The Certification Examination for the American College of Poultry Veterinarians will be held on **Friday, July 19, 2013** preceding the Annual Meeting of the American Veterinary Medical Association and the American Association of Avian Pathologists in **Chicago, IL**. The examination will be given in **English only** in (3) parts consisting of projected images, multiple-choice questions and a written practical examination.

The final date for submission of the completed application forms for the **2013** examination will be **November 1, 2012**. Initial applications may be completed online (**www.acpv.info/page/acpvexam**) and required documentation may be mailed to the ACPV Business Office.

Dr. Sue Ann Hubbard  
ACPV Examination Committee Chair  
12627 San Jose Blvd., Suite 202  
Jacksonville, FL 32223-8638  
support@acpv.org  
www.acpv.info
1.0 INTRODUCTION

Following provisional approval of the ACPV by the American Board on Veterinary Specialties, and subsequent recognition of the College by the AVMA in 1991, four Founder and fifteen Charter Diplomates initiated operation of the College. The College received full accreditation from the AVMA in 1996. The college has been incorporated in the State of Pennsylvania and will function under Section 501(c)3 of the IRS code.

The following objectives have guided development of the ACPV.

1.1 To further educational and scientific progress in the specialty of poultry veterinary medicine.

1.2 To strengthen and improve instruction in poultry veterinary medicine at both professional and post-graduate levels.

1.3 To establish standards of post-professional training and experience for specialists in poultry veterinary medicine.

1.4 To promote the professional standing of poultry veterinarians.

1.5 To certify qualified and competent poultry veterinarians in aspects of veterinary medicine appropriate to breeders, broilers, commercial egg, and turkey production, and their ancillary disciplines.

2.0 DIPLOMATES

2.1 There are four categories of membership in the College:

   Founder Diplomate
   Charter Diplomate
   Diplomate
   Emeritus Diplomate

3.0 ELIGIBILITY FOR CERTIFICATION EXAMINATION

3.1 General requirements for eligibility

The following prerequisites must be met to the satisfactions of the Board before the applicant will be determined eligible to take the Board Examination:
3.1.1 Have graduated from a college or school of veterinary medicine accredited or approved by the AVMA, or possess an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate, or be legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or other country. You must supply a copy of your veterinary license or some other notarized documentation that you are legally qualified to practice veterinary medicine.

Applicants who graduate from a foreign veterinary college where a diploma, rather than a formal license, qualifies one to practice veterinary medicine must submit a notarized statement from an official of that country stating such. All such documents must be translated into English for consideration.

3.1.2 Have satisfactory moral and ethical standing in the veterinary profession.

3.1.2 Be sponsored by three (3) Diplomates of the College (see attached forms). It is suggested that the selection of your sponsors allow confirmation of your professional experience with direct reference to particular job responsibilities. Beginning in 2013, only ACPV members in good standing will be allowed to sponsor exam candidates. (http://www.acpv.info/acpv-members-in-good-standing)

3.2 Academic training and experience

3.2.1 In addition to having earned the DVM degree or equivalent, the applicant must satisfy one of the following requirements:

Have earned the M.S. degree or an equivalent or higher post-graduate degree with major emphasis in poultry veterinary medicine before or after obtaining the DVM or equivalent degree. Transcripts from such a program must be included in the application to allow determination of a sufficient degree of poultry emphasis. Or:

Have successfully completed a training program in Poultry Veterinary Medicine approved by the Training Program Review Committee.

Applicants currently enrolled in an educational or training program which will be completed prior to the examination must submit transcripts or other proof of enrollment with their application. Proof of successful completion of the program must be submitted prior to taking the examination. Or:

Have at least five (5) years professional experience beginning after receiving a DVM, relevant to Poultry Veterinary Medicine in one or more activities including,
but not limited to, teaching, research, service or diagnostics with increasing responsibilities over this period of time. *This should be confirmed through the selection of your sponsors.*

Knowledge and experience in Poultry Veterinary Medicine should be interpreted as competence in the disciplines associated with poultry health diagnostics and disease control, such as microbiology, pathology, epidemiology, disease prevention, nutrition, and environmental management.

3.3 Publications

The applicant shall:

Have authored as first author three case, research or technical reports of a standard suitable for publication or that make a significant contribution to the field of poultry veterinary medicine.

In all cases, the **applicant shall submit to the Examination Committee Chair for submission to the Credentials Committee a copy of the relevant article and/or reports** described above. *These articles must be translated into English. Abstracts or outlines of presentation will not be accepted. If more than three articles are submitted the application will not be accepted.*

3.4 Application for certification examination

The application must be made on forms prescribed by the Board and shall be forwarded with all necessary documents to the ACPV Business Office. *Incomplete or late applications will not be considered.*

The applicant shall submit to the Board complete and full details of qualifications on forms provided and shall include publications with the application. The application deadline for the **2013** examination will be **November 1, 2012**. The application must be accompanied by a non-refundable fee of $100 for U.S. residents or $120 if non-U.S. resident in **U.S. Funds only drawn on a U.S. bank**. Eligibility will be determined by the board. Candidates who are eligible to sit the certifying examination are subject to a fee of $500.00 for the three-part examination. Beginning with candidates gaining eligibility for the 2011 examination, a fee of $125.00 per exam portion will be levied upon candidates who fail to earn a passing percentage in the year in which they begin to write the examination.
4.0 CERTIFICATION EXAMINATION

4.1 The ACPV Certification Examination will consist of three parts to be given on July 19, 2013 at the 2013 AVMA/AAAP annual conference in Chicago, IL at a location to be announced, but in all probability at the AAAP conference hotel.

4.1.1 The Basic Examination, consisting of multiple-choice questions, will test the candidate's knowledge of a broad range of topics involved in clinical poultry medicine.

4.1.2 The Applied Examination in 2 parts (projected images and written questions) will be a practical examination dealing with diagnostic recognition and problem solving. Questions may require written response to exhibits, such as photographs showing gross or microscopic lesions, figures, laboratory findings, production history and data, descriptions of clinical signs and lesions. Questions requiring short answers will involve diagnoses, recommending therapeutic, preventive or management action. Emphasis will be placed on demonstration or knowledge of the pathogenesis, diagnosis, and control of diseases of commercial poultry, but will also involve integration of knowledge in the broad field of poultry production incorporating management, nutrition, genetics, environmental control, and economics.

All candidates will be required to sit for all three parts in their entirety.

4.2 Preparation for the examination

The examination will allow veterinarians who have successfully completed training programs in poultry medicine or other graduate programs, or who have extensive practical experience, to successfully pass the exam. Review of the following materials will be helpful.

Pertinent scientific journals, such as *Avian Diseases*, *Avian Pathology*, and *Poultry Science*.

Textbooks, such as *Diseases of Poultry, 12th edition*. Y.M. Saif, Editor, H.J. Barnes, J. R. Glisson, A.M. Fadly, L.R. McDougald, Associate Editors. Iowa State University Press, Ames, Iowa. Earlier editions and/or similar textbooks may also be of value.

Slide study sets published by the AAAP. [http://www.aaap.info/slides](http://www.aaap.info/slides)

Class notes and teaching materials, such as 35 mm transparencies or histopathology slides presented in poultry medicine courses.

Textbooks or other material dealing with the broad field of poultry science and production, including management, nutrition, genetics, physiology, and environmental control.

4.3 Requirements for certification

Candidates will be required to satisfactorily complete all 3 parts of the certification examination within a three-year period. Passing one part of the examination is not necessary to complete any other part of the examination. Candidates who fail any part will be eligible to repeat those parts within the three-year period and pay the appropriate fee to retake that part of the exam. If the candidate has passed a part, it will not be necessary to re-sit for that part during the three-year period. Candidates who do not pass the failed parts within the three consecutive examination periods must reapply as new candidates and retake all parts after a waiting period of one year.

Grading will be based on an absolute score. The passing level is 70% and the same will be announced by the Examination Committee in advance of the examination for all 3 parts. Candidates will be notified of the results within three weeks after the examination.

5.0 PROCEDURE

The enclosed application forms should be completed in detail to facilitate evaluation for eligibility. Applicants intending to take the 2013 examination are advised to obtain copies of professional certificate, licenses, and diplomas, reprints of required articles, copies of reports, and documentation relating to professional achievements in the area of poultry veterinary medicine. This will expedite completion and submission of the application form before the strict November 1, 2012 deadline.

Any questions can be addressed to the Examination Committee Chair:
Dr. Sue Ann Hubbard, 12627 San Jose Blvd., Suite 202, Jacksonville, FL 32223-8638
REVIEW OF CREDENTIALS TO DETERMINE ELIGIBILITY
TO TAKE THE ACPV CERTIFYING EXAMINATION

1.0 NAME _____________________________________

2.0 DATE OF BIRTH _____________________

3.0 HOME ADDRESS _________________________________________________________

_____________________________________________ TEL ____________________

3.5 EMAIL ADDRESS _________________________________________________________

4.0 BUSINESS ADDRESS ____________________________________________________

_____________________________________________ TEL ____________________

EMAIL: _____________________________________ FAX ____________________

5.0 EDUCATION, UNIVERSITY & RESIDENCY/TRAINING PROGRAMS

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<th>YEARS ATTENDED</th>
<th>DEGREE</th>
<th>MAJOR</th>
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If certificates and diplomas are not in English official translation should be supplied.
6.0 LICENSES HELD
(Indicate on a separate sheet details of any past, existing or anticipated legal or disciplinary action or sanction which may render you ineligible for membership in the ACPV.)

7.0 BOARD CERTIFICATION(S) ____________________________________________________________

________________________________________________________________________

8.0 HONORS AND AWARDS* ____________________________________________________________

________________________________________________________________________

9.0 PROFESSIONAL EMPLOYMENT AND APPOINTMENTS (most recent first)

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<th>YEAR(S)</th>
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*Use supplementary sheet as required.
10.0 PUBLICATIONS IN REFEREED JOURNALS*

11.0 PUBLICATIONS IN INDUSTRY PERIODICALS*

12.0 TECHNICAL AND SCIENTIFIC REPORTS*

13.0 BOOK CHAPTERS AND CONTRIBUTIONS TO TEXT*

14.0 PRESENTATIONS AT SCIENTIFIC AND INDUSTRY MEETINGS*

15.0 SIGNIFICANT CONTRIBUTIONS TO TEACHING*
( Specify course, level taught, class size. )

16.0 SIGNIFICANT CONTRIBUTIONS TO RESEARCH*

17.0 SIGNIFICANT CONTRIBUTIONS TO EXTENSION AND SERVICE*

18.0 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS INCLUDING OFFICES HELD*

*Please use supplementary sheets for details.
*Reprints must be supplied
19.0 NOMINATIONS FROM THREE DIPLOMATES OF THE ACPV
Attach complete forms.

NAME ADDRESS PHONE

19.1 __________________________________________________________ (____)______________

19.2 __________________________________________________________ (____)________________

19.3 __________________________________________________________ (____)________________

I certify that the information provided in this document is accurate and complete, and that I am not subject to any current or outstanding legal or disciplinary action which would render me ineligible for membership of the College. I understand that misstatements, misrepresentation or deletion of material facts in this application may disqualify me from membership.

SIGNED _____________________________ DATE ___________

This application form should be forwarded to the Secretary-Treasurer, accompanied by a $100 check or money order (U.S. Funds only) or $120 if from outside the U.S.A. (U.S. Funds only drawn on a U.S. Bank) made payable to the American College of Poultry Veterinarians. This fee is non-refundable.

FOR ACPV USE

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Date ______________________

Form Received Date

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<td>N</td>
</tr>
<tr>
<td>with copies of diplomas, licenses</td>
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<td>N</td>
</tr>
<tr>
<td>with copies of publications</td>
<td>Y</td>
<td>N</td>
</tr>
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</table>
CANDIDATES CHECKLIST

1. Completed application form (4 pages) with supplementary information.


3. Check or money order for $100.00 (U.S.A. Address) or $120.00 if from outside the U.S.A. (U.S. Funds only drawn on a U.S. Bank), payable to ACPV.

4. Copies of diploma(s), license(s) or other credentials.

5. Three Publications: (Submit no more than three.)

6. Mail the three (3) letters of nomination to members of ACPV. These are to be returned directly to the ACPV Business Office.

7. Completed package to be mailed (postmarked) no later than November 1, 2012. No late submissions will be accepted.
APPEALS PROCEDURES

(1) Adverse decisions by the College affecting individuals who have not been elected to Diplomate status, including denial of eligibility to take the certification examination and denial of certification of an individual, and adverse decisions by the College as to recertification of Diplomates shall be governed exclusively by this Section 4-03(f). Except as to recertification, adverse decisions by the College affecting members, including revocation of certification and other disciplinary action shall be governed exclusively by Section 10-02.

(2) In the event of an adverse decision by the College to which this Section 4-03(f) applies, the Secretary-Treasurer shall advise the affected person in writing of the decision within 30 days and shall specify the procedure for seeking reconsideration of the adverse decision. An affected person desiring to obtain reconsideration of the adverse decision must adhere to the following procedures:

a) Grounds for reconsideration or review:

The affected person may petition for reconsideration or review of the decision of the College on the grounds that the College ruled erroneously by, among other things:

1) Disregarding the established criteria of the College for certification or recertification;

2) Failing to follow stated procedures; or

3) Failing to consider relevant evidence and documentation presented.

b) Petition for reconsideration:

1) The affected person may petition the Board of the College to reconsider a decision by filing with the Secretary-Treasurer of the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.

2) Such petition must be received by the Secretary-Treasurer of the College within 30 days of the date on which the College mailed notice of its adverse decision.

3) The affected person may, at the discretion of the Board, be invited to appear at a regular meeting of the Board. The petitioner shall bear the personal costs of travel and subsistence, and any legal or professional costs associated with preparation and presentation of the petition.

4) The Board will meet in executive session to consider the petition for reconsideration and the Board's determination thereof will be submitted by mail to the petitioner within 30 days of the Board's decision.

5) Upon completion of steps 1) through 4) above, if the affected person is not satisfied with the Board's decision, the affected person may request mediation by the ABVS of the AVMA, in which case the Chairperson of the ABVS will convene a meeting of the parties in dispute or their representatives. The meeting will be held at the office of the AVMA, and will be chaired by the Chairperson of the ABVS. The parties in dispute will be guided to reach an equitable resolution of any outstanding grievances. The College and the aggrieved party will each bear their respective expenses of mediation, including travel and subsistence, and will share the expenses of the ABVS representatives.

6) The ABVS shall serve in an advisory capacity only; final authority relating to disputes, as outlined in this Section, shall be vested in the Board of the College, which shall render its final decision within 30 days of the mediation meeting.
NOMINATION SUPPORTING APPLICATION FOR

MEMBERSHIP IN THE AMERICAN COLLEGE OF POULTRY VETERINARIANS

Having reviewed the qualifications of the applicant in relation to the criteria for membership eligibility and with knowledge of his/her professional activities and personal qualities, I nominate Dr. ________________________________________ for membership to the American College of Poultry Veterinarians.

I have known the applicant for _____ years in the capacity of _____________________________.

______________________________________________________________________________

I certify that the applicant has undertaken field and laboratory diagnostic procedures and is knowledgeable in aspects of management, nutrition, environmental control, applied economics, genetics and regulatory medicine in relation to the health and productivity of commercial poultry flocks and/or breeding stock.

Comments:________________________________________________________

_________________________________________________________________

_________________________________________________________________

NAME:______________________________________    TITLE: _____________________

ADDRESS____________________________________________________________________

_____________________________________       PHONE: _____________________________

SIGNED: _______________________________  DATE: _______________________________

This form is to be completed by the Nominator and returned directly to the ACPV Business Office at the above address to be received no later than November 1, 2012.
NOMINATION SUPPORTING APPLICATION FOR
MEMBERSHIP IN THE AMERICAN COLLEGE OF POULTRY VETERINARIANS

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Comments:________________________________________________________
_________________________________________________________________
_________________________________________________________________

NAME:______________________________________    TITLE: _____________________
ADDRESS____________________________________________________________________
_____________________________________       PHONE: _____________________________

SIGNED: _____________________________  DATE: _____________________________

This form is to be completed by the Nominator and returned directly to the Secretary at the above address to be received no later than November 1, 2012.


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Comments:________________________________________________________

_________________________________________________________________

_________________________________________________________________

NAME:______________________________________    TITLE: _____________________

ADDRESS____________________________________________________________________

_____________________________________       PHONE: _____________________________

SIGNED: _____________________________  DATE: _____________________________

This form is to be completed by the Nominator and returned directly to the Secretary at the above address to be received no later than November 1, 2012.
POLICY ON DEFERRING

The policy for those who elect not to take the examination even though credentialed with all fees paid is as follows: The new policy will be that all candidates beginning in 1998 will have 2 years to begin to write the examination and that if one elects not to write the exam one has to notify the secretary/treasurer by 1 June of the year approved or the examination fee will be forfeited to the ACPV. If the candidate notifies the secretary/treasurer on or before the 1 June, then the candidate’s exam fee will be returned. The candidate then will have the right to pay the fee again by 1 April of the following year and write the exam for that year but not for any additional years. If the candidate chooses to write the exam in a third or succeeding year then the candidate must reapply and pay the required exam application fee.
REQUEST FOR SPECIAL ACCOMMODATIONS
FOR THE ACPV CERTIFYING EXAMINATION

The American College of Poultry Veterinarians complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the ACPV 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

Social Security Number (for identification purposes only): _________________________________________________

Telephone number: (  ) Anticipated Examination Date: ______

Have you previously taken the ACPV 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 ACPV 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 ACPV 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 ACPV will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the ACPV will pay for any reasonable accommodations that are provided for you.

____________________________________________  _________________
Signature of Candidate      Date