

ACVPM APPLICANT INSTRUCTIONS

Before beginning your application to take the ACVPM Board Examination, please review the excerpts from the college by-laws regarding qualifications below as well as the information on how to complete that application included in this document. The five areas of preventive veterinary medicine outlined in the by-laws have been included below as well.

By-Laws Section 2.

Qualifications: An applicant shall meet the following requirements to be eligible for examination by the College:

- a. Be a graduate from a school or college of veterinary medicine accredited by the AVMA or possess a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA or be legally qualified (licensed) to practice veterinary medicine in some state, province, territory, or possession of the United States or other country, and
- b. Have a history of unquestionable moral character and professional behavior, and
- c. Have a total of four years of combined qualifying experience beyond the DVM and/or equivalent degree.

The applicant's qualifying experience must encompass three or more areas of veterinary preventive medicine as defined in Article II of the Constitution. The Credentials Committee is responsible for determining the suitability of all experience.

FIVE AREAS OF VETERINARY PREVENTIVE MEDICINE AS OUTLINED IN BY-LAWS ARTICLE II

- a. Surveillance, recognition, prevention, control and management of diseases of livestock, poultry, wildlife, zoo and companion animals.
- b. Prevention and control of zoonotic diseases and foodborne illnesses.
- c. Reduction of bites, injuries and other environmental and occupational human health hazards related to animals.
- d. Promoting food safety and wholesomeness.
- e. Promotion of humane animal care and the use of animals in animal-facilitated therapy.

- 1) A master's or doctoral degree in preventive medicine/public health or other relevant medical science may count as qualifying experience.
- 2) A formal residency program approved by the College shall count as qualifying experience.
- 3) Applicants in good standing in the final year of (i) a master's or doctoral degree program in preventive medicine/public health or other relevant medical science, and/or (ii) a College - approved residency program, who meet the requirements in Sections 2a and 2b, and who will meet the qualifying experience requirements in this Section upon completion of their degree and/or residency program, shall be eligible to sit for the examination. Final certification is contingent upon documentation of successful completion of the qualifying degree and/or residency program.

By-Laws Section 3.

Application: All applications will be prepared following a standard format provided by the College and be submitted to the executive vice president. The applicant shall be sponsored by a

member in good standing who has reasonable knowledge of the character and professional behavior and experience of the applicant. The sponsor shall provide to the executive vice president a written statement testifying to the applicant's character and professional experience and qualifications for the specialty of veterinary preventive medicine

COMPLETION OF THE ACVPM APPLICATION

- 1) Please complete all portions of the application. If you do not have information to put into a particular form, such as post-DVM graduate study, you can leave the form blank.
- 2) It is recommended that you explain “gap periods” when you were not working or in post-graduate study. This explanation will not be used to penalize you but simply allows the credentials committee to better understand your experience.
- 3) Three references must be submitted for consideration. These references should be professional in nature and not personal acquaintances. Your sponsor can also act as a reference. Please emphasize to references that all portions of the required reference form need to be completed and an appropriate signature as described is required. It is your responsibility as the applicant to make sure references submit their reviews by the deadline.
- 4) Any documentation submitted to support your application should be in English so that the credentials committee can accurately review material. This includes documentation of degrees and licensure.
- 5) Any documents that are uploaded into the system should be in PDF format to allow for ease of access. If you need to take pictures of diplomas or licenses, please paste those images into a word (or other) document and then save as a PDF.
- 6) The only veterinary preventive medicine residency programs currently approved by the college are at the University of Minnesota and Ohio State University. Information regarding participation in or completion of residency programs can be placed in the form that covers post-graduate education.
- 7) It is your responsibility as the applicant to fully describe your veterinary preventive medicine activities during jobs and graduate work. This is the basis for the credentials committee to evaluate whether you have met the required amount of experience. If you completed or are currently working toward a graduate degree following veterinary school, information about your field of study and how it addresses the 5 areas of veterinary public medicine should be included in the section covering post-graduate education.
- 8) Your sponsor must be a diplomate of ACVPM in good standing. It is their job to review your application prior to submission and help with any deficiencies they find. The sponsor should not approve the application until it is complete, including all references. By approving your application for submission, a sponsor is stating that they support your complete application and feel you would be a positive addition to the college.
- 9) The deadline for application submission is firm. Do not wait until the last minute in the event you have web-based issues or an inability to get references submitted on time.
- 10) You must hit the “submit” button for your application to be submitted for review. This should be done after **ALL** items including references and sponsor approval have been completed. **Please do not submit incomplete applications as they will be denied.**