medicine.

A candidate for the CPE will not be assessed at an examination site which is a school/college of veterinary medicine if:

He/she is a graduate of that school/college.*

He/she has participated in a clinical training program at that school/college.

He/she is an employee or former employee of that school/college.

* Exception only for *Université de Montréal, St. Hyacinthe* (French speaking only).

ANIMAL REQUIREMENTS

It is imperative that the CPE site provide for humane care and treatment of animals. In order to assure proper care and treatment, the following are required:

Animal resources (species, weights, age, sex, numbers, etc.) must meet the standards set forth in the *CPE Manual of Administration*.

Local, state, and United States federal animal welfare laws, or similar laws applicable in Canada, must be enforced and the facility must meet the standards of the most current United States Federal Animal Welfare Act and the Canadian Council on Animal Care.

Acceptable sources of live and necropsy animals and bovine fetuses may include the following:

- Those consistent with Provincial Animals for Research Acts

- United States Department of Agriculture-licensed animal dealers
- Purpose-bred animals
- Animal shelters
- Food animal producers
- Livestock sales
- Slaughterhouses
- Institution/practice owned

Donated animals must be accompanied by a signed consent form from the donor.

In order to provide variation in clinical case presentations at each clinical station, a minimum of two (2) clinical cases must be furnished (one shall be used for the morning group of candidates and another for the afternoon group of candidates). Clinical cases used in a CPE site examination may not be used at that site for three subsequent examinations.

PERSONNEL REQUIREMENTS

Personnel utilized for administration and scoring of the CPE must possess demonstrated expertise to test entry-level clinical skills of veterinary graduates. The site and section coordinators and examiners must possess well-founded knowledge of the list of common conditions/diseases and pharmaceuticals/biologicals as they pertain to the practice of veterinary medicine in the United States and Canada. In order to assure adequate personnel, the following minimum standards are required:

Personnel must be provided as specified in the *CPE Manual of Administration*.

Four levels of personnel are identified. Each level must meet the minimum standards listed.

Site Coordinator or equivalent—This person coordinates and manages the activities of the examination site. They must have a DVM degree (or equivalent) with a minimum of five (5) years clinical experience in a discipline representing one of the examination sections that make up the CPE. Site Coordinators must also consistently attend CPE Site Coordinators Meetings facilitated by the ECFVG and NEB.

Section Coordinator or equivalent—This person organizes and sets up the specific section of the examination and is responsible for the overall quality control and administration of that section (see *CPE Manual of Administration*). Section Coordinators must have a DVM degree (or equivalent) and been practicing in the section/discipline within the last 10 years, with a minimum of five (5) years experience in the section/discipline.

Examiner—This person coordinates and sets up the station with the Section Coordinator, administers the station, and is directly responsible for evaluating the candidates. Examiners must have a DVM degree (or equivalent) and been practicing in the section/discipline within the last 10 years, with a minimum of two (2) years clinical experience in the section/discipline. In addition, beginning in 2011, every examiner must participate in an ECFVG (and/or NEB)-approved CPE examiners' training session at least one time every four years.

Technical Assistant—This person assists the examiner(s) in monitoring the examination and may assist in evaluating the candidates. He/She must possess training and expertise in the species/procedure for which he/she is assisting. If the technical assistant is responsible for assisting the examiner(s) in candidate evaluation, he/she must be under the direct supervision of the examiner and have licensing, certification, or other documentation of expertise in that section/discipline.

FACILITIES AND EQUIPMENT

Candidates for the CPE are, in general, planning careers in clinical veterinary practice. The facilities and equipment used in the CPE should meet contemporary practice standards. Facilities refer to structures and equipment refers to movable items used to practice clinical veterinary medicine. The following are required:

- Facilities and equipment used for the CPE must meet the requirements outlined in the *CPE Manual of Administration*.
- The facilities must assure the safety of personnel and candidates and provide for the safety and welfare of the animals.
- The facilities and equipment must be adequate to examine multiple candidates simultaneously.
- The facilities and equipment must comply with all relevant local, state, provincial, and United States or Canadian Federal regulations. These requirements include, but are not limited to, zoning, radiation safety, personnel and animal safety, animal care and use, and potentially toxic or dangerous substances (anesthetic gases).
- Because candidates are being evaluated on their ability to practice veterinary medicine at the entry level of competence, physical facilities and equipment must simulate those used in a United States or Canadian contemporary veterinary clinical facility.
- Candidates for the examination must be provided with an adequate staging area for orientation, storage, and rest.

Appendix 6—Quality Assurance for the CPE–Site Proposal

All CPE sites (existing or new) must agree to be monitored by the Educational Commission for Foreign Veterinary Graduates® (ECFVG®) or the National Examining Board (NEB) of the Canadian Veterinary Medical Association.

TO ESTABLISH AN EXAMINATION SITE

All those interested in establishing a CPE site must provide the ECFVG or the NEB with a comprehensive proposal outlining how the site meets the requirements set forth in the *CPE Manual of Administration*, and address all items in the *Requirements for Sites Providing the Clinical Proficiency Examination (CPE)*.

The chair of the ECFVG or NEB appoints a three-member committee as noted below, to assess the proposal:

1. A CPE site consultant (current or previous CPE site or section coordinator with a minimum of two years experience providing the CPE or a current or previous ECFVG member).
2. A current ECFVG or NEB member (the chair of the Commission may appoint himself/herself as the ECFVG member).
3. An American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) professional staff member who provides support to the ECFVG or NEB.

Based on the criteria contained in the *Requirements for Sites Providing the Clinical Proficiency Examination (CPE)*, the committee analyzes the proposal and makes a recommendation to the ECFVG or NEB to approve or disapprove the proposal. If the proposal is approved, the ECFVG or NEB authorizes a “pre-exam” site visit. If the proposal is disapproved, the vendor is notified of the rejection in writing and given the reasons for the disapproval. The vendor is informed that another proposal is welcome if the deficiencies are addressed. The vendor may appeal, through the original process, the decision to disapprove the proposal to the ECFVG or NEB.

SITE QUALITY ASSURANCE

The *CPE Manual of Administration* provides a detailed outline of the CPE and the requirements for administering the examination. However, the sites require standardization, particularly related to administration of the examination and evaluation of the candidates. Therefore, the following steps have been designed to assist sites in establishing a quality assurance program.

Pre-Exam Site Visit

A site visit must be conducted before administration of the first examination to ensure that the resources described in the proposal are present and meet the expected standards.

The site visit is conducted by a CPE site consultant (preferably the same individual who evaluated the original proposal) who shall be appointed by the ECFVG or NEB.

All facilities and equipment must be in place. The animal resources plan must be established, although animals may not be on the premise at the time of the site visit. The site coordinator must meet with the site consultant to assure the qualification of all CPE personnel concerning knowledge of entry-level veterinary practice, communication skills, level of understanding of the

CPE Manual of Administration, conveyance of professionalism, comprehension of the evaluation process, and understanding of the resources necessary to provide the CPE.

The pre-examination site consultant provides a written report of findings to the ECFVG or NEB.

Possible Outcomes of the Site Visit

1. The site is approved and may administer its first CPE.
2. Approval of the proposed site may be delayed based upon deficiencies. The site is notified, in writing, of the deficiencies and asked if it wishes to correct the deficiencies to meet the minimum standards to become a site or to withdraw the bid.
3. Approval of the site is denied because the proposed site is unable to demonstrate that appropriate animal resources can be provided, personnel are insufficient or inadequately trained or experienced, and/or the facility and equipment do not meet the standards of a contemporary clinical veterinary practice.

Final approval or denial of the site is made by the ECFVG or NEB.

The proposed site may not administer the CPE without final approval of the ECFVG or NEB and may schedule only one examination after approval is granted.

Oversight of the First Examination

A site consultant must be present during administration of the first CPE to assist the site in understanding all factors involved in the examination.

The site consultant ensures that:

1. The format in the *CPE Manual of Administration* is followed, as published.
2. All examination resources are in place and are consistent with those described in the original proposal for that specific site.
3. Standards of evaluation are being applied consistently and fairly.
4. The site is examining for entry-level clinical practice skills.
5. The clinical cases and examination resources (slides, radiographs, etc.) are of good quality.
6. The flow of the examination is appropriate (candidate activity is stopped if an animal is in danger or a human is placed at risk, candidates are not subjected to long inactive periods, etc.).

Decision Process Resulting from the First Administration of the CPE

The site consultant will complete an evaluation list for that site and the results will be reported in writing to the ECFVG or NEB. Based upon the analysis of the report, the ECFVG or NEB may:

1. Notify the site in writing that it has met the standards and may continue to provide the CPE with customary periodic monitoring.
2. Provide written feedback to the site for correction of deficiencies. If the site agrees to correct the deficiencies, it may continue to provide the CPE with close periodic monitoring.
3. Close the site as being unacceptable in providing the CPE, as notified in writing.

Periodic Monitoring

All existing and new CPE sites are monitored on an ongoing basis. Monitoring consists of providing the ECFVG or NEB with a written report regarding each examination and the

outcomes and periodic site visits.

No more than thirty (30) days following the last day of each examination, ECFVG-approved CPE sites are required to report specific information for each section of the CPE on an Excel spreadsheet provided by the ECFVG office. These “after-exam reports” must be submitted to the ECFVG office in an electronic format. The use of the after-exam reports will allow the ECFVG to monitor at least three consecutive examinations at each site to ensure all sites are complying with clinical case and other requirements specified in the Manual of Administration.

Each ECFVG member will be assigned a CPE site and will serve as the reviewer of that site during his/her tenure on the ECFVG. The ECFVG will accept, reject for cause, or receive reports of CPEs administered at each of its meetings, and will communicate with the sites immediately following each meeting. The NEB will monitor its approved CPE sites in a manner determined by the NEB.

Every four years, or every 120 full-exam candidates, or as determined by monitoring of the after-exam reports, a site consultant, appointed by the ECFVG Chair, will visit ECFVG-approved sites during a CPE and evaluate the examination process. A written report will be submitted by the site consultant to the ECFVG, which will evaluate the report in relationship to the CPE Manual of Administration. The ECFVG will make a decision on ongoing approval of the site to continue administering the CPE and will provide its decision, in writing, to the site, together with required or recommended actions for improvements. The NEB will conduct on-site evaluations of its approved CPE sites in a manner determined by the NEB.

Travel expenses and a consultant fee for the periodic monitoring is funded by the CPE or ECFVG Quality Assurance Program (QAP) for ECFVG-approved sites and the NEB for NEB-approved sites.

Appendix 7—CPE Application (read-only)

SAMPLE APPLICATION
ECFVG®—CLINICAL PROFICIENCY EXAMINATION

**Attach
passport-sized
photograph
here**

Name: _____ Date: _____

Address: _____ Social Security No: _____

City: _____ Veterinary Degree from: _____

State: _____ Graduation Date: _____

Zip: _____ Home Phone: () _____

E-mail address: _____ Work Phone: () _____

FULL EXAM FEE

\$6,000 (for candidates registered in ECFVG certification program before January 1, 2006; includes the CPE Quality Assurance Program fee)

I registered in the ECFVG certification program before January 1, 2006

\$5,000 (for candidates registered in ECFVG certification program on and after January 1, 2006 and paying the ECFVG Quality Assurance Program fee on registration)

I registered in the ECFVG certification program on or after January 1, 2006 and paid the ECFVG Quality Assurance Program fee.

PLEASE INDICATE YOUR TOP 5 CHOICES (1 THROUGH 5)

Las Vegas (WVC)	Oklahoma (OSU)	Mississippi (MSU)	Tuskegee (TU)	Missouri (UM)
<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> February	<input type="checkbox"/> January	<input type="checkbox"/> February
<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> September
<input type="checkbox"/> April	<input type="checkbox"/> June	<input type="checkbox"/> September	<input type="checkbox"/> June	
<input type="checkbox"/> May	<input type="checkbox"/> November	<input type="checkbox"/> November		
<input type="checkbox"/> June				
<input type="checkbox"/> July				
<input type="checkbox"/> August				
<input type="checkbox"/> September				
<input type="checkbox"/> October				
<input type="checkbox"/> November				
<input type="checkbox"/> December				

*** CPE results will be mailed within 15 working days from the last day of the examination. Candidates will be notified of official examination results by mail ONLY. Results will not be released via telephone, e-mail, or fax.**

FOR OFFICE USE ONLY

Payment Received

Forwarded to Business: _____

Any applications not completed on both sides, not signed, or accompanied by a \$500 cashier's check or money order (no personal checks or credit cards) made payable to "AVMA" will be returned without assignment of a CPE date.

Please read and sign where indicated

Any applications not completed on both sides, not signed, or accompanied by a cashier's check or money order made payable to "AVMA" will be returned without assignment of a CPE date.

Please read the following statements and certify agreement by signing below where indicated:

- I am on the approved ECFVG list of candidates qualified to take the CPE.
- I understand that the examination cannot be rescheduled except for a medical condition or death in the family (written verification required) without forfeiting all fees paid.
- I understand that failure to obtain a visa or other required travel documentation which results in my inability to travel to an assigned CPE site will result in forfeiture of all fees.
- I have read the CPE Manual of Administration and have a basic understanding of the nature of the examination. I understand that any changes to the Manual made by the ECFVG prior to the administration of my examination will apply to me.
- I understand and acknowledge that I must abide by the Rules of Conduct of the ECFVG and not engage in any forms of irregular behavior. My failure to do so may be sufficient cause for the ECFVG to terminate my participation in the examination, invalidate the results of my examination, withhold or revoke my scores or certification, bar my participation in future examinations, or take other appropriate action.
- I will not institute any action, suit or claim, at law or in equity, against the AVMA, ECFVG, TU, OSU, MSU, UG, WVC, or UM at any time after the date hereof arising out of any injury which I sustain due to my participation in the ECFVG CPE.
- I will save, hold harmless and indemnify AVMA, ECFVG, TU, OSU, MSU, UG, WVC, or UM from and against all fines, penalties, monetary judgments, attorneys' fees, costs and other expenses incurred by AVMA, ECFVG, TU, OSU, MSU, UG, WVC, or UM due to injury or mistreatment which I inflict upon any animal utilized for the purpose of the ECFVG CPE.
- I will save, hold harmless and indemnify AVMA, ECFVG, TU, OSU, MSU, UG, WVC, or UM from and against all fines, penalties, monetary judgments, attorneys' fees, costs and other expenses incurred by them in connection with the enforcement of AVMA's, ECFVG's, TU's, OSU's, MSU's, UG's, WVC's, or UM's rights under this sub-paragraph and the two preceding sub-paragraphs.
- I recognize that if I fail to appear for the examination or withdraw after the start of the examination that I will forfeit the entire fee paid.

I represent that the information provided in this application is truthful and accurate.

Applicant's name: _____

Applicant's Signature: _____ Date: _____

A \$500 non-refundable/non-transferable deposit (full exam) must accompany this form to reserve space. Fees must be paid by cashier's check or money order payable to the AVMA and do not include travel, food, or lodging. **A copy of the candidate's veterinary college diploma and transcripts must be received in the ECFVG office no later than 60 days prior to the date of examination to avoid forfeiture of all fees paid and loss of the reserved space.** The AVMA/ECFVG and/or the CPE site reserve the right to cancel any offering of the CPE and shall not be responsible for loss of travel or lodging expenses resulting from such cancellation.

9. In order to document your need for accommodation(s) as completely as possible, please attach, in addition to professional documentation, a personal statement describing your disability and its impact on your daily life and your functioning in a clinical veterinary setting.

10. How long ago was your disability first professionally diagnosed?

- less than 1 year 1-2 years 2-4 years 5 or more years

11. What accommodation(s) are you requesting?

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

CPE Section _____ Accommodation(s) _____

12. Do you require wheelchair access at the examination facility?

- Yes No

13. Prior classroom or test accommodation(s) that you have received:

Standardized Examinations (Check all that apply)

- Graduate Record Examination (GRE)

Month/Year _____

Accommodation(s) received _____

- GRE Biology Subject Test

Month/Year _____

Accommodation(s) received _____

- Medical College Admission Test (MCAT)

Month/Year _____

Accommodation(s) received _____

Other _____

Month/Year _____

Accommodation(s) received _____

Education Institutions (Check all that apply)

Veterinary School

Accommodation(s) received _____

The veterinary school should complete and submit the attached Certification of Prior Test Accommodations.

College

If yes, accommodation(s) received: _____

Secondary or elementary school

If yes, accommodation(s) received: _____

15. Authorization:

I hereby authorize the evaluation and validation of my request for accommodation in accordance with the policies and procedures of the AVMA Educational Commission for Foreign Veterinary Graduates (ECFVG). In furtherance of my request, I authorize any individual, institution, or organization who may have information they deem relevant to provide such information to the ECFVG.

I hereby waive any claim for damages, or otherwise, that I may have against any individual, institution, or organization that supplies information with respect to my request, and the AVMA, its officers, directors, members, employees, and agents by reason of any act of omission or commission that they, or any of them, may take in good faith in connection with this request.

Signature _____

Date _____

Certification of Prior Test Accommodations

To be completed by a veterinary school official responsible for student disability services.

Please type or print.

Applicant Name: _____

ECFVG Registration #: _____

I, _____, hold the position of _____.

Name Title

I certify that _____ has officially approved and provided

Name of Institution

the following test accommodations for the above applicant beginning on _____.

Date (Month/Year)

Accommodation(s) provided: _____

Reason for provision of accommodation(s): _____

Signature _____ Date _____

Telephone Number _____