POLICIES AND PROCEDURES
AMERICAN VETERINARY MEDICAL ASSOCIATION
AMERICAN BOARD OF VETERINARY SPECIALTIES

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CONTENTS

I  ABVS Preface ................................................................. 3
II History and Description of the American Board of Veterinary Specialties ............................... 3
III Operating Procedures of the American Board of Veterinary Specialties ............................... 4
A  Officers .................................................................. 4
B  Duties .................................................................. 4
C  Committees ................................................................. 4
D  Policies of the ABVS ..................................................... 5
E  Procedures for Determination of the Recognition of Veterinary Specialty Organizations (RVSOs) or Recognized Veterinary Specialties (RVSs) within RVSOs ................................................................. 7
F  Maintenance of Approved and Provisionally Accepted RVSOs and RVSs ............................... 9
G  Recognition Reports ....................................................... 11
H  ABVS Reports to AVMA ................................................ 11
I  Complaints ................................................................ 12
J  Disciplinary Actions ......................................................... 12

APPENDICES

Appendix 1  Standards for Recognized Veterinary Specialty Organizations (RVSOs) and Recognized Veterinary Specialties (RVSs) ..................................................... 14
Appendix 2  Procedures for Obtaining AVMA Recognition of a Veterinary Specialty Organization ................................................................................................................................. 19
Appendix 3  Procedures for Obtaining AVMA Recognition of a Veterinary Specialty (RVS) within an RVSO ......................................................................................................................... 25
Appendix 4  ABVS Timeline for Receipt of Materials from currently Recognized Veterinary Specialties and Specialty Organizations ................................................................. 31
Appendix 5  ABVS Timeline of Deadlines for New Petitioning Specialties/Specialty Organizations ................................................................................................................................. 32
Appendix 6  Definitions of Terms Applied to Veterinary Specialization ............................................ 33
Appendix 7  RVSO/RVS Annual Report Form ...................................................................................... 39
Appendix 8  Three-Year Report Form ...................................................................................................... 41
Appendix 9  RVSO Interim Report Form ................................................................................................. 56
Appendix 10 RVS Interim Report Form .................................................................................................. 63
Appendix 11
    Model Language for Request for Special Accommodations for the Certifying Examination 70
Appendix 12
    Model Language for Procedure for Appeal of Adverse Decisions 72
Appendix 13
    Glossary of Abbreviations 74
I **ABVS PREFACE**

The American Board of Veterinary Specialties (ABVS) of the American Veterinary Medical Association (AVMA) recognizes and encourages the development of recognized veterinary specialty organizations (RVSOs) and recognized veterinary specialties (RVSs) promoting advanced levels of competency in well-defined areas of study or practice categories to provide the public with exceptional veterinary service. The Policies and Procedures exist in part to improve communications and understanding between the AVMA, AVMA members, RVSOs, RVSs, and the public. This manual will be particularly useful for specialty organizations seeking AVMA recognition. The Guidelines for Establishment and Recognition of Veterinary Specialties can be found in this document. Suggestions on how the Policies and Procedures can be improved are welcomed by the ABVS.

II **HISTORY AND DESCRIPTION OF THE AMERICAN BOARD OF VETERINARY SPECIALTIES**

In 1950, the AVMA Board of Directors received applications for recognition from the first two veterinary specialty organizations. These applications were from the American College of Veterinary Pathologists (ACVP) dated February 10, 1950, and from the American Board of Veterinary Public Health (ABVPH) (now the American College of Veterinary Preventive Medicine) dated July 31, 1950. The applications were referred to the Council on Education (COE) and the Association of Deans of American Veterinary Colleges for recommendations. In 1951, the AVMA House of Representatives approved criteria for recognition of veterinary specialty organizations. At the same meeting, the House of Representatives approved recognition of the ACVP and the ABVPH and assigned the responsibility of reviewing future applications to the COE and the AVMA Board of Directors (BOD). In 1957, upon the recommendation of the COE and the Board of Directors, the AVMA House of Representatives granted recognition to the American College of Laboratory Animal Medicine (ACLAM).

In 1959, the COE recommended, and the House of Delegates approved, the establishment of an Advisory Board on Veterinary Specialties. The resolution establishing the Advisory Board on Veterinary Specialties also specified its composition and outlined its duties and directed the COE to review and take action on recommendations submitted to it by the Advisory Board on Veterinary Specialties. The initial meeting of the Advisory Board on Veterinary Specialties occurred on February 20, 1960. In 1961, the House approved two documents developed by the Advisory Board on Veterinary Specialties: one was titled *Procedures for Establishment of Veterinary Specialty Organizations*, and the other, *Rules for Organization and Operation of the Advisory Board on Veterinary Specialties*. The Procedures document restated the criteria approved by the Board of Directors in 1951. The rules, criteria, and procedures have been updated, revised, and approved by the House of Delegates in 1969, 1981, 1985, 1988, 1990, 1991, and 1992. The Advisory Board of Veterinary Specialties was renamed the American Board of Veterinary Specialties (ABVS) in 1992. In 2016, the AVMA Board of Governance requested that the ABVS consider a separation of activities. In 2017, the AVMA BOD approved a motion that reformed the ABVS as the recognition entity for veterinary specialties and created the Veterinary Specialty Organizations Committee (VSOC) as the membership body for recognized veterinary specialties. The two arms are jointly responsible for establishing and approving those standards that must be met by emerging and established veterinary specialty organizations in order to either attain or maintain recognition. As the recognition entity, the AVMA BOD granted autonomy to the ABVS with regard to recognition of veterinary specialties and specialty organizations. The ABVS shall, in concert with the standards established jointly by the ABVS and VSOC, have autonomous authority for evaluation of organizations conducting credentialing and board-certification in a distinct field of veterinary medicine and to make decisions regarding recognition of those organizations as veterinary specialties. The most recent update of the rules, standards, and procedures of the ABVS were approved by the ABVS in 2018.
III OPERATING PROCEDURES OF THE AMERICAN BOARD OF VETERINARY SPECIALTIES

A. Officers

1. The officers of the ABVS executive committee consist of the chair and the vice chair.
2. The chair must be a veterinarian and cannot serve as chair until the third year of their term.
3. The vice chair may not serve until the second year of their term.
4. Nominations may come from the floor during the ABVS annual meeting.
5. Elections are by a simple majority of the ABVS members attending the annual meeting of the ABVS. Officers serve a one (1) year term.

B. Duties

1. Chair—Conducts the meetings of the ABVS and the Executive Committee (EC), approves reports to the AVMA BOD, develops meeting agendas with the assistance of the EC and AVMA staff, and handles other matters as appropriate. Term of office is one (1) year, beginning at the close of the annual session of the House of Delegates, which is held in conjunction with the AVMA annual convention.
2. Vice-chair—Serves as chair in the absence of the chair. Attends meetings of the EC and handles other matters as appropriate.

C. Committees

1. Executive Committee
   a. Membership—The chair and chair-elect shall be elected annually for a one-year term.
   b. Meetings—Meets as needed to conduct business via teleconference, electronic communication, or correspondence.
   c. Charge:
      i. Reviews policy and procedures.
      ii. Develops recommendations for ABVS review.
      iii. Serves as a long-range planning committee.
      iv. Develops the agenda for the ABVS annual meeting.
      v. Reviews the merits of complaints concerning RVSO/RVSs and makes recommendations to the ABVS regarding the RVSO/RVS specified in the complaint.
      vi. Addresses other matters referred to it by the ABVS Chair.

2. Policies and Procedures Committee
   a. Membership—Comprised of three ABVS members appointed by the chair, with the advice of the EC, following the annual session of the AVMA House of Delegates. Terms are staggered three years such that one person is replaced each year.
   b. Meetings—Meets as needed to conduct business via teleconference, electronic communication, or correspondence.
   c. Charge
      i. Evaluates the Policies and Procedures of the ABVS for their applicability to current ABVS processes.
      ii. Drafts proposed changes to the Policy and Procedures of the ABVS as directed by the EC or the ABVS.

3. Petitioning Specialty Reviewers – At least two ABVS members will be assigned ad hoc to review each
petition or report submitted to the ABVS by a petitioning organization or provisionally-recognized specialty organization.

a. Appointment – ABVS members will be assigned to review petitions and/or reports by the Executive Committee as needed.
b. Charge –
   i. Evaluates petitions from prospective veterinary specialty organizations as to their appropriateness for submission to the ABVS for action. If deemed in order and the petition appears complete, the reviewers will forward the petition and their recommendations to the EC for inclusion in the ABVS agenda. If the petition is incomplete, the petition will be returned to the petitioning organization by the reviewers with recommendations for resubmission.
   ii. Review the interim report for every provisionally recognized veterinary specialty organization. The reviewers shall prepare a recommendation, including a motion on the current status and future development of each provisionally recognized specialty organization, which is due at the AVMA no later than two weeks prior to the next ABVS meeting for inclusion on that meeting’s agenda. When a provisionally recognized veterinary specialty organization applies for full recognition, the interim report and the reviewer’s recommendation will be submitted along with its petition for full recognition.
   iii. Review and evaluate petitions for full recognition from provisionally recognized veterinary specialty organizations. The reviewers will consider the stage of development of the veterinary specialty organization and determine from the petition whether the organization appears sufficiently mature and functional to be evaluated by the ABVS membership. The reviewers will make appropriate recommendations to the EC for further action on the petition and actions required by the veterinary specialty organization.

4. RVSO/RVS Report Review Committee
   a. Membership—Comprises four ABVS representatives appointed by the chair, with the advice of the EC. Terms are four years and staggered so that one member is appointed annually. At the chair’s discretion, two additional at-large members may be appointed to the Report Review Committee. Terms for at-large members are one year.
   b. Meetings—Meets as needed to conduct business via teleconference, electronic communication, or correspondence.
   c. Charge
      i. Reviews the three-year reports of fully recognized veterinary specialty organizations and recognized veterinary specialties and makes recommendations to ABVS regarding continued full recognition.
      ii. Review 1-year follow-up reports from RVSOs/RVSs required to submit such in response to issues identified and makes recommendations to ABVS regarding full recognition or probationary status.
      iii. Review annual reports from provisionally-recognized RVS's/RVSs and makes recommendations to ABVS regarding continued recognition.

D. Policies of the ABVS

1. Recognition of Veterinary Specialty Organizations (RSVO) and Veterinary Specialties (RVS).
   a. An AVMA-recognized veterinary specialty organization is one that meets the standards used by the ABVS for certification of veterinarians in a specialized field of veterinary medicine.
   b. An AVMA-recognized veterinary specialty is one that certifies a clearly-defined unique subset of an RVSO based upon a species, discipline, or system related to that of the
parent RVSO.

c. Standards upon which RVSOs or RVSs are recognized can be proposed by either the ABVS or the Veterinary Specialty Organizations Committee (VSOC) but require both to approve prior to implementation.

d. The standards that an RSVO or its independent certification board must meet in order to be recognized by the AVMA are delineated in Appendix 1.

e. The standards that an RVS or its independent certification board must meet in order to be recognized by the AVMA are delineated in Appendix 1.

2. Statements on Integrity

To encourage ongoing confidence in the review and recognition process for veterinary specialty organizations, both the specialty organizations and the ABVS must be assured that functions assigned to each, respectively, are clearly understood. The following are some of the areas where special efforts must be made to ensure integrity.

a. American Board of Veterinary Specialties

i. Considerations regarding recognition of veterinary specialty organizations by the ABVS must be based on the guidelines for recognition outlined in the ABVS Policies and Procedures manual. Application of these standard guidelines must be unbiased.

ii. Review of all reports and deliberation toward the assignment of recognition status must be conducted with the highest ethical standards.

iii. All material and discussion of the ABVS regarding specialty evaluation must be confidential. This implies that such discussions may be held in Executive Session during the ABVS annual meeting.

b. RVSO/RVS

i. The veterinary specialty organization, veterinary specialty, or independent certification board associated with an RVSO or RVS must present accurate information to the ABVS in its initial petition for recognition, its annual or interim report, its three-year in-depth report, and any other report required in the ABVS Policies and Procedures manual.

ii. The RVSO must refrain from misleading advertisement of the organization or its memberships credentials and must correct any inaccuracy.

iii. If an RVSO releases information regarding its recognition status, the information must be correct. Should misinformation be released, the RVSO must correct the information in a timely manner.

c. Training Programs – training programs are programs intended to provide experiences, skill development, and knowledge base in a specialized field of veterinary medicine such that those individuals completing such programs would be eligible for certification within that specialized field. The program should incorporate activities reflective of the scope and depth indicated by a job task analysis for a specialist within that field of veterinary medicine.

i. RVSOs requiring residency training for certification eligibility must establish and publish training program criteria in sufficient detail to enable an individual, with the assistance of the training institution, to meet the requirements for certification in that specialty.

ii. Individuals pursuing certification in a veterinary specialty should enter training programs that can verify that they provide all training requirements established by the certifying body for that veterinary specialty. Individuals pursuing an alternate pathway
training program must follow the guidelines of the particular certifying organization for that specialty to develop an alternative program that will fulfill the training requirements for that specialty.

d. Advertising and Directory Listings

i. Veterinarians may legally advertise in any way that is not false, misleading, or deceptive. Advertising guidelines and interpretations are discussed in the AVMA Principles of Veterinary Medical Ethics (https://www.avma.org/KB/Policies/Pages/Principles-of-Veterinary-Medical-Ethics-of-the-AVMA.aspx) and the AVMA Guidelines for the Identification of Board-Certified Veterinarians (https://www.avma.org/KB/Policies/Pages/AVMA-Guidelines-on-the-Identification-of-Board-Certified-Veterinarians.aspx).

ii. Veterinarians must not in any way imply they are specialists unless they are certified by an AVMA-recognized veterinary specialty organization (i.e., board or college).

iii. The use of the terms “board eligible” or “board qualified” as an indication of special qualification is potentially misleading to the public and must not be used in any public communication or other solicitation.

iv. Individual RVSOs are encouraged to provide guidance to their members in matters pertaining to advertising and directory listings. Diplomates may choose one of the following formats, as described in the AVMA Guidelines for the Identification of Board-Certified Veterinarians. The appropriate format will depend on the number of recognized veterinary specialties and subspecialties.

1) Examples for members of an RVSO with no RVS:

Name, Diplomate, American College of Veterinary Dermatology or
Name, Diplomate, ACVD or
Name, DACVD (generally reserved for publication in professional journals)

2) Examples for members of an RVSO with one or more RVS:

Name, Diplomate, American College of Veterinary Internal Medicine (Cardiology) or
Name, Diplomate, ACVIM (Cardiology) or
Name, DACVIM (Cardiology)

E. Procedures for Determination of the Recognition of Veterinary Specialty Organizations (RVSOs) or Recognized Veterinary Specialties (RVSs) within RVSOs

Procedures for organizations to petition for ABVS recognition as an RVSO or RVS are found in Appendices 2 & 3, respectively.

The procedures that ABVS will follow to recognize either an RVSO or RVS are as follows:

1. The ABVS will not recognize duplicate or redundant organizations. In the event that two or more groups approach the ABVS concurrently for recognition for the same (or a very similar) specialty in veterinary medicine, the ABVS will encourage the two groups to communicate in order to determine if the groups will work together to create a unified petition for submission. Similarly, if a new group approaches ABVS for recognition in a specialty that is the same as (or very similar to) an already recognized ABVS specialty, the ABVS will encourage the two groups to communicate to determine if the new group can create a petition for recognition as an RVS under the umbrella of the currently recognized RVSO.
2. Upon receipt of a letter of intent (described in Appendices 2 & 3) from an organization petitioning for recognition as a new specialty, the ABVS will acknowledge its receipt in writing. The ABVS chair will contact VSOC to identify two liaisons to mentor the emerging specialty during the petition process.

3. The ABVS will initiate a 90-day period for public comment on the proposed specialty to help determine the need for, and public acceptance of, a new veterinary specialty in the proposed field of veterinary medicine. The ABVS will solicit information and opinion from the following groups:

   a. AVMA membership through an announcement in the Journal of the American Veterinary Medical Association and on the AVMA Web site.
   b. Existing RVSOs.
   c. Appropriate veterinary societies and academies.
   d. Appropriate educational, research, governmental, military, commercial, and public bodies.
   e. The ABVS will review the information and opinions gathered by public comment and forward it to the petitioning veterinary specialty organization. Concerns and issues raised by the public must be addressed by the petitioning organization in the formal petition for AVMA recognition.

2. The ABVS will receive annual updates from the VSOC regarding the status of the developing organizations.

3. Consideration of the initial petition (described in Appendices 2 & 3):

   a. Once the proposed specialty organization has submitted their initial petition, the chair of the ABVS will assign two reviewers (primary and secondary), one of which will be an ABVS member representing VSOC and the other a non-specialty veterinarian from the ABVS membership.

      i. The reviewers will evaluate the petition to assure that it meets the submission criteria as delineated in the contents of a petition as specified in Appendices 2 & 3 of the Policies of the ABVS. If complete, the reviewers will forward the petition to the ABVS EC, along with their recommendations; for inclusion on the next meeting agenda of the ABVS. Reviewers may ask the petitioning organization for more information or clarification prior to making a formal recommendation to the ABVS EC.

4. At ABVS discretion, a second period of public comment might be initiated.

5. ABVS will review the initial petition, and any public comments, and communicate to the petitioning organization information related to the strength of the petition and what, if any, gaps or weaknesses exist that the petitioning organization must correct in the final petition.

6. A complete, formal petition must be submitted to the ABVS within four years of receipt of the letter of intent and any revisions of the formal petition must be submitted within five years after receipt of the letter of intent. The ABVS will share the petition with the VSOC for review and comments.

   a. The ABVS will consider the complete, formal petition for recognition as a veterinary specialty organization, as well as VSOC and public comments, at their annual meeting.
   b. Following discussion, the ABVS will vote to accept or reject the formal petition.
   c. If the petition is found to be incomplete, the ABVS will make appropriate suggestions to the organizing committee regarding additions or corrections. Revised petitions may be submitted within a period not to exceed five years after receipt of the letter of intent.
   d. If the petition is found to be complete and the petitioning organization is found to meet all of the standards for recognition as described in the Policies and
Procedures of the ABVS, the ABVS will consider awarding provisional recognition to the petitioning organization.

e. Organizations not attaining provisional recognition within five years of receipt of the letter of intent will not be given further consideration for recognition for an additional five-year period (that is, within 10 years after receipt of the letter of intent).

7. After a minimum of four years, but not more than 10 years, under provisional recognition, an RVSO or RVS may submit a request for full recognition to the ABVS. The ABVS may grant an extension of the 10-year time limit, if an extension is requested in writing.
   a. The ABVS will review the request for full recognition and make appropriate suggestions to the provisionally recognized veterinary specialty organization concerning any necessary additions or corrections. If the documentation indicates that the organization meets all of the standards for recognition and is functioning effectively, the ABVS will consider granting full recognition to the organization.

8. Adverse decisions regarding recognition of new, or existing, veterinary specialty organizations –
   a. At any point after receiving a letter of intent; during review of a petition for recognition of a veterinary specialty organization; or review of an existing AVMA-recognized veterinary specialty organization, adverse decisions may be rendered.
   b. The ABVS should notify the petitioning organization of the adverse decision and the reasons for it within 30 days of the decision. The organization will be informed of its rights of appeal under the established general appellate procedures of the AVMA.
   c. The organization may take action to correct the deficiencies identified and resubmit a request for recognition within a time period not to exceed five years after receipt of the letter of intent or may appeal to the ABVS for reconsideration of the submitted petition. Organizations not satisfied by those results may appeal to the AVMA Board of Governors for review of the decision. A decision rendered by the AVMA Board of Governors will be considered final.
   d. Petitions for reconsideration or additional review must be made in accordance with the established general appellate procedures of the AVMA.

F. Maintenance of Approved and Provisionally Accepted RVSOs and RVs

The ABVS will be responsible for assessment of RVSOs and RVs through review of the following.

1. Annual reports: RVSOs and RVs will submit updates annually for the purpose of tracking data related to the certification activities of the organization.
   a. Submission
      i. Each fully recognized veterinary specialty organization is required to provide an annual report for the ABVS. In the case of those RVSOs that have established an independent certification board, a report from that certification board will be required as a component of the annual report from the parent RVSO.
      ii. A form for the annual report is provided (see Appendix 7). Reports are necessary to gather statistical data and to identify issues and potential problems and to ensure continued compliance with ABVS standards.
      iii. Reports are due in the ABVS office by the date specified in the timeline in Appendix 4.
      iv. Reports for fully recognized veterinary specialties must be submitted in conjunction with the report of the parent RVSO.

   b. Review and approval
      i. AVMA staff will mail electronic copies of the annual report forms (see
Appendix 7) to the VSOC representative from each fully recognized veterinary specialty organization. It is the representative’s responsibility to ensure that the annual report form is completed and returned to the ABVS on time. This includes the liaison with an independent certifying board for those RVSOs that have separated the credentialing process from the other activities of the RVSO. A summary of annual reports, including statistical information, will be developed by staff prior to the annual meeting of the ABVS and included in the agenda for this meeting.

2. Three-year in-depth reports: RSVOs and RVSs will submit complete reports every three years detailing all activities of the RVSO/RVS for the ABVS to assess assurance of compliance with standards for recognition. These reports will be in addition to the annual report, which must still be submitted by RVSOs and RVSs.

   a. Submission
      i. Each fully recognized veterinary specialty organization (and their independent certification board, where such an entity exists) or recognized veterinary specialty is required to submit an in-depth report of its status and activities to the ABVS at three-year intervals following full recognition.
      ii. The in-depth report must be organized as outlined in Appendix 8. Reports are necessary to gather current information and to assess compliance with the standards used by the ABVS as shown in Appendix 1.
      iii. Reports must be received in the ABVS office by the date specified in the timeline in Appendix 4 for consideration during a meeting of the full ABVS.
      iv. Reports for RVSs must be submitted in conjunction with the report of the parent RVSO.

   b. Review and Approval
      i. ABVS will maintain a schedule of three-year report due dates for each RVSO/RVS and will forward that schedule to the VSOC for inclusion on the VSOC meeting agenda. To facilitate distribution of in-depth reports to the reviewers, each RVSO must submit an electronic copy of the completed report.
      ii. The reports will be reviewed for accuracy, completeness, and compliance with the standards and procedures used for recognition of RVSOs/RVSs by members of the RVSO/RVS report review committee, as assigned by that committee’s chair. Reviewers will contact RVSOs/RVSs for which any clarification of information within its report is necessary.
      iii. Reviewers will complete a checklist and prepare a one- or two-page summary report for distribution to the ABVS. The criteria for recognition of veterinary specialties and specialty organizations are described in the standards for recognition listed in Appendix 1 and serve as a basis for review. Reviewers reports must be received at AVMA headquarters as specified in the timeline in Appendix 4.
      iv. Reviewers initiate and lead discussions and questioning of the representatives of the RVSO under review. The VSOC representative will be invited to the review if that individual is not one of the representatives on the ABVS.
      v. One reviewer must be prepared to present a motion to the ABVS concerning the future recognition status of the RVSO under review.
      vi. Decisions of the ABVS concerning recognition of an RVSO or RVS will be communicated to the RVSO or RVS within 30 days of the conclusion of the ABVS annual meeting.
      vii. If an RVSO or RVS does not receive full recognition but instead receives probationary recognition or recognition with deficiencies, the RVSO or RVS
must submit an interim report by November 1, to be reviewed by the Report Review Committee, which will make recommendations to the full ABVS at the next ABVS annual meeting.

3. Interim reports: Provisionally-recognized RSVOs and RVSs must annually submit reports to the ABVS to assess progress of the organization towards full-recognition.

   a. Submission
      i. RSVOs and RVSs (including those with independent certification boards) with provisional or probationary recognition by the AVMA are required to submit an interim report (see Appendix 9 or 10 for RVSOs or RVS’s, respectively) each year that describes that RVSO’s progress toward meeting the requirements for full recognition.
      ii. This report must address progress toward meeting criteria (described in Appendix 1 of the ABVS) required for full recognition. The report must address any concerns that were raised in the previous year’s review, if any.
      iii. Reports are due as shown in the timeline in Appendix 4 for consideration during the spring meeting of the full ABVS.
      iv. A form for interim reports, which is to be used by provisionally recognized RVSOs and RVSs, is included (see Appendices 9 and 10).
      v. Interim reports for veterinary specialties must be submitted in conjunction with the report of the parent RVSO.

   b. Review and approval
      i. The reports will be reviewed for accuracy, completeness, and compliance with the standards and procedures used for recognition of RVSOs/RVSs by members of the RVSO/RVS report review committee, as assigned by that committee’s chair. Reviewers will contact RVSOs/RVSs for clarification of information within the report.
      ii. Reviewers will complete a checklist and prepare a one- or two-page summary report for distribution to the ABVS. The criteria found in Appendix 1 are the primary basis for assessment of the completeness, clarity, and adequacy of the report. Reviews must be received at AVMA headquarters by January 15.
      iii. Reviewers initiate and lead discussions and questioning of the representatives of the RVSO under review. The VSOC representative will be invited to the review if not already a representative on the ABVS.
      iv. One reviewer must be prepared to present a motion to the ABVS concerning the continued recognition status of the RVSO under review.

G. Recognition Reports

After each annual meeting, AVMA staff submits to the ABVS and the VSOC one or more reports, which may be in summary form, on recognition status for RVSOs or RVSs under review for full or provisional recognition to the AVMA BOD.

H. ABVS Reports to AVMA

After each ABVS meeting, AVMA staff prepares a report for distribution to the AVMA BOD and VSOC. The report will be reviewed by the ABVS and approved by the ABVS chair.

AVMA staff prepares an annual summary of ABVS and RVSO activity, including the number of current active members in each RVSO, which is included as part of the administrative report to the AVMA House of Delegates for review at its annual session.
I. Complaints

1. Against a Diplomate
   a. If the ABVS receives a complaint against a diplomate of an RVSO/RVS, the complaint will be referred to the executive director or secretary of the appropriate RVSO/RVS, and the person making the complaint will be notified of that referral.
   b. The complaint will be considered by the governing body of the RVSO/RVS.
   c. The RVSO/RVS will respond directly to the person issuing the complaint, with a copy of the response sent to the AVMA for ABVS records.
   d. A tally of complaints will be a part of the annual report of the RVSO/RVS.

2. Against an RVSO/RVS
   a. If the ABVS receives a complaint regarding the conduct of processes related to the certification program of an RVSO/RVS, the ABVS will consider that complaint and a response from that RVSO/RVS against published ABVS standards for recognition.

J. Disciplinary Actions

1. Because of findings from a review of a recognized veterinary specialty organization (RVSO) or recognized veterinary specialty (RVS), or after investigation of a third-party complaint, the ABVS may recommend that ABVS recognition of the RVSO or RVS be modified as follows:
   a. Continued recognition with notice that deficiencies identified during the ABVS meeting must be corrected and addressed in a follow-up report the next year; deficiencies will be communicated to the RVSO/RVS within 30 days after the meeting.
   b. Assignment of probationary recognition status to an RVSO or RVS. Organizations receiving this status must develop a plan for correction of deficiencies within a timeframe established by the ABVS in which that correction is to occur, both of which are agreed upon by the ABVS. Organizations receiving this status should also notify all current and prospective candidates and training programs within 45 days of receiving notification from the ABVS.
   c. Withdrawal of recognition of an RVSO or RVS. Such actions would automatically apply to any independent certification board which is affiliated with the parent RVSO or RVS. Organizations receiving this status should also notify all current and prospective candidates and training programs within 45 days of receiving notification from the ABVS. Withdrawal of recognition or change of status can result from:
      i. Failure to meet, or maintain, standards for an RVSO or RVS as listed in Appendix 1.
      ii. Failure to submit required reports by respective deadlines.

2. The following procedures shall apply in considering recommendation of disciplinary action by the ABVS:
   a. Notice of a disciplinary action involving changes in recognition status will be delivered to the president and secretary of the RVSO or RVS involved no less than 30 days prior to a regularly scheduled or special meeting of the ABVS at which the matter is to be considered. This notice will include a detailed outline of the complaint(s) received or alleged deficiencies. The notice will also be delivered to the VSOC representative of that RVSO or RVS.
b. An ABVS meeting will be convened at which at least 3/4ths of voting representatives to the ABVS must be present.

c. Representatives of the RVSO or RVS will be given an opportunity to present relevant information and their views on the matter. Travel costs, if any, for representatives of the RVSO or RVS for in-person meetings will be at other than AVMA expense.

d. In executive session, and in the absence of all representatives of the RVSO or RVS involved, the ABVS will discuss appropriate action(s) to recommend. Possible actions include:

   i. Conclusion of the review with no further action.
   ii. Recommendation that probationary recognition is assigned to the specialty organization.
   iii. Recommendation that recognition of the specialty organization is withdrawn.

e. Any recommendation must be approved by a two-thirds majority of voting ABVS members present.

f. Any recommendation for action must include a full description of the reasons for the recommendation.

3. Upon a recommendation for disciplinary action, the ABVS may:

   a. Request from the RVSO or RVS (or its affiliated independent certification board) a written presentation of its view on the matter and the reasons why it believes the ABVS recommendation should not be approved.
   b. After reviewing any presentation from the RVSO or RVS (or its independent certification board), return the recommendation and related documents to the ABVS for further consideration, or approve the ABVS’s recommendations for disciplinary action.
   c. The ABVS will make the final decision regarding the status of the veterinary specialty organization or veterinary specialty.

4. A specialty organization or specialty assigned probationary recognition must be in full compliance with all criteria within a time frame directed by the ABVS. Failure to comply within this time frame will lead to withdrawal of AVMA recognition. Extensions of this time limit may, in rare circumstances, be considered by the ABVS in response to a written request if the organization has demonstrated significant progress to correct the deficiencies and has a solid, well-constructed plan to achieve full compliance.
Appendix 1

Standards for Recognized Veterinary Specialty Organizations (RVSOs) and Recognized Veterinary Specialties (RVSs)

Standards upon which veterinary specialties are recognized can be initiated by either the ABVS or the Veterinary Specialty Organizations Committee. Any new standards or changes in existing standards must be approved by both ABVS and VSOC prior to implementation.

A. Definitions

An RVSO is an AVMA-recognized veterinary specialty organization that meets the standards used by the ABVS for certification of veterinarians in a specialized field of veterinary medicine.

An RVS is an AVMA-recognized veterinary specialty that certifies a clearly-defined unique subset of an RVSO based upon a species, discipline, or system related to that of the parent RVSO.

B. Standards for recognition of veterinary specialty organizations or veterinary specialties by the AVMA

For a veterinary specialty organization, veterinary specialty, or their independent certification board to be recognized by the AVMA, they must:

1. Demonstrate that improved veterinary medical services and knowledge will be provided to the public that advance the health and well-being of animals and/or people.
2. Serve a clearly defined need within the profession. This includes both a demonstration that there are a sufficient number of veterinarians who are interested in pursuing certification in the specialty, if established, as well as a demonstration that members of the public would value and utilize such service.
3. Have an adequate number of founding members to fulfill the functions and expenses required of a certification body, including verification of candidate credentials, examination development and administration, and provision of an appeal process independent from the credentialing and examination processes.
4. Represent a distinct and identifiable specialty of veterinary medicine, one that is supported by a base of scientific knowledge and practice that follows the tenets of evidence-based medicine. Strong consideration will be given to literature that provides evidence for efficacy or application. Randomized, controlled trials provide the best evidence, followed by other prospective studies and retrospective studies and, to a lesser degree, case reports.
5. Establish and abide by clearly stated standards for certification of diplomates.
6. The RVSO/RVS (or their independent certification board) must examine only veterinarians who:
   i. Have a degree necessary for the practice of veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.
   ii. Meet the education, training, and experience requirements established by the RVSO/RVS (or their independent certification board).
   iii. Demonstrate unquestionable moral character and ethical professional behavior.
7. The RVSO/RVS (or their independent certification board) must certify only veterinarians who have fulfilled established training and/or experience requirements and who have attained acceptable scores on comprehensive examinations.
administered by the RVSO/RVS. Founding members of the RVSO/RVS may not be subject to the training requirements but will be required to pass the certification exam before being certified as a Diplomate.

8. Ensure that all training or experience requirements and all prerequisites for examination serve the purpose of assessing the competency of the candidate.

9. Establish routes through education, training, and experience to qualify candidates for examination. Information about these routes must be available to any potential candidate.

10. Not require any period that involves merely a passage of time (waiting period) between successful completion of formal training and eligibility to sit for examination. Experience requirements must be clearly defined, relevant to the objectives of the specialty, and amenable to evaluation. Knowledge of those requirements must be readily attainable by potential candidates.

11. Notify candidates promptly of any deficiencies in credentials that prevent their examination or certification by the RVSO/RVS (or their independent certification board). Applicants whose credentials are not approved must be notified of the Appeal procedure and deadline.

12. Adhere to the following examination procedures:

a. Examinations must reflect the professional competence expected of the diplomate based on a job/task analysis. Job task analyses shall be performed at intervals determined by considerations including the rate at which knowledge in the field is evolving; the rate at which elements of the field are becoming obsolete; and/or the rate at which individuals in the field lose expertise in elements of the field. In any case, job task analyses shall be performed at least once every 10 years.

b. Examinations shall reflect the breadth and depth of the field for which certification is being awarded.

c. Time between final credentials decisions and the examination date must be sufficient (not less than 120 days) to permit adequate examination preparation or appeal of an adverse decision.

d. If a candidate’s credentials are denied and an appeal is filed, the RVSO or RVS must review this appeal and inform the candidate of their decision at least 45 days prior to the examination date.

e. Candidates must receive a content outline (blueprint) of the exam and exam format prior to the exam.

f. Candidates must be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point. Passing points, or cut scores, shall not be set arbitrarily but rather shall be determined by psychometrically sound practices. The passing point may be adjusted lower than a previously published passing point, but not higher, after administering the exam.

g. Avoid personal conflict, or the appearance of conflict, that could affect results of examinations.

h. Candidates must be notified of their examination results contemporaneously. Regardless of notification method, each candidate who took the examination must be notified of his/her result prior to notifying the general membership or the parent RVSO if certification is performed by an independent certification board. A reasonable time limit must be established (not to exceed 45 days) for notifying candidates of the results of the examination.

i. Candidates who do not successfully complete the examination (including any oral examination), must, upon request, be provided with an explanation of the deficiencies that prevented their passing the examination. The procedure for obtaining this review must be published by the veterinary specialty organization (or their independent certification board) prior to the examination.
j. All candidates must be informed of their remaining eligibility and reapplication procedures.

k. Accommodate reasonable requests from applicants with documented disabilities for special test considerations in accordance with the Americans with Disabilities Act (ADA). Model language for ADA requests is provided in Appendix 11.

l. Establish a formal appeal procedure for candidates in case of an adverse decision by the RVSO/RVS (or the independent certification board). The appeal procedure must appear in the constitution, bylaws, and/or policies and procedures documents (e.g., policy and procedure manuals, standard operating procedures) of the organization, and must accompany each application form and notification of an adverse decision. For those RVSOs with an independent certification board, the appeals process must be defined the same in the operation documents of both entities.

A. Each AVMA-recognized veterinary specialty organization must have a published procedure to ensure due process for appeal of adverse decisions.

B. The specific language of an acceptable appeal procedure is determined by the recognized veterinary specialty organization or specialty (RVSO or RVS, see Appendix 12 for suggested language).

C. Changes in appeal procedures must be reported to the ABVS in the RVSO/RVS's annual report.

D. The appeal procedure must be a part of the constitution or bylaws of the RVSO or RVS. In addition, it must be included on forms used by candidates who apply for certifying examinations.

E. The appeals process must be autonomous, that is, the committee considering and making a final decision for an appeal must not be comprised of individuals involved in the entity that made the adverse decision (e.g., credentials committee, examination committee, appeals committee, maintenance of certification committee, etc.), and must be distinct from that RVSO/RVS's current executive committee or board.

F. Upon acceptance of the report of the appeals committee, the executive committee board must act in a manner that is consistent with the decision of the appeals committee.

G. Recognized veterinary specialty organizations are responsible for full implementation of their appeal procedures to ensure due process. The criteria for veterinary specialty organizations recognized by the AVMA should guide procedures and influence decisions in disputes between specialty organizations and dissatisfied candidates. These procedures and decisions must be fair and reasonable for all parties, in keeping with the objectives of RVSOs/RVSs and the goals of the AVMA.

13. Provide certification attesting to diplomate status:

a. There shall be one certification for each RVSO and/or recognized veterinary specialty (RVS), indicating the individual is certified in the AVMA-recognized specialty.

b. Certification of diplomate status will be issued by the certifying entity of the RVSO.

c. Certification is an assurance to the public that individuals have the knowledge and skills for the certification awarded.
14. Have a mandatory program for maintenance of certification (MOC). All awarded diplomate certification must be time dated. A MOC program requires actions by newly-certified diplomates to maintain their certification that includes an evaluation process by their RVSO/RVS to ensure compliance. For those RVSOs/RVSs with an independent certification board, the process for implementing MOC may be relegated to that board.

Each RVSO/RVS develops their own standards and protocols for their MOC program based on the following characteristics:

a. Examinations may be used but are not required.

b. A point system may be used, and points may be accrued in a variety of ways (e.g., continuing education attendance or presentations, publications, serving on exam committees, etc.) as determined by the RVSO/RVS.

c. Evaluation of diplomates for MOC will occur a minimum of every 10 years from the date of their initial certification (or renewal of certification), but an RVSO may choose a shorter period of time if desired.

d. An honor system for compliance, with diplomates self-declaring completion of requirements, is acceptable. However, if an honor system is used, random audits of diplomate compliance must be performed at a frequency that can be justified by the RVSO/RVS.

e. MOC will not be retroactive to previously certified diplomates. That is, certificates awarded prior to the initiation of an MOC program (i.e., certificates that are not time dated) cannot be withdrawn for noncompliance with the MOC program.

f. RVSOs/RVSs are encouraged to initiate a system of voluntary replacement of original certificates that are not time dated with certificates requiring maintenance. Procedures for certification maintenance will be the same as those required for diplomates attaining certification after the program has been initiated.

15. Encourage and implement special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to maintain the competence of diplomates. The RVSO/RVS may provide educational or training programs to enhance the preparation of candidates; however, the RVSO/RVS must not require candidates to complete educational or training programs provided by the RVSO/RVS for eligibility for certification.

16. Avoid contracts or agreements leading to activities outside the scope of the stated objectives of the RVSO.

17. The constitution and/or bylaws and/or policies and procedures documents (e.g., policy and procedure manuals, standard operating procedures) of RVSOs and RVSs and any independent certification board created by an RVSO or an RVS must contain elements as specified in the Standards for Recognition in the Policies and Procedures of the ABVS. Organizations must notify the ABVS of all changes in the RVSOs, the RVSs, and the independent certification board’s constitution, bylaws, and/or other policies and procedures documents at the time of the next annual report. Annual reports must include previous and newly accepted wording.

An RVSO with one or more RVSs may have:

a. One constitution delineating the operations of the RVSO and separate bylaws delineating the functions and operations of each RVS, or

b. A single constitution and bylaws clearly delineating the operations of the RVSO and the functions and operations of each RVS, or

c. A single bylaws clearly delineating the operations of the RVSO and the functions and operations of each RVS.
18. Be legally incorporated as a not-for-profit educational organization within a state or district of the United States, and have a determination made as to the federal tax status of the organization. Groups are encouraged to incorporate and secure tax exemption under section 501(C)(3) or 501 (C) (6) of the Internal Revenue Service code. An RVS need not be incorporated separately from the parent RVSO.
Appendix 2
Procedures for obtaining AVMA recognition of a veterinary specialty organization

Groups seeking ABVS recognition as a veterinary specialty organization should consult the timeline in Appendix 5 for important dates related to that process. Procedures include submission of a letter of intent and information to support a call for public comment, at least one period of public comment, submission of the results of a job task analysis and preliminary petition, and submission of a complete, formal petition for provision recognition. Provisional recognition will be for no less than four and no more than 10 years during which a request in support of full recognition will be submitted.

The ABVS will not recognize more than one specialty organization in a substantially similar field of veterinary medicine. In the circumstance that two or more groups approach the ABVS concurrently with the intent to seek recognition for the same (or a very similar) specialty in veterinary medicine, the ABVS will encourage the two groups to communicate to determine if the groups will work together to create a unified petition for submission. Similarly, a group approaching the ABVS for recognition in a field of veterinary medicine that overlaps substantially with an already existing RVSO/RVS will be directed to contact that organization to determine future direction or viability, if any.

1. A group of veterinarians seeking AVMA recognition for a veterinary specialty organization must submit a letter of intent before the date listed in the timeline in Appendix 5 containing the following information:
   a. Acknowledgement that the organizing group has read and understands the standards that the ABVS uses as basis for AVMA recognition.
   b. A statement that the organizing group has read the procedures for obtaining AVMA recognition.
   c. Justification that the proposed specialty organization is distinct from presently recognized RVSOs or their RVSs.
   d. Specify if there is going to be an affiliated, independent certifying body and, if so, the proposed relationship between the RVSO or RVS and the certifying agency.
   e. A list of the organizing committee members and their credentials.

A veterinary specialty organization seeking AVMA recognition must designate an organizing committee limited in number to those essential to conduct the business of the specialty and to achieve provisional recognition. Members of the organizing committee must be veterinarians recognized as exceptionally qualified and who meet one or more of the following criteria:

   a. Be a professor practicing or teaching the proposed specialty in a college or department of veterinary medicine.
   b. Be an author of important publications relevant to the emerging specialty resulting from research or practice in the specialty.
   c. Have at least 10 years of experience in the specialty and, by teaching, research, or practice, have contributed substantially to the development of the specialty.
   d. Have advanced training in the specialty and have demonstrated competency through teaching, research, or practice in the specialty to which most of the individual’s professional time is devoted.
Members of the organizing committee:

a. Shall be no fewer than 25 for a veterinary specialty organization and no fewer than 10 for a veterinary specialty.
b. Should include representatives from academia, research, industry, government, and the private sector where appropriate.
c. Should come from diverse geographical areas.
d. May include diplomates of another RVSO to assist in the organization of the new specialty but who do not wish to become a diplomate of the new specialty.
e. Will be “founders” of the RSVO but not be considered diplomates unless, or until, completion of the certification requirements of the RVSO.
f. May submit credentials and if accepted, sit the certification examination to become diplomates of the new specialty organization upon its recognition through examination.

2. Organizations seeking ABVS recognition must submit yearly progress reports until submission of their petition. Petitions for provisional recognition must be submitted to the ABVS within four years of receipt of the letter of intent.

3. VSOC liaisons and public comment:
   Upon receipt of a letter of intent from an emerging new specialty, the chair of the ABVS will acknowledge its receipt and encourage the emerging specialty to work with VSOC-appointed liaisons who will help the organizing committee of the emerging specialty to prepare the petition. The organizing committee will be asked to submit a one-page description of the proposed specialty organization that will serve as the basis for solicitation of public comment.

a. The ABVS will review the letter of intent for completeness at their spring meeting and, if accepted, the period of public comment will begin shortly thereafter. The ABVS will solicit information and opinion from the following groups:

   i. The AVMA membership through an announcement in the *Journal of the American Veterinary Medical Association* and on the AVMA Web site.
   ii. Existing RVSOs.
   iii. Appropriate veterinary societies and academies.
   iv. Appropriate educational, research, governmental, military, commercial, and public bodies.

b. The ABVS will review the information and opinions gathered by public comment and forward it to the petitioning veterinary specialty organization. Concerns and issues raised by the public must be addressed by the petitioning organization in the formal petition for AVMA recognition. The period of public comment is used to gauge the need for, and public acceptance of a new veterinary specialty from diverse stakeholders.

4. Submission of an initial petition for provisional recognition of a veterinary specialty or specialty organization.

a. Once the proposed specialty organization is ready to move forward with their petition, the organizing committee of the petitioning veterinary specialty organization must submit the information specified below in the
5. Contents for a petition for recognition of a new veterinary specialty organization

a. The petition must contain a curriculum vitae for each member of the organizing committee.

b. The petitioning organization must document that it meets the standards for a veterinary specialty organization recognized by the AVMA as specified in the Policies and Procedures of the ABVS. Each item must be specifically addressed.

c. The petitioning organization must document the number of individuals anticipated to pursue diplomate status of the specialty and convince the ABVS that, within a reasonable period of time, growth of the veterinary specialty organization will result in a number of specialists that will have an impact on organized, private, corporate, academic, industrial, or governmental veterinary medicine and the public.

d. The petitioning organization must justify its role in fulfilling a recognizable need and demonstrate that its existence is acceptable to the profession and the public.

e. The petitioning organization must identify the base of scientific knowledge and practice that forms the basis for recognition as a specialty and distinguishes it from all existing RVSOs. It will be necessary to:
   i. Define the scientific basis of the proposed specialty, and particularly the evidence supporting efficacy for petitioning organizations with a clinical basis.
   ii. Relate the subject matter to current professional and postgraduate veterinary medical curricula.
   iii. Describe how diplomates would be employed in public, institutional, and private practice (including the approximate number employed in each category, and the scientific disciplines relevant to each category).
   iv. Describe current or proposed continuing education programs.

f. There must be a description of relationships and commonalities with existing RVSOs.

g. There must be an explanation of why the relationships and commonalities with existing organizations are insufficient to warrant inclusion as a veterinary specialty or veterinary subspecialty of an existing organization.

h. There must be a job task analysis. This information will be used to determine the breadth and depth of the proposed specialty; how much, if any, overlap there may be with an existing recognized veterinary specialty; and to establish that the proposed specialty will provide a veterinary need.

i. A copy of the proposed constitution and/or bylaws and all available policies and procedures documents must be submitted, which shall contain within these documents, at minimum:
   i. The name of the RVSO/RVS.
   ii. A statement of objectives.
   iii. Titles, election procedures, and duties of officers.
   iv. A description of membership categories, including duties, privileges, and method of selection for each.
v. Descriptions of qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination in a timely manner. Descriptions must include required education, experience, publications, teaching, research, nature of supervision of the candidate, and the qualifications of the mentor(s).

vi. A description of the scope and nature of certifying examinations.

vii. Procedures for establishing and amending dues and fees.

viii. Causes and procedures for censuring or suspending diplomates or canceling certification.

ix. Procedures for appealing adverse decisions.

x. Procedures for conducting business and meetings.

xi. Procedures for amending the constitution and/or bylaws.

xii. A letter of intent regarding creation of an RVS independent certification board, if such an entity is planned, describing how that entity will be related to the parent RVSO and how its independence in the certification process will be sustained.

j. There must be a description of how the specialty plans to organize and initiate its functions (e.g., how the initial officers will perform their duties, how examinations will be prepared, administered, and monitored, and how training programs will be established). This will include a description of the relationship between the proposed RVSO and the RVS or their independent certification board if one is to be created.

k. There must be evidence that facilities and programs are available for advanced training of veterinarians that will lead to certification in the veterinary specialty. A description of existing educational programs, including established postgraduate educational programs and the number of people in these programs must be provided. Objectives, measures of competence, and expected contributions and measurements of the success of such programs should be specified. Evidence for the continued existence and growth of educational programs in the veterinary specialty must be included.

l. A list of current and past officers of the organizing agency and a list of proposed founders of the veterinary specialty must be included, if applicable. Founders must be members of the organizing committee.

m. There must be a financial statement.

n. Any organization seeking new AVMA recognition as an RVSO or RVS, must represent to the AVMA that it is the owner of its name and logo and is entitled to use its name, logo and acronym in commerce; and that to the best of its knowledge and belief, no other person, firm, corporation, or association has the right to use its name in commerce, either in identical form or in such near resemblance thereto as to be likely to cause confusion, mistake, or deception.

6. Submission of the final petition for provisional recognition of a veterinary specialty or specialty organization.

a. The final petition must be submitted to the ABVS within four years of receipt of the letter of intent. It must be submitted by the deadline shown in Appendix 5 to be included at the next meeting of the ABVS.

b. The petition will consist of the contents of the initial petition, with revisions noted to address concerns addressed by ABVS review and concerns raised through the public comment period.
c. Representatives of the organizing group will be invited to attend, at their own expense, the meeting of the ABVS when their petition will be considered.

7. Provisionally-recognized veterinary specialty organizations

a. If provisional recognition has been granted, the newly recognized veterinary specialty organization may be given direction by the ABVS for future growth and enhancement of processes and should take any necessary steps to complete formalization of its structure and proceed to function under its constitution and/or bylaws, including the creation of an independent certification board if that was outlined in their approved petition. The RVSO/RVS (or their independent certification board) may examine and certify candidates, collect dues, send a representative to VSOC meetings, and conduct other business as specified in its constitution and/or bylaws, and/or other policies and procedures documents.

b. Only those individuals completing the credentialing requirements and certification examinations after provisional recognition is achieved shall be considered board certified specialists in the RVSO field of veterinary medicine. This includes founders.

c. Provisionally-recognized RVSs or RVSOs will be required to submit interim progress reports (Appendix 9) to the ABVS on an annual basis.

d. After provisional recognition is awarded, only those individuals completing the credentialing requirements and certification examinations as stipulated in the petition shall be considered board certified specialists in the RVSO field of veterinary medicine. In no case shall individuals be ‘chartered’ as diplomates without meeting the examination requirements of other candidates for board-certification in that specialty.

e. After a minimum of four years, but not more than ten years, under provisional recognition, a veterinary specialty organization may submit a request for full recognition to the ABVS.

   i. The ABVS may grant an extension of the 10-year time limit, if an extension is requested in writing.
   
   ii. A petition for full recognition must be organized in the format described under the guidelines for above and must indicate that the organization is fully functional and fulfilling its stated objectives.

   iii. The ABVS will review the request for full recognition and either consider granting full recognition or make appropriate suggestions to the provisionally recognized veterinary specialty organization in regard to areas of concern.

8. Adverse decisions regarding recognition of veterinary specialty organizations.

a. At any point during review of a petition for recognition of a veterinary specialty organization adverse decisions may be rendered.

b. The ABVS will notify the organization of the adverse decision and the reasons for it within 30 days of the decision. The organization will be informed of its rights of appeal under the established general appellate procedures of the AVMA.

c. The organization may: take action to correct, when possible, the deficiencies identified and resubmit a revised petition for recognition within a 5-year period after submission of the letter of intent; petition the ABVS for reconsideration; or appeal to the AVMA Board of Governors for
review of the decision.

d. Petitions for reconsideration or additional review must be made in accordance with the established general appellate procedures of the AVMA.
Appendix 3
Procedures for obtaining AVMA recognition of a veterinary specialty (RVS) within an RVSO

Groups seeking ABVS recognition as a veterinary specialty should consult the timeline in Appendix 5 for important dates related to that process.

1. A veterinary specialty seeking recognition as an RVS under the auspices of an existing RVSO may:
   a. Be recognized by the ABVS under the procedures described for recognition of an RVSO in Appendix 2 with the following exceptions to those procedures:
      i. An RVS need not be incorporated separately.
      ii. An RVS is represented on VSOC by the representative of the parent RVSO.
      iii. An RVSO with one or more RVSs may have
         a) One constitution delineating the operations of the RVSO and separate bylaws delineating the functions and operations of each RVS, or
         b) A single constitution and bylaws clearly delineating the operations of the RVSO and the functions and operations of each RVS, or
         c) A single bylaws clearly delineating the operations of the RVSO and the functions and operations of each RVS.
   b. The petitioning organization must identify members of the organizing committee, which should be at least 10 individuals but limited in number to those essential to conduct the business of the veterinary specialty and to achieve provisional approval. Each founding member must:
      i. Be a diplomate of the parent RVSO, or
      ii. Be a diplomate of another RVSO recognized by the AVMA, or
      iii. Have demonstrated competency through teaching, research, or practice of the veterinary specialty and meet the criteria for members of an organizing committee as specified in Section II, Part D1 of the Policies of the ABVS.
   c. A petition for immediate full recognition may be submitted by a veterinary specialty arising from a restructuring of a parent RVSO or a parent RVS. Petitions for immediate full recognition may be submitted by veterinary specialties arising from a restructuring of a parent RVSO. The petition for full recognition will undergo the same review process required for an RVSO. Results of this review must indicate that the veterinary specialty is immediately able to become fully functional and can fulfill its stated objectives. The petition must:
      i. Provide a statement outlining the reasons for, and benefit(s) of restructuring the RVSO or the RVS into the described veterinary specialties.
      ii. Describe the process by which existing RVSO diplomates may be
reclassified into the respective veterinary specialty(ies).

iii. Include an organizational chart showing the present and proposed relationships of the veterinary specialties within the RVSO.

2. Letter of Intent - Veterinarians seeking AVMA recognition of a new specialty organization wishing to be incorporated as a veterinary specialty within existing RVSO must submit a letter of intent to the ABVS. The letter should state that the organizing group has read and understands the standards that the ABVS applies for recognition of an RVS (Appendix 1); that the organizing group has read the procedures for obtaining AVMA-recognition; that the organizing group has the agreement of the RVSO under which they will organize; and list the members (and their credentials) of the organizing committee.

3. Organizations seeking ABVS recognition must submit yearly progress reports until submission of their petition. Petitions for provisional recognition must be submitted to the ABVS within four years of receipt of the letter of intent.

4. VSOC liaisons and public comment:
Upon receipt of a letter of intent from an emerging new specialty, the chair of the ABVS will acknowledge its receipt and encourage the emerging specialty to work with VSOC-appointed liaisons who will help the organizing committee of the emerging specialty to prepare the petition. The organizing committee will be asked to submit a one-page description of the proposed specialty organization that will serve as the basis for solicitation of public comment.

a. The ABVS will review the letter of intent for completeness at their spring meeting; and if accepted, the period of public comment will begin shortly thereafter. The ABVS will solicit information and opinion from the following groups:

i. The AVMA membership through an announcement in the Journal of the American Veterinary Medical Association and on the AVMA Web site.

ii. Existing RVSOs.

iii. Appropriate veterinary societies and academies.

iv. Appropriate educational, research, governmental, military, commercial, and public bodies.

b. The ABVS will review the information and opinions gathered by public comment and forward it to the petitioning veterinary specialty organization. Concerns and issues raised by the public must be addressed by the petitioning organization in the formal petition for AVMA recognition. The period of public comment is used to gauge the need for, and public acceptance of a new veterinary specialty from diverse stakeholders.

5. Submission of an initial petition:

a. Once the proposed specialty organization is ready to move forward with their petition, the organizing committee of the petitioning veterinary specialty organization must submit the information specified below in the contents for a petition for recognition by the deadline shown in Appendix 5 in order to be included on the agenda of an ABVS late fall meeting.

b. If the petition is complete, a second period of public comment may be initiated at ABVS discretion before the complete, formal petition is submitted.
6. Contents for a petition for recognition of a new veterinary specialty:
   a. The petition must contain a curriculum vitae for each member of the organizing committee.
   b. The petitioning organization must document that it meets the standards for a veterinary specialty organization recognized by the AVMA as specified in the Policies and Procedures of the ABVS. Each item must be specifically addressed.
   c. The petitioning organization must document the number of individuals anticipated to pursue diplomate status of the specialty and convince the ABVS that, within a reasonable period of time, growth of the veterinary specialty organization will result in a number of specialists that will have an impact on organized, private, corporate, academic, industrial, or governmental veterinary medicine and the public.
   d. The petitioning organization must justify its role in fulfilling a recognizable need and demonstrate that its existence is acceptable to the profession and the public.
   e. The petitioning organization must identify the base of scientific knowledge and practice that forms the basis for recognition as a specialty and distinguishes it from all existing RVSOs. It will be necessary to:
      i. Define the scientific basis of the proposed specialty, and particularly the evidence supporting efficacy for petitioning organizations with a clinical basis.
      ii. Relate the subject matter to current professional and postgraduate veterinary medical curricula.
      iii. Describe how diplomates would be employed in public, institutional, and private practice (including the approximate number employed in each category, and the scientific disciplines relevant to each category).
      iv. Describe current or proposed continuing education programs.
   f. There must be a description of relationships and commonalities with existing RVSOs.
   g. There must be an explanation of why the relationships and commonalities with existing organizations are insufficient to warrant inclusion as a veterinary specialty of an existing organization.
   h. There must be a job task analysis. This information will be used to determine the breadth and depth of the proposed specialty; how much, if any, overlap there may be with an existing recognized veterinary specialty; and to establish that the proposed specialty will provide a veterinary need.
   i. A copy of the proposed constitution and/or bylaws and all available policies and procedures documents must be submitted, which must contain within these documents, at minimum:
      i. The name of the RVSO/RVS.
      ii. A statement of objectives.
      iii. Titles, election procedures, and duties of officers.
      iv. A description of membership categories, including duties, privileges, and method of selection for each.
      v. Descriptions of qualifying routes, within and outside of standard residency or degree programs, to qualify candidates for examination in a timely manner. Descriptions must include required education, experience, publications, teaching, research, nature of supervision of the candidate, and the qualifications of the mentor(s).
      vi. A description of the scope and nature of certifying examinations.
vii. Procedures for establishing and amending dues and fees.
viii. Causes and procedures for censuring or suspending diplomates or canceling certification.
ix. Procedures for appealing adverse decisions.
x. Procedures for conducting business and meetings.
xi. Procedures for amending the constitution and/or bylaws.
xii. A letter of intent regarding creation of an RVS independent certification board, if such an entity is planned, describing how that entity will be related to the parent RVSO and how its independence in the certification process will be sustained.

j. There must be a description of how the specialty plans to organize and initiate its functions (e.g., how the initial officers will perform their duties, how examinations will be prepared, administered, and monitored, and how training programs will be established). This will include a description of the relationship between the proposed RVSO and the RVS or their independent certification board if one is to be created.
k. There must be evidence that facilities and programs are available for advanced training of veterinarians that will lead to certification in the veterinary specialty. A description of existing educational programs, including established postgraduate educational programs and the number of people in these programs must be provided. Objectives, measures of competence, and expected contributions and measurements of the success of such programs should be specified. Evidence for the continued existence and growth of educational programs in the veterinary specialty must be included.
l. A list of current and past officers of the organizing agency and a list of proposed founders of the veterinary specialty must be included, if applicable. Founders must be members of the organizing committee.
m. There must be a financial statement.
o. Any organization seeking new AVMA recognition as an RVSO or RVS, must represent to the AVMA that it is the owner of its name and logo and is entitled to use its name, logo and acronym in commerce; and that to the best of its knowledge and belief, no other person, firm, corporation, or association has the right to use its name in commerce, either in identical form or in such near resemblance thereto as to be likely to cause confusion, mistake, or deception.

7. A complete, final petition must be submitted to the ABVS within four years of receipt of the letter of intent.
   a. The final petition should be submitted as indicated in the timeline in Appendix 5.
   b. The petition will consist of the contents of the initial petition, with revisions noted to address concerns addressed by ABVS review and concerns raised through the public comment period.
   c. Representatives of the organizing group will be invited to attend, at their own expense, the meeting of the ABVS when their petition will be considered.
   d. If provisional recognition is granted, the newly recognized veterinary specialty organization may take any necessary steps to complete formalization of its structure and proceed to function under its constitution and/or bylaws, including the creation of an independent certification board if that was outlined in their approved petition. The RVSO/RVS (or their independent certification board) may examine and certify candidates,
collect dues, send a representative to VSOC meetings, and conduct other business as specified in its constitution and/or bylaws, and/or other policies and procedures documents.

e. Only those individuals completing the credentialing requirements and certification examinations after provisional recognition is achieved shall be considered board certified specialists in the RVSO field of veterinary medicine. This includes founders.

8. Provisionally-recognized veterinary specialties

a. If provisional recognition has been granted, the newly recognized veterinary specialty organization may be given direction by the ABVS for future growth and enhancement of processes and should take any necessary steps to complete formalization of its structure and proceed to function under its constitution and/or bylaws, including the creation of an independent certification board if that was outlined in their approved petition. The RVSO/RVS (or their independent certification board) may examine and certify candidates, collect dues, send a representative to ABSO meetings, and conduct other business as specified in its constitution and/or bylaws, and/or other policies and procedures documents.

b. Provisionally-recognized RVS or RVSO’s will be required to submit interim progress reports (Appendix 9) to the ABVS on an annual basis.

c. After provisional recognition is awarded, only those individuals completing the credentialing requirements and certification examinations as stipulated in the petition shall be considered board certified specialists in the RVSO field of veterinary medicine. In no case shall individuals be ‘chartered’ as diplomates without meeting the examination requirements of other candidates for board-certification in that specialty.

d. After a minimum of four years, but not more than ten years, under provisional recognition, a veterinary specialty organization may submit a request for full recognition to the ABVS.

i. The ABVS may grant an extension of the 10-year time limit, if an extension is requested in writing.

ii. A petition for full recognition must be organized in the format described under the guidelines for three-year in-depth reviews (see Appendix 8) and must indicate that the organization is fully functional and fulfilling its stated objectives.

iii. The ABVS will review the request for full recognition and make appropriate suggestions to the provisionally recognized veterinary specialty organization concerning any necessary additions or corrections. If the documentation indicates that the organization meets all of the standards for recognition described in Appendix 1, the ABVS will consider granting full recognition.

9. Adverse decisions regarding recognition of veterinary specialties

a. At any point during review of a petition for recognition of a veterinary specialty organization or review of an existing AVMA-recognized veterinary specialty organization, adverse decisions may be rendered.

b. The ABVS will notify the organization of the adverse decision and the reasons for it within 30 days of the decision. The organization will be informed of its rights of appeal under the established general appellate procedures of the AVMA.
c. The organization may take action to correct, when possible, the deficiencies identified and resubmit a request for recognition; petition the ABVS for reconsideration; or appeal to the AVMA Board of Governors for review of the decision.

d. Petitions for reconsideration or additional review must be made in accordance with the established general appellate procedures of the AVMA.
Appendix 4

ABVS Timeline for Receipt of Materials from Currently-Recognized Veterinary Specialties and Specialty Organizations

February 1 – Receipt of Annual Reports (all RVSOs)

March – Full meeting of ABVS – consideration of fall 3-year reports, interim reports, new letters of intent, other business

May 1 – Receipt of spring 3-year reports and interim reports

June 30 – Review of spring 3-yr reports and interim reports

September – ABVS Phone Conference – consideration of spring 3-yr reports, interim reports

Nov 1 – Receipt of fall 3-yr reports and interim reports

Dec 31 – Review of fall 3-yr reports and interim reports
Appendix 5

ABVS Timeline of Deadlines for New Petitioning Specialties/Specialty Organizations

Jan 15 – Letter of intent due

February/March – Full meeting of ABVS – consideration of new letters of intent, petitions for recognition

April 1 – June 30 – Public comment period for new organizations

Nov 1 – Petitions for Recognition due for consideration at the next ABVS meeting

Dec 31 – VSOC comments on petitioning organization and liaison report due
Appendix 6
Definitions of Terms Applied to Veterinary Specialization

A. **Academy**—An exclusive body of learned persons with the objective of promoting scholarship and service. Membership is based on scientific or scholastic achievement and exercise of professional skills. An academy is not a recognized veterinary specialty organization.

B. **Active diplomate**—A diplomate of a recognized veterinary specialty organization (RVSO) who is in good standing with that organization through fulfilling specified requirements, including dues payments, and who is active in the practice of the recognized veterinary specialty (RVS).

C. **Alternate**—A member of VSOC that will serve as a VSOC member of ABVS in the event that one of the regular VSOC members cannot attend the annual ABVS meeting. The alternate travel will be paid by the AVMA and the alternate will have full voting rights afforded the VSOC member that he/she is representing.

D. **Association**—An organization of veterinarians with the objective of advancing mutual professional interest(s).

E. **Board**—The term “board” has two distinct and differing uses by ABVS and VSOC.
   a. A small group of members designated by a recognized veterinary specialty organization (RVSO) for a special purpose (e.g., Board of Regents or “certification board”, the latter of which are entities created by an RVSO solely for the purpose of credentialing candidates for the parent RVSO.
   b. An organization of specialists having the objective of examining candidates for certification. Some RVSOs have used the term “board” synonymously with the broader concept of college. This use of the term has been accepted by the ABVS. In such a case, within the parent RVSO there may be both a “College” (the parent organization) and a “Certification Board” which is affiliated with the college and certifies candidates seeking diplomate status within the college.

F. **Certificate**—Various organizations issue documents (certificates) attesting to attendance or participation in an educational program or series of programs. Some certificates are awarded after an individual demonstrates accomplishment of intended learning outcomes of a specific topic or skill by passing an examination based upon the information provided by the organization. The issuance of these certificates is not a diploma and should not be confused with the board-certification process (i.e., certificate holders are not ‘certified in’ the field) and is not comparable to the recognition of specialists in veterinary medicine.

G. **Board Certification**—The process of determining whether a veterinarian has successfully completed a training program and examination process designed to assess the knowledge and skills required for providing high quality professional services and patient care in a specialty. Individuals successfully completing such programs will be awarded Diplomas and are considered Diplomates of that veterinary specialty. See also Maintenance of Certification

H. **Board-Certified in**—The AVMA limits the use of “board-certified in” to those individuals who have completed the certification process of an AVMA-recognized veterinary specialty organization, veterinary specialty. See also Maintenance of Certification

I. **Certification Board**—(Independent)—In some circumstances an RVSO may create an independent certifying agency, typically referred to as a board, which will be affiliated with the parent RVSO from the perspective of reporting to ABVS, but whose sole purpose is the
credentialing and examination of candidates for the RVSO. The decisions and determinations of this certification board will be independent of influence from the associated RVSO.

J. **Charter Diplomates**—A historical term used to indicate a member of an RSVO organizing committee that was granted diplomate status, generally without examination. Often referred to as “grandfathered” diplomates, the term became obsolete in 2017. See Founder.

K. **Clinical Training Program**—see training program.

L. **College**—An organization of veterinarians that has as its objectives the establishment of standards for the education and experience necessary for qualification as a specialist, and the examination and certification of veterinarians in the specialty. The term college is favored by the ABVS and is synonymous with specialty board in the designation of a recognized veterinary specialty organization (RVSO) (see also definition of Board).

M. **Criterion referencing**—A criterion-referenced score interpretation involves comparing a test score to a cutoff score that represents a performance standard.

N. **Degree program**—A degree program is an educational program leading to an MS, PhD, or equivalent degree that may or may not be combined with residency training.

O. **Diploma**—A document awarded to an individual upon successful completion of the training and examination requirements established by a board of experts in a specific field of veterinary medicine, indicating that the individual has been board-certified in that field.

P. **Diplomate**—A veterinarian who is certified as a specialist in a particular discipline by one of the AVMA-recognized veterinary specialty organizations.

Q. **Diplomate in good standing**—see active diplomate.

R. **Diplomate not in good standing**—A diplomate of a recognized veterinary specialty organization (RVSO) who has not complied with the specified requirements of a diplomate in good standing established by that organization, (e.g., failure to pay dues). A diplomate who is not in good standing typically may not participate in governance activities of the RVSO, but the lack of good standing does not change their status as a board-certified specialist. A diplomate who does not successfully complete their maintenance of credential requirements does lose diplomate status and may no longer claim to be a board-certified specialist.

S. **Discipline**—A field of study or expertise definable as a distinct area of veterinary medicine.

T. **Distinguished member**—A diplomate of a recognized veterinary specialty organization (RVSO) who is acknowledged as distinguished based on criteria established by that organization.

U. **Emeritus diplomate**—A diplomate of a recognized veterinary specialty organization (RVSO) who either reaches an age designated by the RVSO or has retired from active practice of the recognized veterinary specialty.

V. **Fellow**—In regard to specialty veterinary medicine, a fellow is considered to be an individual completing a fellowship subsequent to completion of a training program leading to board-certification in a veterinary specialty. Other organizing bodies may use the term to refer to members that have achieved educational or experiential benchmarks specific to their organization.

W. **Fellowship**—In regard to specialty veterinary medicine, a fellowship is a period of advanced study in a narrow focus of a veterinary specialty, consisting of research and/or clinical
training beyond that which is required for certification in the specialty as a whole.

X. Founder—A member of the organizing committee of an emerging specialty that assume the role previously implemented by charter diplomats (see section II, part D1 of the Policies of the ABVS. Founders will be involved in the successful submission of the emerging VSO's petition for recognition by the ABVS. Upon successful recognition by the ABVS, founders must pursue board certification in the RVSO through examination. Examples of sufficient experience demonstrating competency and thus credentialing in the specialty by a founding member include:

i. at least 10 years of experience in the specialty, with no less than 75% of his/her professional time in each of the last five years being devoted to the specialty, and by teaching, research, or practice have contributed substantially to the development of the specialty, or

ii. full professorship of the specialty in a college or department of veterinary medicine, and have contributed substantially to the development of the specialty, or

iii. advanced training (PhD or equivalent) in the specialty; have demonstrated competency through teaching, research, or practice in the specialty to which the individual devotes most of his/her professional time; and be an author of important publications resulting from research or practice in the specialty.

Y. Full recognition—A classification assigned to a veterinary specialty organization that meets or exceeds all standards established by the ABVS for recognition by the AVMA.

Z. Graduate training program—see training program.

AA. Honorary member—RVSOs must not award a title of honorary diplomate but instead use honorary member. A veterinarian or non-veterinarian who is nominated by, meets criteria specified by, and is approved by the RVSO or an RVS. An honorary member shall be a nonvoting member and shall not hold office in the specialty organization and shall not claim certification status in the specialty.

BB. Internship—An internship shall be a one-year clinical training program that emphasizes mentorship, direct supervision, and didactic experiences including rounds, seminars, and formal presentations. It provides practical experience in applying knowledge gained during the professional curriculum and an opportunity to obtain additional training in the clinical sciences. An internship should prepare a veterinarian for high-quality service in practice or for advanced specialty training. It is primarily an educational program for the intern rather than a service benefit to the hospital. A Specialty internship refers to an internship experientially designed to focus on an RVSO or RVS specialty.

CC. Job/task analysis—a systematic procedure for defining the tasks required by a job and the knowledge, skills, abilities, and other personal characteristics required of individuals performing that job. The results of a job/task analysis form the basis for determining the examination contents necessary to test mastery of that field.

DD. Letter of intent—A letter from an organizing group which plans to submit a petition for recognition as either an RVSO, or an RVS. This letter will indicate that the group has read and understands the standards of the ABVS which are applicable to their group, that they have read and understand the procedures for obtaining AVMA-recognition, and that they have the agreement of the RVSO under which they will apply if they are applying as an RVS. It will provide a list of the members of the organizing committee and their credentials. It will specify if there is going to be an affiliated, independent certifying board and, if so, the proposed relationship between the RVSO, or RVS, and the certifying agency.

EE. Maintenance of certification—Board-certification demonstrates a veterinarian’s expertise in
a particular specialty of veterinary medicine at the time awarded. Maintenance of certification requires Diplomates to focus on continuous development to assure that the level of their knowledge and skillset meets contemporaneous expectations for certification in that specialty.

FF. **Organizing committee**—A group of individuals that must consist of no fewer than 25 members for a veterinary specialty organization or ten members for a veterinary specialty, that conduct the business of an emerging veterinary specialty seeking recognition by the AVMA.

GG. **Petition**—an organization seeking recognition as an RVSO or RVS must submit for consideration by the ABVS a petition describing the proposed specialty.

   a. **An initial** petition seeking provisional recognition must be submitted by the RVSO or RVS within four years of ABVS receipt of the letter of intent, with final changes submitted within five years of the letter of intent. A full description of the petition and an accompanying checklist can be found in Appendices 2 and 3.

   b. **A full** petition seeking full recognition must be submitted by the RVSO or RVS not before four but not after 10 years of ABVS receipt of the letter of intent, unless an extension is granted by ABVS. A full description of the petition and an accompanying checklist can be found in Appendices 2 and 3.

HH. **Probationary recognition**—A classification assigned to a previously fully recognized veterinary specialty organization (RVSO) that meets most, but not all, of the established criteria for continued full recognition.

II. **Provisional recognition**—A classification assigned to a new veterinary specialty organization, or veterinary specialty, that has not applied for full recognition or has not met all the criteria pertaining to complete formalization of its structure and objectives.

JJ. **Qualifying pathways**—A qualifying pathway for training is established by the RVSO or RVS, through education, training, or experience to qualify candidates for examination in a timely manner. Qualifying pathways can occur either within or outside a standard residency or degree program. Any experience requirements must be clearly defined, relevant to the objectives of the specialty, and amenable to evaluation and approval by the RVSO.

KK. **Recognized veterinary specialist**—A veterinarian who is certified by an AVMA-recognized veterinary specialty organization.

LL. **Recognized veterinary specialty organization (RVSO)**—An organization that has been recognized by the AVMA as establishing standards for a specialty, certifying veterinarians who meet those standards, and serving as the organizational and administrative unit for any recognized veterinary specialties of the RVSO. Veterinarians undergoing a formal program of credentialing and certification will be members of the RVSO and designated as a diplomate (a recognized specialist in one or more of the recognized veterinary specialties under the organizational umbrella).

MM. **Recognized veterinary specialty (RVS)**—A clearly defined field of veterinary medicine comprising a species, discipline, or system within veterinary medicine and whose members acquire knowledge and skills through formal training, experimentation, and a standard approach to veterinary medicine. These focused areas of practice are under the umbrella of a parent AVMA-recognized veterinary specialty organization. Examples include, but are not restricted to, the recognized veterinary specialties of neurology, cardiology, oncology, and internal medicine within the ACVIM and the practice categories of avian, feline, equine, dairy, swine health management and food animal within the ABVP.

NN. **Reports**—During its business, the ABVS reviews the following reports:

   a. **Existing RVSO/RVS**
i. Annual report: submitted by each RVSO or RVS each year, with the sole purpose of tracking specialty demographic data reflecting the growth of the respective recognized organization. The data included in the annual report should be reflected in the triennial report. The report should be submitted to ABVS by the deadline shown in Appendix 4. The form for the annual report can be found in Appendix 7.

ii. Triennial report: submitted by each RVSO/RVS on a 3-year cycle, this in-depth report should be sufficiently detailed to allow ABVS review of the growth of the specialty and any major changes, challenges or circumstances that have occurred during the previous three-year period. ABVS review will assure that the respective specialty continues to meet the standards delineated for the respective specialty. During review at its annual meeting, ABVS may recommend that recognition of the specialty be continued, or it may identify issues or concerns. These concerns might simply be resolved with a written response by the specialty, or they may lead to recommendation of a probationary status or withdrawal of recognition. The form and an accompanying checklist for the triennial report can be found in Appendix 8.

iii. Follow-up report: must be submitted by an RVSO or RVS in response to concerns promulgated by the ABVS during review of the triennial report, or in response to issues that arise in the interim. The follow-up report may simply address specific concerns or may be intended to resolve assignment of a probationary status or withdrawal of specialty recognition. Follow-up to questions generated during review of the triennial report might be submitted to ABVS prior to the annual ABVS meeting. However, response to probationary or withdrawal of recognition status should be submitted in advance of the annual ABVS meeting.

b. Petitioning organizations
i. After submission of a letter of intent but prior to submitting an initial petition, the prospective RVSO/RVS should annually provide an informal letter of update to the VSOC liaison who will then report to the ABVS at its annual meeting.

ii. Interim report: During provisional recognition, the RVSO or RVS should submit an annual report that delineates the progress of the petitioning specialty toward full recognition. The form and an accompanying checklist for the annual petitioning specialty report can be found in Appendix 9.

OO. Residency—Advanced training in a specialty in veterinary medicine that is intended to lead to specialty certification in an AVMA-recognized veterinary specialty organization. A residency program is conducted under the supervision of a board-certified specialist. A residency is usually narrowly confined to a specific discipline. A residency may in some instances be related to an advanced degree program.

PP. Society—An organization of veterinarians and others having a common interest in a discipline of veterinary medicine. A society usually has as its objective the encouragement of scholarship, through educational programs, among those interested in the discipline. A society is not a recognized specialty certifying organization.

QQ. Specialist—See recognized veterinary specialist.

RR. Specialty—See recognized veterinary specialty.

SS. Specialty internship—See internship.

TT. Training Program—A period of advanced, post-veterinary degree training or education
intended to provide additional expertise and an opportunity to applying knowledge gained during the professional curriculum. A training program does not necessarily lead to specialty certification (e.g., internships). The term "residency" may be used interchangeably with "training program" when the training program is intended to lead to specialty certification; however, in all cases, a training program emphasizes mentorship, direct supervision, and didactic experiences such as rounds, seminars, formal presentations, and graduate courses.

a. **Clinical training program**: a post-veterinary degree program involving the primary management of clinical cases. A clinical training program or fellowship generally provides opportunity to obtain additional training in the clinical sciences. An internship generally is a clinical training program. A residency or fellowship may or may not include a clinical training program component.

b. **Graduate training**: a post-degree program involving an accredited educational institute with the intended end point being graduate degree (e.g., Master of Science, Doctor of Philosophy). Graduate training may or may not be a requirement for credentialing in some specialties. For specialty certification, the graduate training must be in addition to a veterinary degree.

c. **Alternate pathway training program**: for programs intended to lead to specialty certification, its implementation may be accomplished on a time-line that differs from the standard pathway training program. For example, an alternate pathway training program may provide flexibility for a resident in private practice to meet the credentialing requirements in a manner that is financially possible. An alternate pathway training program may allow a resident to meet credential requirements through distant mentorship if the institution does not employ a diplomate of the specialty in which the trainee is pursuing training. In all cases, the requirements for credentialing as stipulated by the specialty must be met.

d. **Standard pathway training program**: the credentialing process is accomplished by the trainee as delineated in the procedural guidelines of the respective specialty. This is in contrast to an alternate pathway training program which is intended to provide flexibility in the time line for the credentialing process.

UU. **Waiting period**—A waiting period is defined as a period of time between completion of a qualifying route and candidate eligibility to sit for the certifying examination that cannot be justified as necessary and relevant to the objectives of the RVSO. A waiting period is not permitted by the ABVS.
Appendix 7

ABVS Annual Report Form

FOR EXAMPLE ONLY

Deadline for submission to ABVS: November 1

This form to be used by both RVSOs and their RVSs, if any. A separate RVS form for each RVS should be submitted to the respective RVSO and reviewed then included with their report.

All information reported may be made available to other RVSOs.

<table>
<thead>
<tr>
<th>Name of RVSO or RVS:</th>
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<table>
<thead>
<tr>
<th>Dates for ‘reporting year’:</th>
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</table>

<table>
<thead>
<tr>
<th>Exam date:</th>
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</table>

The ‘reporting year’ for the ABVS annual report shall include a period of 365 days, such as calendar year or fiscal year, but reporting should be maintained to provide continual (not overlapping) data from year to year.

Policies and Procedural Information

(Place a check mark adjacent to each item in Table 1 if in compliance)


<table>
<thead>
<tr>
<th>Have RVS reports been reviewed by RVSO?</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Job/Task Analysis performed? (insert date of most recent)</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Maintenance of Certification (MOC) is required (insert year instituted)</th>
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<table>
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<tr>
<th>Is RVSO incorporated</th>
</tr>
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</table>

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<tr>
<th>As 501c(3), 501c(6)?</th>
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</table>
2. **Changes in Policies or Procedures**

<table>
<thead>
<tr>
<th>YES/NO Have there been any changes in your policies and procedures this year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please describe</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax return filed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does RVSO have</td>
</tr>
<tr>
<td>D&amp;O Insurance?</td>
</tr>
<tr>
<td>E&amp;O Insurance?</td>
</tr>
</tbody>
</table>

3. **Changes in by-laws/constitution**
Provide a current copy of your constitution and/or bylaws. If there have been changes in your constitution or by-laws this year, please provide a second copy with deletions struck through and additions underlined.

II. Demographics and Information Tables

1. **Number of Diplomates**

<table>
<thead>
<tr>
<th>Number of Diplomates:</th>
<th>Previous year</th>
<th>Last year</th>
<th>This year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New diplomates added:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Diplomates lost from active status due to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Death</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Change in status to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Emeritus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Inactive</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>iii. Other (explain below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Total diplomates lost from active status (sum of rows 2a-2b[iii])</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Diplomates in following categories:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Active</td>
<td></td>
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<td></td>
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<tr>
<td>b. Emeritus</td>
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<td></td>
<td></td>
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<tr>
<td>c. Honorary Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Inactive</td>
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</tbody>
</table>
2. **Training Programs**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>__________</td>
<td>Number of ‘resident’ (i.e. most-time-efficient) training programs</td>
</tr>
<tr>
<td>__________</td>
<td>Number of residents currently in training programs</td>
</tr>
<tr>
<td>__________</td>
<td>Number of non-traditional training programs</td>
</tr>
<tr>
<td>__________</td>
<td>Number of non-traditional trainees currently in programs</td>
</tr>
</tbody>
</table>

3. **Complaints and Appeals**

   *The appeal procedure must be a part of the constitution or bylaws of the RVSO. In addition, it must be included on forms used by candidates who apply for certifying examinations.*

**YES/NO.** The body within the RVSO reviewing appeals is distinct from that RVSO’s current executive committee, board, or examination and credentialing committees.

**YES/NO.** Has the RVSO received any complaints about diplomates or the RVSO? *If yes, please provide brief, general details while protecting all privacy concerns.*

**YES/NO** Has the RVSO received any appeals against adverse decisions?
If yes, how many?

_________ related to credentialing

_________ related to exam

Please provide brief, general details while protecting all privacy concerns.

**YES/NO** Are there any unresolved appeals/complaints?

If yes, please explain.
4. **Credentialing Information**

*Report credentialing data for full, consecutive 12 month cycles.*

<table>
<thead>
<tr>
<th>Applicant Class</th>
<th>Previous year</th>
<th>Last Year</th>
<th>Current year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total number of applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Number of applicants whose credentials were accepted</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C. Credentialing percentage (B/A x 100)</td>
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</tbody>
</table>

For the current year, how many of the applicants above (row A) are repeat applicants (re-credentialing)?

- a. Number due to credentials denied?
- b. Number due to credentials expired?

5. **Examination Results**

*Report examination results for full, consecutive 12-month cycles.*

<table>
<thead>
<tr>
<th>Examination Results</th>
<th>Previous year</th>
<th>Last Year</th>
<th>Current year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of candidates taking exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number successfully completing exam (i.e.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. **Comments from Previous ABVS Reviews**

**YES/NO**  Are there any issues raised during prior ABVS reviews that remain unresolved? If YES, please explain:

<table>
<thead>
<tr>
<th>became diplomates)</th>
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<tbody>
<tr>
<td>% successful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% successful on first try</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% successful on second try</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% successful on third or subsequent try</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Contact Information**
Include names and email addresses for:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Secretary/Director:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABVS Representative:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate ABVS Representative:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By submitting this report, the [insert name of the specialty organization] hereby agrees to defend, indemnify, and hold the AVMA harmless from and against all claims, damages, and expenses (including reasonable attorney’s fees) arising from any claim that the AVMA’s use of the name or acronym of [insert name of the specialty organization] or any of its specialties or subspecialties infringes the intellectual property rights of any third party.

Name:____________________________       Title:____________________________

Signature:____________________________
The in-depth review is based on answers to the following questions, which refer to changes since the last in-depth review. By submitting this report, the [insert name of the specialty organization] hereby agrees to defend, indemnify, and hold the AVMA harmless from and against all claims, damages, and expenses (including reasonable attorney’s fees) arising from any claim that the AVMA’s use of the name or acronym of [insert name of the specialty organization] or any of its specialties or subspecialties infringes upon the intellectual property rights of any third party.

If any response reflects a change in RVSO/RVS Constitution, By-Laws, Policy and Procedures, or other governing documents, indicate where that change can be reviewed in the respective document [highlight or clearly mark affected sections]. Additionally, a “clean-copy” of any document that has been changed should be submitted for ABVS records.

1. Date of the last in-depth review: Click or tap here to enter text.

2. Describe substantive events or changes that have impacted the RVSO/RVS since the last report:
   - No substantive changes have occurred.
   - Changes include the following (indicate where in the document these changes may be found either by paragraph, line number, page number or any other appropriate identifier to delineate changes in the Constitution, By-Laws, etc.): Click or tap here to enter text.

3. If the RVSO has one or more RVSs, describe the makeup of the Constitution, By-Laws and Policies and Procedures for each RVS. Indicate which documents are shared by each RVS and the RVSO. Provide a copy of the most current version of each document for the parent RVSO and each RVS (attach copy as separate document). Click or tap here to enter text.
II.

4. Regarding membership and growth of the RVSO/RVS, provide the following data delineating current diplomate numbers:

<table>
<thead>
<tr>
<th>Status</th>
<th>Total</th>
<th>Gained Since Last In-Depth Report</th>
<th>Lost Since Last In-Depth Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active diplomats</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Inactive diplomats</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Emeriti diplomats</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Honorary members</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

5. How does the specialty demonstrate that the RVSO/RVS continues to advance the health and well-being of animals and/or people? Delineate contributions to animal or human medicine in scientific literature, continuing education, consultation, public service or other relevant activities. Click or tap here to enter text.

6. Have changes been made in the requirements for certification of diplomates by the RVSO/RVS?
   - ☐ No
   - ☐ Yes (explain): Click or tap here to enter text.

7. Have there been any complaints against the RVSO/RVS?
   - ☐ No
   - ☐ Yes (explain): Click or tap here to enter text.

8. Have there been any complaints against diplomates that have resulted in disciplinary action by the RVSO/RVS?
   - ☐ No
   - ☐ Yes (explain): Click or tap here to enter text.
III.

9. Address the role of the Job Task Analysis (JTA) in the certification process:
   a. What was the date of the most recent job task analysis?
      Click or tap here to enter text.
   b. Describe the process that was used to conduct the JTA.
      Click or tap here to enter text.
   c. How was the JTA validated?
      Click or tap here to enter text.
   d. If the JTA occurred since the previous in-depth report:
      i. Summarize relevant findings and delineate substantive differences between the previous and most recent JTA
         Click or tap here to enter text.
      ii. Indicate how those differences have impacted candidate:
         1. Training Click or tap here to enter text.
         2. Credentialing Click or tap here to enter text.
         3. Examination Click or tap here to enter text.
      iii. When is the next job task analysis planned?
         Click or tap here to enter text.
10. Provide the following data for the certifying process; if there are multiple examinations during the fiscal year, then repeat this table for each examination.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total number of applicants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number of candidates for whom credentials were accepted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Credentialing percentage: ((#2/#1) \times 100)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Number of credentialed candidates (i.e., #2) presenting for examination, regardless of previous examination attempts</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. Number of candidates presenting for examination (i.e., #4) who passed the certifying examination and became diplomats</td>
<td></td>
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</tr>
<tr>
<td>6. Of candidates who passed the examination (i.e., #5), list number who were:</td>
<td></td>
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<tr>
<td>a. Successful on first attempt</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>b. Successful on second attempt</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>c. Successful on ≥ 3 attempts</td>
<td></td>
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<tr>
<td>7. Diplomate percentage of candidate class (i.e., cumulative exam pass rate for each candidate class = (\frac{[#5/#1]}{100}))</td>
<td></td>
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<tr>
<td>8. Diplomate percentage of credentialed candidates per class (i.e., cumulative exam pass rate for candidates with accepted credentials = (\frac{[#5/#2]}{100}))</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9. Diplomate percentage of those presenting for examination (i.e., cumulative pass rate of candidates presenting for examination = (\frac{[#5/#4]}{100}))</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

11. Address any disconcerting trends in the success of trainees in achieving certification (describe concern and how it is being addressed by the specialty):

Click or tap here to enter text.
12. Credentials acceptance
☐ No concerns
☐ Concerns: Click or tap here to enter text.

13. Examination pass rate
☐ No concerns
☐ Concerns: Click or tap here to enter text.

14. Delineate any changes that have occurred regarding the following aspects of training programs (for any “yes”, indicate the document page number that delineates changes in either the Constitution, By-Laws, Policies and Procedures, or other governing documents):
   a. Routes through which training can be accomplished (i.e., education, residency programs, clinical practice)
      ☐ No changes have occurred since the last report
      ☐ Yes, the following changes have been implemented: Click or tap here to enter text.

   b. Credentials process
      ☐ No changes have occurred since the last report
      ☐ Yes, the following changes have been implemented: Click or tap here to enter text.

   c. Examination process
      ☐ No changes have occurred since the last report
      ☐ Yes, the following changes have been implemented: Click or tap here to enter text.

   d. Have all changes in the processes been communicated to the trainees?
      ☐ No: explain why not? Click or tap here to enter text.
      ☐ Yes: explain how? Click or tap here to enter text.

15. Does the RVSO/RVS require candidates to complete any training outside a residency or other formal training program that is sponsored or produced by the RVSO/RVS?
☐ No
☐ Yes
16. Does the RVSO/RVS make any statements that any sponsored training course is uniquely designed to help candidates pass the board exam?

☐ No
☐ Yes

17. Regarding the credentialing process, confirm the following (explain any “No” response):

a. Candidates/trainees are notified promptly of deficiencies in their credentials:
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes: explain how? Click or tap here to enter text.

b. Notification of a candidate’s credentials decision occurs at least 120 days prior to the examination.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes

c. Candidates appealing a credentials decision are notified of the appeal decision at least 45 days prior to the examination.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes

18. Regarding the examination process, confirm the following (explain any “No” response):

a. Exam construction and administration procedures included methods to assure the absence of conflict of interest.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes

b. Reasonable examinee accommodations requests are met in accordance with the Americans with Disabilities Act.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes

c. Examinees are provided a blueprint and exam format prior to the examination.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes

d. Examinees are notified prior to the exam of the pass point or the method of setting the pass point.
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes
19. Describe the method by which the pass point is determined including (if relevant) the number of diplomates that participated in validation: Click or tap here to enter text.

20. Regarding notification of examinees of exam results:
   a. Notification occurs within 45 days after the exam.
      □ No
      □ Yes
   b. Notification of exam results are provided to examinees prior to sharing results with the general College.
      □ No
      □ Yes
   c. Unsuccessful examinees are provided, upon request, a description of their deficiencies that prevented exam passage.
      □ No
      □ Yes
   d. A method of appeal is published prior to the exam.
      □ No
      □ Yes
   e. Unsuccessful examinees are informed of their remaining eligibility and reapplication procedures.
      □ No
      □ Yes

21. Regarding procedures for formal appeals in cases of adverse decisions (explain any “No” response):
   a. They are published in appropriate documents (Constitution, By-Laws, Policies and Procedures)
      □ No, explain: Click or tap here to enter text.
      □ Yes
   b. Unsuccessful candidates are notified of the process and deadline for submission of appeals.
      □ No, explain: Click or tap here to enter text.
      □ Yes
   c. The committee making the final decision regarding the appeals is independent (autonomous) from the entity that made the adverse decision and from the executive board/board of regents.
      □ No, explain: Click or tap here to enter text.
      □ Yes
   d. The executive board/board of regents must accept the final decision by the appeals review committee regarding the appeal of an adverse decision.
      □ No, explain: Click or tap here to enter text.
      □ Yes
e. Have changes been made in the formal appeals procedures since the last in-depth report?
   ☐ No, explain: Click or tap here to enter text.
   ☐ Yes, describe:

22. Regarding appeals of adverse decisions,
   a. provide the following data:

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentials</td>
<td>Number of appeals:</td>
<td>Number of appeals:</td>
<td>Number of appeals:</td>
</tr>
<tr>
<td></td>
<td>Number of successful</td>
<td>Number of successful</td>
<td>Number of successful</td>
</tr>
<tr>
<td></td>
<td>appeals:</td>
<td>appeals:</td>
<td>appeals:</td>
</tr>
<tr>
<td>RVSO Examination</td>
<td>Number of appeals:</td>
<td>Number of appeals:</td>
<td>Number of appeals:</td>
</tr>
<tr>
<td></td>
<td>Number of successful</td>
<td>Number of successful</td>
<td>Number of successful</td>
</tr>
<tr>
<td></td>
<td>appeals:</td>
<td>appeals:</td>
<td>appeals:</td>
</tr>
</tbody>
</table>

   b. Describe reasons for successful appeals: Click or tap here to enter text.

23. Regarding the certification process, confirm the following (explain any “No” response):
   a. Does an independent board provide certification?
      ☐ No, explain: Click or tap here to enter text.
      ☐ Yes
   b. Are separate diplomas issued by the RVSO and the RVS if an RVSO has one or more RVSs?
      ☐ No, explain: Click or tap here to enter text.
      ☐ Yes
   c. Are diplomas time dated?
      ☐ No, explain: Click or tap here to enter text.
      ☐ Yes
   d. Is maintenance of certification mandatory?
      ☐ No, explain: Click or tap here to enter text.
      ☐ Yes
   e. Is maintenance of certification required of diplomates certified prior to implementation of the maintenance of certification program?
      ☐ No, explain: Click or tap here to enter text.
      ☐ Yes
   f. Provide a brief description of the system/method for maintenance of certification (i.e., re-examination, point system, etc.). Include whether or not diplomates are audited and what percentage of diplomates are audited yearly.
24. Is the RVSO/RVS legally incorporated as a not-for-profit organization (section 501(C)(3) or 501 (C) (6) w) within a state or district of the United States?
☐ No
☐ Yes

25. Does the RVSO have Directors and Officers liability insurance and/or Errors and Omissions liability insurance?
☐ No
☐ Yes

26. Describe any major issues/challenges that may impact the viability of the RVSO/RVS including: lawsuits, financial concerns, declining membership, etc.

By submitting this report, the [insert name of the specialty organization] hereby agrees to defend, indemnify, and hold the AVMA harmless from and against all claims, damages, and expenses (including reasonable attorney’s fees) arising from any claim that the AVMA’s use of the name or acronym of [insert name of the specialty organization] or any of its specialties or subspecialties infringes upon the intellectual property rights of any third party.

Name: [Click or tap here to enter text.]
Title: [Click or tap here to enter text.]
Signature: [Click or tap here to enter text.]
AVMA PROVISIONALLY RECOGNIZED VETERINARY SPECIALTY ORGANIZATION

Interim Report Form

An officer of the recognized veterinary specialty organization (RVSO) indicated below is responsible for completion of this form and its return to the AVMA Education and Research Division by November 1, 2018.

RVSO __________________________________________________________

1. Number of charter diplomates: __________

2. Number of years since provisional recognition. __________

3. Number of active diplomates January 1, 2018 __________

4. Has your RVSO accepted applications for membership? If not, when do you plan to do so?

5. Change in number of active diplomates:

   Added __________
   
   Lost __________
   
   Net change __________

6. Number of active diplomates December 31, 2018: __________

7. Number of diplomates having a status other than active:

   Honorary __________
Emeritus ________

Other (please indicate status and number)

__________________________________  ________  ________

9. Total of all living diplomates December 31, **2018**

10. Complete the attached form on Credentialing and Examination Outcomes. Use the most current information for each class of candidates.

11. Number of active diplomates primarily associated with:
   a) Academia
    ________
   b) Industry
    ________
   c) Government
    ________
   d) Practice
    ________
   e) Other (please specify) _______________________
    ________

12. Provide a current copy of your constitution and/or bylaws. If there have been changes in your constitution or bylaws this year, please provide a second copy with deletions struckthrough and additions underlined.

13. Describe how you ensure that examination questions reflect the professional activities expected of diplomates.

14. Do you provide candidates with a content outline and the format of the exam prior to the exam? If so, provide a copy.

15. Describe how unsuccessful candidates are advised of deficiencies on examination.

16. Provide the time limit (in days) for reporting scores to candidates after the examination is administered. Are examination results sent to all candidates on the same day?
17. Are all unsuccessful candidates informed of their remaining eligibility and reapplication procedures? How?

18. a. Number of residency/training programs (approved qualifying routes) existing at time of provisional recognition: ____________________

   a. Number of residency/training programs (approved qualifying routes) initiated this year: ____________________

   c. Number of residency/training programs (approved qualifying routes) December 31, 2017: ____________________

   d. Number of individuals in residency/training programs (approved qualifying routes) January 1, 2018 (if available): ____________________

   e. Number of individuals in residency/training programs (approved qualifying routes) December 31, 2018 (if available): ____________________

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

19. Has your RVSO conducted a job analysis to help substantiate entry-level requirements and examination? If not, is such an analysis planned?

20. How does your RVSO develop examination items? Is a professional examination consultant used? If so, to what extent?
21. How is your examination validated?

22. How do you set the pass point?

23. Have your testing methods been previously established and reported to the ABVS? If not, please describe them as a part of this report (e.g., 300 multiple-choice questions). Are candidates notified of the passing point or the method of setting the pass point before the examination?

24. Describe any changes in your examination process occurring this year (e.g., type, validation, committee size).

25. Describe any advances in training programs, continuing education, or scientific programs made during the year.

26. Describe any other notable events occurring during the year, emphasizing those that demonstrate progress toward becoming "fully functional" and thus qualified for full recognition.

27. Provide names, addresses, phone and facsimile numbers, and e-mail addresses for current officers.

28. List any perceived or anticipated problems that might interfere with progress toward full recognition within the required time frame.

29. When do you intend to petition for full recognition? ________

30. If a determination has been made of the federal tax status of the organization was it:

   Tax exempt under 501(c)(3) ________

   Tax exempt under 501(c)(6) ________

   Other __________________________
31. Is there special assistance that your veterinary specialty organization desires from the ABVS?

Name of person completing this form (please print) ____________________________

Signature ____________________________

Date ____________________________

THANK YOU

PLEASE RETURN TO THE AVMA BY NOVEMBER 1
10. CREDENTIALING/EXAMINATION OUTCOMES

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

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total number of applicants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number of candidates for whom credentials were accepted,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Credentialing percentage: (#2/#1) x 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Number of credentialed candidates (ie, #2) presenting for examination, regardless of previous examination attempts</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Number of candidates presenting for examination (ie, #4) who passed the certifying examination and became diplomates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Of candidates who passed the examination (ie, #5), list number who were:

- a. successful on first attempt
- b. successful on second attempt
- c. successful on ≥3 attempts

7. Diplomate percentage of candidate class (ie, cumulative exam pass rate for each candidate class = (#5/#1) X100)

8. Diplomate percentage of credentialed candidates per class (ie, cumulative exam pass rate for candidates with accepted credentials = (#5/#2) X 100)

8. Diplomate percentage of those presenting for examination (ie, cumulative pass rate of candidates presenting for examination = (#5/#4) X 100)
Appendix 10
FOR EXAMPLE ONLY

AVMA PROVISIONALLY RECOGNIZED VETERINARY SPECIALTY

Interim Report Form

An officer of the recognized veterinary specialty (RVS) indicated below is responsible for completion of this form and its return to the AVMA Education and Research Division by November 1, 2018.

RVS __________________________________________________________

RVSO the RVS is organized within __________________________________

1. Number of organizing committee members that became diplomates
   __________

2. Number of years since provisional recognition. __________

3. Number of active diplomates January 1, 2018 __________

4. Has your RVS accepted applications for membership? If not, when do you plan to do so?

5. Change in number of active diplomates:
   
   Added __________
   
   Lost __________
   
   Net change __________

6. Number of active diplomates December 31, 2018: __________

7. Number of diplomates having a status other than active: __________
Honorary ________
Emeritus ________
Deceased ________
Other (please indicate status and number)
______________________
______________________
______________________

9. Total of all living diplomates December 31, 2018 ________

11. Complete the attached form on Credentialing and Examination Outcomes. Use the most current information for each class of candidates.

11. Number of active diplomates primarily associated with:

   a) Academia ________
   b) Industry ________
   c) Government ________
   d) Practice ________
   e) Other (please specify) ________________________ ________

12. Provide a current copy of your constitution and/or bylaws. If there have been changes in your constitution or bylaws this year, please provide a second copy with deletions **struckthrough** and additions **underlined**.

13. Describe how you ensure that examination questions reflect the professional activities expected of diplomates.

14. Do you provide candidates with a content outline and the format of the exam prior to the exam? If so, provide a copy.
15. Describe how unsuccessful candidates are advised of deficiencies on examination.

16. Provide the time limit (in days) for reporting scores to candidates after the examination is administered. Are examination results sent to all candidates on the same day?

17. Are all unsuccessful candidates informed of their remaining eligibility and reapplication procedures? How?

18. a. Number of residency/training programs (approved qualifying routes) existing at time of provisional recognition: ________________

b. Number of residency/training programs (approved qualifying routes) initiated this year: ________________

c. Number of residency/training programs (approved qualifying routes) December 31, 2017: ________________

d. Number of individuals in residency/training programs (approved qualifying routes) January 1, 2018 (if available): ________________

e. Number of individuals in residency/training programs (approved qualifying routes) December 31, 2018 (if available): ________________

Job (task) analysis, test validation, and criteria referencing (for establishing cut scores) improve the fairness, accuracy, and legal defensiveness of the credentialing examination, and certification of specialists. The following questions (19-23) address these functions.
19. Has your RVS conducted a job analysis to help substantiate entry-level requirements and examination? If not, is such an analysis planned?

20. How does your RVS develop examination items? Is a professional examination consultant used? If so, to what extent?

21. How is your examination validated?

22. How do you set the pass point?

23. Have your testing methods been previously established and reported to the ABVS? If not, please describe them as a part of this report (e.g., 300 multiple-choice questions). Are candidates notified of the passing point or the method of setting the pass point before the examination?

24. Describe any changes in your examination process occurring this year (e.g., type, validation, committee size).

25. Describe any advances in training programs, continuing education, or scientific programs made during the year.

26. Describe any other notable events occurring during the year, emphasizing those that demonstrate progress toward becoming "fully functional" and thus qualified for full recognition.

27. Provide names, addresses, phone and e-mail addresses for current officers.

28. List any perceived or anticipated problems that might interfere with progress toward full recognition within the required time frame.

29. When do you intend to petition for full recognition? ________
30. Is there special assistance that your RVS desires from the ABVS?

By submitting this report, the [insert name of the specialty organization] hereby agrees to defend, indemnify, and hold the AVMA harmless from and against all claims, damages, and expenses (including reasonable attorney’s fees) arising from any claim that the AVMA’s use of the name or acronym of [insert name of the specialty organization] or any of its specialties or subspecialties infringes the intellectual property rights of any third party.

Name:____________________________  Title:____________________________

Signature:________________________

Name of person completing this form (please print)  __________________________

Email:

Signature  __________________________

Date  __________________________

THANK YOU

PLEASE RETURN TO THE AVMA ELECTRONICALLY BY NOVEMBER 1
10. CREDENTIALING/EXAMINATION OUTCOMES

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

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total number of applicants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number of candidates for whom credentials were accepted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Credentialing percentage: (#2/#1) x 100</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4. Number of credentialed candidates (i.e., #2) presenting for examination, regardless of previous examination attempts</td>
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<td>5. Number of candidates presenting for examination (i.e., #4) who passed the certifying examination and became diplomates</td>
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<td>6. Of candidates who passed the examination (i.e., #5), list number who were:</td>
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<tr>
<td>a. Successful on first attempt</td>
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<tr>
<td>b. Successful on second attempt</td>
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<td>c. Successful on ≥ 3 attempts</td>
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<tr>
<td>7. Diplomate percentage of candidate class (ie, cumulative exam pass rate for each candidate class = (#5/#1) X100)</td>
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<td>8. Diplomate percentage of credentialed candidates per class (i.e., cumulative exam pass rate for candidates with accepted credentials = (#5/#2) X 100)</td>
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<td>8. Diplomate percentage of those presenting for examination (i.e., cumulative pass rate of candidates presenting for examination = (#5/#4) X 100)</td>
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MODEL LANGUAGE FOR REQUEST FOR SPECIAL ACCOMMODATIONS FOR THE CERTIFYING EXAMINATION

The NAME OF RVSO complies with the Americans with Disabilities Act of 1990 (as amended). To ensure equal opportunities for all qualified persons, the RVSO will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the examination, you must complete this form and return it with your examination application.

Please type or print all information.

Last Name ____________________________  First Name________________________  Middle Initial _____

Telephone number: (____)_________________  Anticipated Examination Date: ______

Have you previously taken the RVSO Certifying Examination?  [ ] Yes  [ ] No

If yes, on what date?__________

Please identify the disability that substantially limits one or more of your sensory, manual, or speaking skills (e.g. disability that impairs significantly your ability to arrive at, read, or otherwise complete the examination):

Will your disability require a special accommodation in order for you to take the RVSO Certifying Examination?  [ ] Yes  [ ] No

If yes, please list the special testing accommodation requested. Use a separate sheet if more space is needed.

Note: You must provide the RVSO with written documentation from an appropriate health care professional supporting the accommodation you are requesting. This documentation must include a diagnosis of your health condition and a specific recommendation and justification for the special testing accommodation that you require. This documentation must be included with the submission of your
examination application. The RVSO will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the RVSO will pay for any reasonable accommodations that are provided for you.

Signature of Candidate

Date
Appendix 12

MODEL LANGUAGE FOR PROCEDURE FOR APPEAL OF ADVERSE DECISIONS

Adverse decisions by (name of recognized veterinary specialty organization [RVSO]) may include, but are not limited to:

- Denial of certification of an individual
- Denial of adequacy of credentials
- Denial of approval of a residency program
- Suspension of certification

In the event of adverse decisions, the [RVSO] shall advise the affected person(s) of the procedure for appealing the adverse decision. An affected party desiring to appeal the [RVSO]'s adverse decision must adhere to the following procedure.

1. Grounds for reconsideration or review—The affected party may petition for reconsideration or review of the [RVSO]'s decision on the grounds that the [RVSO] has ruled erroneously by:
   a. Disregarding the established [RVSO] criteria for certification or approval.
   b. Failing to follow its stated procedures.
   c. Failing to consider relevant evidence and documentation presented.

2. Petition for reconsideration:
   a. An affected party may petition [RVSO] to reconsider its decision by filing with [RVSO] a written petition for reconsideration that shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
   b. Such petition must be received in the [RVSO] office within 30 days of the date [RVSO] announces its adverse decision.
   c. The affected party may, at the discretion of [RVSO], be invited to participate in the next regular meeting of the appeals committee of [RVSO].
   d. The appeals committee will meet in executive session to reach its final decision.
e. The [RVSO’s] final action pertaining to the appeal will be delivered in writing by certified mail to the affected party not more than [30 to 120] days after the appeal was received by the [RVSO].
### Appendix 13

#### Glossary of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAVC</td>
<td>American Association of Veterinary Clinicians</td>
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<tr>
<td>AAVMC</td>
<td>Association of American Veterinary Medical Colleges</td>
</tr>
<tr>
<td>AAVSB</td>
<td>American Association of Veterinary State Boards</td>
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<tr>
<td>ABVP</td>
<td>American Board of Veterinary Practitioners</td>
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<tr>
<td>ABVS</td>
<td>American Board of Veterinary Specialties</td>
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<tr>
<td>ABVT</td>
<td>American Board of Veterinary Toxicology</td>
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<tr>
<td>ACAW</td>
<td>American College of Animal Welfare</td>
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<tr>
<td>ACLAM</td>
<td>American College of Laboratory Animal Medicine</td>
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<tr>
<td>ACPV</td>
<td>American College of Poultry Veterinarians</td>
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<tr>
<td>ACT</td>
<td>American College of Theriogenologists</td>
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<tr>
<td>ACVAA</td>
<td>American College of Veterinary Anesthesia and Analgesia</td>
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<tr>
<td>ACVB</td>
<td>American College of Veterinary Behaviorists</td>
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</table>
ACVCP  American College of Veterinary Clinical Pharmacology
ACVD  American College of Veterinary Dermatology
ACVECC  American College of Veterinary Emergency and Critical Care
ACVIM  American College of Veterinary Internal Medicine
ACVM  American College of Veterinary Microbiologists
ACVN  American College of Veterinary Nutrition
ACVO  American College of Veterinary Ophthalmologists
ACVP  American College of Veterinary Pathologists
ACVPM  American College of Veterinary Preventive Medicine
ACVR  American College of Veterinary Radiology
ACVS  American College of Veterinary Surgeons
ACVSMMR  American College of Veterinary Sports Medicine and Rehabilitation
ACZM  American College of Zoological Medicine
ADA  Americans with Disabilities Act
ARRC  ABVS Annual Report Review Committee

AVDC  American Veterinary Dental College

AVMA  American Veterinary Medical Association

BOD  AVMA Board of Directors

CDNS  ABVS Committee on Development of New Specialties

COE  AVMA Council on Education

EC  ABVS Executive Committee

ECFVG  AVMA Educational Commission for Foreign Veterinary Graduates

HOD  AVMA House of Delegates

MOC  maintenance of certification

NBVME  National Board of Veterinary Medical Examiners

P&P  ABVS Policies and Procedures Committee

PPEC  ABVS Postgraduate Program Evaluation Committee

RVSO  Recognized Veterinary Specialty Organization