
ACVPM BYLAWS

Article I - MEMBERS

Section 1. **Active Member:** A graduate from a school or college of veterinary medicine accredited by the American Veterinary Medical Association (AVMA) or a person possessing a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, or legally qualified (licensed) to practice veterinary medicine who meets the requirements set forth in Article IV of the Constitution and Article VIII of the Bylaws may become an active member by making application on the approved form, providing all required documentation, successfully completing the certifying examination, and paying dues as provided in Section 5 of this Article, and maintaining certification as dictated by year of acceptance.

Article VIII - CERTIFICATION BY THE COLLEGE

Section 1. **Certification:** Certification in the specialty of veterinary preventive medicine shall be conferred by the College on candidates whose qualifications are acceptable to the Credentials Committee and whose scores on certifying examinations are acceptable to the Examinations Committee and the Executive Board.

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.
 - 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.

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.

Section 4. **Examination Fee:** The application shall be accompanied by an examination fee set by the Executive Board. An applicant judged to be not qualified according to Article VIII, Section 2, of the Bylaws, shall be refunded 75 percent of the application fee. If an applicant fails to successfully complete any portion of the examination, the entire fee shall be non-refundable, and the entire fee shall be paid again before re-examination.

Section 5. **Examination:** A comprehensive written examination shall be administered annually to qualified candidates seeking certification. Members of the Examinations Committee shall serve as proctors and graders of this examination.

Following approval by the Credentials Committee to take the examination the first time, candidates must take the entire examination. Should a candidate fail one or more sections of the examination during the first sitting, he or she must retake and pass the failed sections within three years from the date the Credentials Committee approved the candidate to sit for the initial examination. This three year period includes both retake examinations and deferments. If the candidate is not able to successfully pass all sections of the examination within the three year period, the candidate must resubmit an application for approval from the Credentials Committee, pay the current full examination fee, and then pass all sections of the examination.

Extenuating circumstances may allow a candidate to defer the initial examination or postpone retaking the failed sections of the examination, but only if approved by the Examinations Committee in advance. If candidates wish to request such a postponement, they must do so in a detailed letter to the Chair of the Examinations Committee, to include an explanation of the reason for such a request. The results of those candidates examined whose scores are acceptable to the Examinations Committee shall be presented to the Executive Board for a final vote of certification. A majority vote shall constitute confirmation of the certification of a candidate. Notification to candidates shall be mailed (either electronic or postal) within 45 days of the examination.

Section 6. **Certification Fee:** A certification fee shall be set by the Executive Board. The fee is payable by an applicant when notified of certification by the Executive Board. The certification fee shall also cover dues until January 1 following certification. Failure to pay the certification fee within six (6) months of verified receipt of notice of certification will result in cancellation of that individual's certification, and they will not become a Diplomate of the College. Should an individual who has had their certification canceled desire Diplomate status at a later date, they must reapply and be re-examined with payment of all applicable fees as covered in the other Sections of this Article.

Section 7. **Maintenance of Certification:** The requirements for maintaining certification shall be set by the Maintenance of Certification Committee. Failure to maintain certification will result in the cancellation of that individual's certification.

Article X - DISCIPLINARY ACTION, DENIAL OF APPLICANTS OR CANDIDATES, AND APPEALS

Section 1. **Disciplinary Action and Dismissal of Members:** All Diplomates are expected to abide by accepted professional standards of conduct. If a member has engaged in or is engaging in unethical behavior that damages the profession or the College, or in any activities that are clearly and grossly inconsistent with the purposes or mission of the College, then the member may be subject to disciplinary action by the College. Unethical behaviors and clearly inconsistent activities include, but are not limited to, assisting potential Diplomate candidates to cheat in any part of the board examinations; falsifying information submitted to the College; knowingly disseminating false statements that damage the professional reputation of the College or its members.