American College of Veterinary Emergency and Critical Care

Maintenance of Credentials Committee’s

Committee Members:
- Dr. Mauria O’Brien, Chair
- Dr. Mike Walters
- Dr. Dan Hecht
- Dr. Gareth Buckley
- Dr. Ryan Gershenson
- Dr. Tanya Lynn Tag
- Dr. Christopher G. Byers, Ex officio chairperson
- Dr. Bob Murtaugh, Ex officio member
**Background:**

The AVMA American Board of Veterinary Specialties sets criteria for recognition of veterinary specialty organizations. There are currently 22 organizations comprising 40 specialties.

The ABVS requires these specialty organizations to issue time-limited certificates for individuals passing board certification requirements in 2016 and beyond. The specialty organizations must set criteria for these diplomates to maintain their certification on a cycle of no longer than 10 years.

**Purpose:**

The purpose of this formal process is to assist active diplomates of the American College of Veterinary Emergency and Critical Care (ACVECC) in maintaining the quality of educational expertise and the recognition of such qualifications.

**Rationale:**

The purpose of formal maintenance of credentials (MOC) is best met through consistent, documented participation in a combination of scholarly activities, professional development, and service to veterinary medicine, the veterinary emergency and critical care specialty, and the veterinary educational and biomedical communities.

**MOC Committee Membership:**

This committee shall be composed of a chairperson and at least five (5) members of the ACVECC. Terms will be for three (3) years. The duties of this committee shall be to address the issue of diplomate MOC as detailed in the ACVECC Constitution.

**MOC Interval:**

After January 1, 2016 MOC of diplomates will be required at ten (10) year intervals commencing with the first calendar year following initial board certification.

MOC may be obtained by:

1. Passing the current complete ACVECC board certification examination within one (1) year of the end date of the current maintenance interval. A Diplomate may attempt the examination the year before, the year after, or during the year of renewal; only one (1) attempt may be made per year.

   OR
2. Documenting continuing professional development (CPD) activities in veterinary medicine, particularly emergency and critical care, during the current maintenance interval using the Credentials Renewal Points System (CRPS) – Appendix A

AND

3. Payment of ACVECC diplomate dues

The certificate of Diplomate of the American College of Veterinary Emergency and Critical Care will change from a certificate of permanent membership in the college to a certificate that has to be maintained every 10 years as outlined by this document beginning with the future diplomates that pass the ACVECC board certification examination in 2016.

Schedule of Maintenance:
Commencing January 1, 2016, certification as a Diplomate of the American College of Veterinary Emergency and Critical Care is time-limited.

Initial board certification following successful completion of a registered residency training program, credentials approval by the ACVECC Credentials Committee and passage of the ACVECC certifying examination (defined as the date Diplomate status is granted by the ACVECC) is for a term of ten (10) years. Annual credit point tallies in addition to application for diplomate MOC during the tenth year, as detailed in this document, will be required of diplomates who wish to retain diplomate status and who wish to be considered by the ACVECC as board-certified in veterinary emergency and critical care medicine.

The MOC process is designed to ensure all diplomates meet the professional responsibility to remain uniquely competent in their activities as veterinary emergency and critical care specialists.

MOC for diplomates who received their initial ACVECC board certification prior to 2016 will be on a voluntary basis.

Establishment of Accrued Credits for MOC:

A total of 100 continuing professional development points (CPs) must be attained during each ten (10) year maintenance interval.

Accounting Procedure & Appeals Process:

Credit submission will be based on submission of required documents (see Appendix A for required documentation). The MOC Committee (MOCC) shall develop and maintain the appropriate form(s) for maintenance of the Certification Renewal Points System (CRPS) and establish the criteria for auditing these credits. An annual form documenting
accumulation of CPs will be made available (online or via e-mail) to active diplomates by the ACVECC every year – Appendix B. This form and all associated materials will be due to the MOCC by the date determined for ACVECC annual dues payment.

The ACVECC shall provide the standardized form(s) and format for submission of the diplomate’s renewal of certification application – Appendix C. The form will be made available (online or via e-mail) by ACVECC MOCC to active diplomates due for renewal certification in a given year. This form and all associated materials will be due to the MOCC by the date determined for ACVECC annual dues payment of the year of renewal of certification.

The MOCC will consider any worthwhile activity not listed on Appendix A that demonstrably contributes to an individual’s professional development or maintenance of currency in the veterinary emergency and critical care specialty. Forms for Professional Activity Approval Request Form will be made available for submission to the MOCC. Diplomates can submit accrued credits annually.

The MOCC will evaluate the MOC certification form of the diplomate and accept or reject credits. A diplomate will be notified of the committee’s official decision for maintaining credentials or credit tally within sixty (60) days of the published deadline. If the diplomate retains sufficient credits to maintain certification, notification of the non-acceptance of some credits shall be sufficient, and no further action is required.

If the MOCC rejects any of the diplomate’s proposed credits it will inform the diplomate in writing of which credits were unacceptable and the reason(s) they were not accepted. The diplomate will be given forty-five (45) days to appeal the decision by:

- Providing additional justification and information supporting reinstatement of the rejected credits, OR
- Submitting information on substitute credits

The Council of Regents will instruct the Appeals Committee to evaluate the merits of the appeal and the findings of the MOCC and report them to the Council of Regents. The Council of Regents shall then inform the diplomate by certified mail within forty-five (45) days.

During any appeal process, any college publications, membership directories, etc. in which the certification status of the members is listed shall list the member’s certification status as “Certification Current.”

In the event the diplomate is rendered unable to fulfill the MOC requirements on schedule due to an incapacitating illness or any other extenuating circumstances, the MOCC may vote to extend the deadline for maintaining credentials on a case-by-case basis, as needed.

There will be no appeals process for failure to pass the ACVECC board examination.

**Status of Diplomates who have maintained credentials/Directory Listing:**
All ACVECC diplomates, regardless of year of initial certification, shall be referred to as “Certification Current” if they have:
1. Completed the MOC requirements as described above, OR
2. Have not yet reached the date on which renewal of credentials is required, OR
3. Received diplomate status before 2016.

A diplomate who does not submit the completed Renewal of Certification application or whose application for renewal of certification is rated as insufficient shall receive notice of the decision (notification of receipt required, e.g. certified mail) with reason(s) for the refusal. The diplomate may appeal the decision as described in the ACVECC Constitution and Bylaws.

Those diplomates required to renew certification and whose certification has lapsed or whose certification renewal application has been denied will be classified as “Inactive” by the ACVECC.

For diplomates whose application for renewal of certification was denied, “Inactive” classification shall not be applied until either the deadline for lodging an appeal has passed or until a decision on an appeal has been made, whichever comes later.

Those classified as “Inactive” may apply for renewal of certification at any time. The new application is to conform to the renewal of certification requirements current at the time the new application is submitted.

Those individuals classified as “Inactive” are not considered by the ACVECC to currently be a Diplomate of the American College of Veterinary Emergency Critical Care as a board-certified specialist in veterinary emergency and critical care medicine, and his or her listing will be removed from the ACVECC membership directory, from the public website listing of ACVECC diplomates, and from the list of ACVECC diplomates reported to AVMA annually.

Those individuals classified, as “Inactive” shall not be permitted to continue as an ACVECC residency mentor or supervise any other activities of residents registered in ACVECC training programs that require diplomate supervision. Trainees supervised by a diplomate whose certification has lapsed may continue their program by transferring to another supervisor or mentor (with approval of the Residency Training Committee).

Those classified as “Inactive” are not eligible to serve as a member of any ACVECC standing or ad hoc committees, nor may he or she serve on the Council of Regents or as a representative of the ACVECC to an external organization.

Retired Diplomates
- When an active diplomate elects to retire from clinical practice, he or she must submit to the ACVECC Executive Secretary official notification of his or her retirement. Upon receipt of such notification, the Executive Secretary will
promptly inform the MOCC. The diplomate will subsequently be exempted from all MOC requirements and will be listed as “Retired.”

- In the event a “Retired” individual elects to re-enter clinical practice, he or she must meet the maintenance of credentials criteria accepted by the ACVECC.

**APPENDIX A – Certification Renewal Points System (CRPS)**

I. Requirement
   - Accumulation of 100 or more continuing professional development credit points (CPs) in veterinary emergency and critical care (as well as surgery, internal medicine, anesthesia) during the current ten (10) year maintenance of credentials period.
   - There are two (2) categories under which CPs may be accrued during maintenance of credentials periods:
     - Category #1: Activities Related to Knowledge and Competence
       - A minimum of forty (40) CPs under this category must be accrued through Continuing Education during each MOC period
     - Category #2: Activities Related to Service to the College and Discipline
       - A maximum of forty (40) CPs may be accrued in this category during each MOC period
     - All CPs may be accrued in category #1

II. Activities Related to Knowledge and Competence
   - Publications and Other Education Media
     - Peer-Reviewed Publications
       - Copy of notice of acceptance by a journal editor or book publisher OR copy of the galley proof/published manuscript must be submitted
       - *Paper in a peer-reviewed journal for which the diplomate is first author:*
         - First author is defined as:
           - First name on a manuscript
           - Second or last author on a paper first-authored by a trainee based on a project for which the diplomate is the principal investigator or advisor
         - Includes review articles with multiple references but does not include single-case reports, case series, or What’s Your Diagnosis contributions
         - Ten (10) CPs per publication
       - *Co-authored paper in a peer-reviewed journal:*
         - See definition above for first author
         - Seven (7) CPs per publication
• Single-case report or case series published in a peer-reviewed journal:
  ▪ First author
    ▪ Five (5) CPs per case report
  ▪ Co-author
    ▪ Three (3) CPs per case report
• Abstract presented at a national or international conference:
  ▪ Three (3) CPs per abstract
• Published contribution in the What’s Your Diagnosis feature of the Journal of the American Veterinary Medical Association:
  ▪ First author
    ▪ Five (5) CPs per published item
  ▪ Co-author
    ▪ Three (3) CPs per published item
• Textbooks and Non-Peer-Reviewed Publications (e.g., videotapes, CD, internet programs)
  ▪ Scan of page(s) of chapter to include title, authors, plus full citation if published, or email/letter from editor or publisher acknowledging receipt of chapter if not yet in print
  ▪ List the publication venue (e.g. online URL, DVD, videotape) and include copy/print-out of the page(s) showing who wrote/produced the material and a content list.
  ▪ Publication of a revised edition counts as a new textbook for CP purposes.
• Author or co-author of a textbook (i.e. a textbook in which authors of individual chapters are not identified) or other non-peer-reviewed published manuscript or technical article:
  ▪ One (1) CP per ten (10) published pages
  ▪ If more than one author is listed on the title page, the authors are to indicate agreement on % effort so CP can be assigned to each author
• Chapters in veterinary textbooks or other technical articles:
  ▪ Five (5) CPs per chapter if first author
  ▪ Three (3) CPs if co-author
• Author of an instructional videotape, CD/DVD, on-line education site or equivalent:
  ▪ Five (5) CPs per hour-long segment
  ▪ If there is more than one (1) author, the CPs may be pro-rated as agreed by the authors
• CPR certification
• Basic life support
  ▪ Online module: (1) CP/module
• Advanced life support
  ▪ Online module: (2) CPs

  o Presentations:
    ▪ Presentations or laboratory supervision at a meeting approved for continuing education credit by the Registry of Approved Continuing Education (RACE) or a nationally recognized conference (WVC, NAVC, AVMA, AAHA):
      • Five (5) CPs per sixty (60) minutes of presentation
      • A publication in a journal and a presentation at a meeting may result from the same work, and both will count for CPs.
      • A presentation accompanied by a printed abstract in a meeting proceedings book counts only for presentation CPs
      • Two (2) presentations of the same title or based on the same project made at two different meetings both count for CPs
    ▪ Presentations such as lectures in courses at veterinary colleges/schools or at continuing education meetings or other programs (including online programs, e.g. VIN) that are not part of a meeting sponsored by a national or international veterinary organization that are related to the medical field of veterinary medicine:
      • Two (2) CPs per hour of presentation/laboratory supervision
      • Titles of the lectures must be provided.

  o Continuing Education
    ▪ Minimum of forty (40) CPs per renewal period
    ▪ Attendance at International Veterinary Emergency and Critical Care Symposium (IVECCS) or European Veterinary Emergency and Critical Care Symposium (EVECCS)
      • Eight (8) CPs per annual symposium
      • Certificate of attendance must be submitted
      • Presenting at said conference in addition to attendance will allow for additional, separate CP
    ▪ Attendance at national or international meetings (not including IVECCS or EVECCS) including human medicine:
      • Three (3) CPs per day of CE
      • Certificate of attendance must be submitted
      • Presenting at said conference in addition to attendance will allow for additional, separate CPs

III. Activities Related to Service to the College and Discipline
  o Preparation of examination questions submitted in the required ACVECC format and accepted as valid by the ACVECC Examination Committee:
- One (1) CP per question
- Maximum thirty (30) questions per certification period
- Note: Ninety (90) days must be allowed for the Examination Committee to consider the questions
  - Questions submitted less than ninety (90) days prior to the renewal of certification submission deadline may result in delay in approval of renewal of certification
  - Participation in validation of the ACVECC certification examination
    - Two (2) CPs per examination section reviewed
    - Maximum of three (3) CPs per year
  - Participation in ACVECC Research grant or VECCS Research Grant award review process
    - One (1) CP per grant (for max 10 points per year)
  - Submission of ACVECC Research grant or VECCS Research Grant
    - Two (2) CPs per grant submitted
  - ACVECC Residency Mentor:
    - Three (3) CPs per registered, active ACVECC resident per year
    - Maximum six (6) CPs (2 resident trainees) per year
    - List names of trainees and training program registration start date for each trainee
    - A diplomate may claim CPs as both an ACVECC residency mentor and supervisor
  - Participation in Supervision of ACVECC Residents
    - Two (2) CPs per registered, active ACVECC resident per year
    - Maximum four (4) CPs (2 resident trainees) per year
    - List names of trainees and training program registration start date for each trainer
    - Pro-rated CPs may be claimed for those Diplomates who join an established ACVECC residency training program (.25 CP per quarter per resident).
    - A diplomate may claim CPs as both an ACVECC residency mentor and supervisor
  - AVCECC Service:
    - Service as an ACVECC standing committee chairperson, or president
      - Ten (10) CPs per year
      - Committees include:
        - Examination Committee
        - Credentials Committee
        - Residency Training Committee
        - Nominating Committee
        - MOC Committee
        - Joint Committee on Training and Certification
        - Scientific Program Committee
        - Financial Affairs Committee
        - Appeals Committee
- Service as an ACVECC standing committee officer (VP, secretary, treasurer)
  - Five (5) CPs per year
- Service on ACVECC standing committees as a member
  - Three (3) CPs per year
- Service as an ACVECC ad hoc committee chairperson
  - Five (5) CPs per year
  - Committees include (but are not limited to):
    - Public Relations Committee
    - Website Committee
    - Strategic Planning Committee
    - Constitution and Bylaws Committee
    - Emergency Clinical Standards Committee
- Service on ACVECC ad hoc committees as a member
  - Two (2) CPs per year
  - Committees include (but are not limited to):
    - Public Relations Committee
    - Website Committee
    - Strategic Planning Committee
    - Constitution and Bylaws Committee
    - Emergency Clinic Standards Committee
- Service on ACVECC Council of Regents
  - Five (5) CPs per year
- Service on the Veterinary Emergency and Critical Care Foundation
  - Five (5) CPs per year
  - Service as a reviewer for a veterinary medicine journal
    - Three (3) CPs per reviewed manuscript
    - Proof of manuscript review must be submitted (e.g., email confirmation is sufficient)
  - Service as an editor (or associate editor) for a veterinary medicine journal
    - Two (2) CPs per year of documented service
  - Participation as a member of a veterinary disaster response team
    - Proof of training and/or deployment in support of an operation are required
    - Membership on a team alone does not qualify for credit
    - Two (2) CPs per training and/or response effort
  - Service as a committee member of the Veterinary Emergency and Critical Care Society (VECCS), European Veterinary Emergency and Critical Care Society (EVECCS), or Latin American Veterinary Emergency and Critical Care Society (LAVECCS)
    - One (1) CP per year
    - Submission of letter of service from the organization is required

Exceptional Circumstances:
In exceptional circumstances (as a result of disability or other personal or professional circumstances that may significantly interrupt or prevent activities that would result in accumulation of CPs) and with the prior approval of the MOC Committee, CPs may be accumulated in other ways such as purchase and reading of relevant textbooks and journals, completion of self-assessment questions, and/or other self-assessment programs.

Examples of Accumulation of CPs:

**Diplomate Training Resident Candidate(s) Without Publications/Presentations**

<table>
<thead>
<tr>
<th>CP</th>
<th>Category #1: Activities Related to Knowledge and Competence (Minimum 60 CPs per renewal of certification period; minimum 40 CPs of CE per renewal of certification period)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attend IVECCS each year. 8 CP x 10 yr</td>
</tr>
<tr>
<td>80</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Publication of 1 first author publication. 10 CP x 1 yr</td>
</tr>
<tr>
<td>90</td>
<td><strong>Total Category #1 CPs</strong></td>
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<tr>
<td>CP</td>
<td>Category #2: Activities Related to Service to the College and Discipline (Maximum of 40 CPs per renewal of certification period)</td>
</tr>
<tr>
<td></td>
<td>Mentor one ACVECC resident per year for 10 years. 3 CP x 10 yr</td>
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<tr>
<td>30</td>
<td><strong>Total Category #2 CPs</strong></td>
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<tr>
<td>120</td>
<td><strong>Total CPs</strong></td>
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</tbody>
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**Diplomate Not Actively Training Resident Candidate(s) Without Publications/Presentations**

<table>
<thead>
<tr>
<th>CP</th>
<th>Category #1: Activities Related to Knowledge and Competence (Minimum 60 CPs per renewal of certification period; minimum 40 CPs of CE per renewal of certification period)</th>
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<tbody>
<tr>
<td></td>
<td>Attend IVECCS each year. 8 CP x 10 yr</td>
</tr>
<tr>
<td>80</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Attend 2 days at other national/international meetings each year. 3 CP x 2 days x 10 yr</td>
</tr>
<tr>
<td>140</td>
<td><strong>Total Category #1 CPs</strong></td>
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<tr>
<td></td>
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<tr>
<td>CP</td>
<td>Category #2: Activities Related to Service to the College and Discipline (Maximum of 40 CPs per renewal of certification period)</td>
</tr>
<tr>
<td></td>
<td>Write three questions each year for the ACVECC board certification examination. 3 CP x 10 yr</td>
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<tr>
<td>30</td>
<td><strong>Total Category #2 CPs</strong></td>
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</tr>
<tr>
<td>110</td>
<td><strong>Total CPs</strong></td>
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</tbody>
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**Diplomate Not Actively Training Resident Candidate(s) Without Publications/Presentations – No Category #2 CPs – EXAMPLE #1**

<table>
<thead>
<tr>
<th>CP</th>
<th>Category #1: Activities Related to Knowledge and Competence (Minimum 60 CPs per renewal of certification period; minimum 40 CPs of CE per renewal of certification period)</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>80</td>
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<tr>
<td>140</td>
<td><strong>Total Category #1 CPs</strong></td>
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**Diplomate Not Actively Training Resident Candidate(s) Without Publications/Presentations – No Category #2 CPs – EXAMPLE #2**

<table>
<thead>
<tr>
<th>CP</th>
<th>Category #1: Activities Related to Knowledge and Competence</th>
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<tbody>
<tr>
<td></td>
<td>(Minimum 60 CPs per renewal of certification period; minimum 40 CPs of CE per renewal of certification period)</td>
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<tr>
<td>40</td>
<td>Attend IVECCS every other year. 8 CP x 5</td>
</tr>
<tr>
<td>60</td>
<td>Attend 4 days at other national/international meetings every other year. 3 CP x 4 day x 5 yr</td>
</tr>
<tr>
<td>100</td>
<td>Total Category #1 CPs</td>
</tr>
</tbody>
</table>