

MAINTENANCE OF CERTIFICATION DOCUMENT

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Committee Members:

Dr. Dmitriy V. Volokhov (US.FDA/CBER), Chairperson

Dr. Patricia A. Payne (College of Veterinary Medicine, Manhattan KS)

Dr. Kris A. Clothier (University of California, Davis, CA)

Dr. Chris Chase (South Dakota State University, Brookings, SD)

The American College of Veterinary Microbiologists has established a program of maintenance of certification (MOC) for Diplomates.

Purpose: To assist active Diplomates in maintaining the quality of educational expertise and the recognition of such qualifications.

Rationale: The purposes of formal maintenance of certification (MOC) can best be met by consistent, documented participation in a combination of scholarly activities, professional development, and service to veterinary medicine, the laboratory microbiology, immunology and parasitology specialties, and the biomedical community.

MOC Committee Membership: Six members of the College each with 3 year appointments. The Board of Governors will each year appoint two new members to the committee. In addition, the Board of Governors will select one of the senior members of the committee to serve as Chairperson. The duties of this committee shall be to address the issue of diplomate MOC as detailed in the ACVM By-Laws.

MOC Interval: MOC of Diplomates will be required at eight (8) year intervals, commencing with the first calendar year following initial certification. The MOC periods will be staggered so that approximately 1/8 of the College membership will be considered for MOC during any year.

Maintenance of Certification may be obtained in two (2) ways:

1. Passing the current complete ACVM board certification examination (specialty exam). A Diplomate may attempt the examination the year before, the year after, or during the year of required MOC evaluation. The number of attempts allowed at the examination is declared by the current ACVM Procedure for Certification.

2. Documenting continuing professional development (credits) activities in veterinary medicine, particularly Veterinary Microbiology, Bacteriology, Immunology, Parasitology, Virology, and

Infectious Diseases or related areas (biomedical research, vaccinology, biotechnology, infectious pathology, preventive medicine, etc.), during the current MOC period.

Exemption from MOC: Emeritus and Honorary Diplomates are exempted from the MOC process. All Diplomates certified in 2016 and beyond must go through the MOC process. Diplomates certified prior to 2016 are encouraged to participate in the process. The selection of Diplomates for the first MOC will be based on the issue dates of their original Certificates.

“Late” Recertification: If insufficient credits are earned in 8 years then recertification could be achieved in the subsequent year by completing the requirements for the 8 years plus an additional 1/8 of the requirements. In other words, recertification could be achieved in the 9th year by earning 9/8 of the credits necessary in 8 years. The opportunity for late certification would be limited to one additional year beyond the normal recertification date.

“Early” Recertification: The MOC Committee will examine credits for all candidates who request early recertification. The Diplomates must accrue the total number of credits for MOC AND request in writing that they wish to be considered for early recertification. In cases of requests for early recertification, all decisions of the MOC Committee approved by the Board of Governors will be final. (There will be no appeal process for failure to grant early recertification.) For those Diplomates who successfully recertify early, the “MOC clock” will not restart the year of approval; the candidate will still recertify eight years following the date of last certification.

Establishment of Accrued Credits for MOC: A total of 400 MOC credits must be attained during each 8 year MOC period. A maximum of 400 credits each 8 years will be permitted for the Continuing Education/Professional Development section. However, only 300 total credits over 8 years will be allowed for scholarly activities, and a maximum of 200 total credits allowed for service activities.

In the case where a diplomate acquired >400 credits during the current 8 year MOC period the remaining credits, if received within last three (3) year of the end date of current certification, can be transferred to the next 8 year MOC period.

Accounting Procedure: Credit submission will be based on the honor system. The MOC Committee shall assist in the maintenance of an online system for documentation of Continuing Education, Scholarly Activity and Service Credits, and establish/revise the criteria for auditing these credits. ACVM shall provide the standardized format for submission of the Diplomate’s MOC credits (i.e. the database). Each Diplomate will be responsible for entry and submission of MOC credits, which will undergo evaluation by the MOC Committee. Diplomates should submit accrued credits at least annually and a running tally of credits for the 8-year MOC will be available to the Diplomates on an ongoing basis via the online system. Diplomates should round up when calculating a partial hour of service or meeting attendance. The deadline for annual submission will be December 30th, and the credits submitted up to that point will be reviewed. The MOC Committee will consider any worthwhile activity that demonstrably contributes to an individual’s professional development or maintenance of currency in the ACVM (bacteriology/mycology, immunology, parasitology and virology) specialties. The committee will make their recommendations to the Board of Governors for final approval. Approval of the credits will be reflected on the database by February 28th. The Diplomate

will be notified by the MOC Committee regarding any questions on the credit submissions by January 30th. A new record will be created for each new MOC cycle.

Process:

1. ACVM shall provide guidelines pertaining to acceptable scholarly and service activities, And instructions for submission of the candidate's MOC through the online submission process. The Diplomate is encouraged to submit accrued credits annually to confirm the acceptability of those credits, thereby reducing the potential number of appeals. The credits accrued during each MOC cycle will be available through the online system.
2. The MOC Committee will establish/revise the criteria for the evaluation of the MOC Credits submitted by the Diplomate. If any of the Diplomate's proposed credits are rejected, the MOC Committee will inform the Diplomate of which credits were unacceptable and the reason(s) that They were not accepted. If the Diplomate retains sufficient credits to be recertified, notification of the non -acceptance of some credits shall be sufficient, and no further action is required. In those cases where the rejection of credits leaves the candidate with fewer credits than required for MOC, the Diplomate will be notified by email, certified mail, or by the method considered most expedient by the College.
3. Following notification of non-acceptance by the MOC Committee the Diplomate will be given 45 days to:
 - a. provide additional justification and information supporting reinstatement of the rejected credits, or
 - b. submit information on substitute credits.

Appeals Process:

If the rejection of the candidate's submitted credits results in a failure to qualify for MOC, the Diplomate may appeal the decision of the MOC Committee by submitting an appeal in writing to the Board of Governors. The Board will appoint an appeals committee consisting of not less than three members, none of whom may be members of the MOC Committee, to evaluate the merits of the appeal and the findings of the MOC Committee. The Appeals Committee shall make a final decision on the appeal and report the decision to the Board of Governors. The decision shall be reported to the Diplomate by certified mail.

1. During any appeal process, any College publications, membership directories, etc. in which the certification status of the members is listed shall list the member as "Active Diplomate."
2. In the event the Diplomate is rendered unable to fulfill the MOC requirements on schedule due to an incapacitating illness, the MOC Committee may vote to extend the deadline for MOC.
3. There will be no appeals process for those Diplomates who request early MOC. There will be no appeals process for determining the suitability of submitted ACVM examination material.

Status of Recertified Diplomates/Directory Listing: In accordance with the American Board of Veterinary Specialties (ABVS) Policy and Procedures, ACVM diplomates certified in 2016 and beyond are required to recertify/maintain certification, according to the ACVM MOC document approved by the ACVM BOG. The ACVM Diplomates who certified prior to 2016 are not mandated to participate in the MOC program.

A diplomate whose application for maintenance of certification is rated as insufficient shall receive notice of the decision with reason(s) for the refusal. The diplomate may appeal the decision as described in this MOC Document.

Those diplomates required to maintain certification and whose certification has lapsed or whose MOC application has been denied will be classified as "Inactive" by the ACVM.

For diplomates whose application for maintenance 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 by the Appeals Committee and approved by the Board of Governors, whichever comes later.

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

Those individuals classified as "Inactive" are not considered by the ACVM to be board-certified in veterinary bacteriology/mycology, immunology, parasitology and/or virology, and his or her listing will be removed from the ACVM membership directory, from the public website listing of ACVM diplomates, and from the list of ACVM diplomates reported to AVMA annually.

Those classified as "Inactive" are not eligible to serve as a member of any ACVM standing or ad hoc committees, nor may he or she serve as a representative of the ACVM to an external organization.

Retired/Emeritus Diplomates:

- When an active diplomate elects to retire, he or she must submit to the ACVM official notification of his or her retirement. Upon receipt of such notification, the Secretary will promptly inform the MOC Committee. The diplomate will subsequently be exempted from all MOC requirements and will be listed as "Retired" or "Emeritus" status. The status options of a retired diplomate will be granted by the MOC Committee and approved by the Board of Governors based on a case-by-case basis taking in account the wishes of a retired diplomate and his or her good moral and professional standing in the ACVM.
- In the event a "Retired" individual elects to re-enter the speciality, he or she must meet the MOC criteria accepted by the ACVM or "Active" or "Emeritus" status can be granted by the MOC Committee and approved by the Board of Governors based on a case-by-case basis taking in account the wishes of a retired diplomate and his or her good moral and professional standing in the ACVM. The MOC Committee may vote and decide, with the approval of the Board of Governors, to set up the deadline for MOC or to grant "Active" or "Emeritus" status in these events on a case-by-case basis.

List of Credits for MOC: (400 credits required over 8 year period - with at minimum 40 credits over every two years)

A. **Professional Development/Continuing Education** (Maximum 400 credits per 8 years with 100 Credits required in this category).

1. Attendance at veterinary specialty meetings: focused meetings (i.e. ACVM, American Association of Veterinary Laboratory Diagnosticians (AAVLD), Conference of Research Workers in Animal Disease (CRWAD), American Association of Veterinary Parasitologists (AAVP), American Association of Veterinary Immunologists (AAVI)) - 3 Crs/hr
2. Attendance at other acceptable meetings (Other Animal Disease and Microbiology Organizations in the United States and the rest of the World: United States Animal Health, American Veterinary Medical Association, American Society of Microbiology, American Society of Virology, American Association of Immunologists, American Society for Parasitologists, Infectious Diseases Society of America, etc (e.g. special meetings on diagnostic, taxonomy, treatment, prevention, i.e. relevant to the ACVM specialties); other Specialty Societies - ACVIM, AAVPT, ACLAM, ACVP, ABVP, ACVPM; State and Regional Meetings; Species groups - AAHA, AAFP, AABP, AASV) - 2 Crs/hr.
3. Preparation of ACVM approved examination and/or continuing education materials for ACVM - 2 Crs/hr. Maximum of 30 Crs per year.
4. Attendance at acceptable educational seminars, educational training or courses that are related to the ACVM specialties - 1 Cr/hr. If the educational seminar, educational training or course is approved by RACE (Registry of Approved Continuing Education of the American Association of Veterinary State Boards) the RACE approved hours will be used.

B. Scholarly Activities (Maximum 300 Credits per 8 years with no minimum required)

1. Publication in veterinary microbiology, bacteriology, immunology, parasitology and/or virology focused media (peer-reviewed journals, books, etc.): 100 Crs First Author /75 Crs Corresponding Author /60 Crs Other Author. If an author is also the Corresponding Author, the higher selected Crs will be granted, combination of Crs is not allowed.
2. Publication in other media or areas related to veterinary, medical, biomedical, environmental or fundamental aspects of microbiology, bacteriology, immunology, parasitology and/or virology: 90 Crs First Author / 65 Crs Corresponding Author/ 50 Crs Other Author. If an author is also the Corresponding Author, the higher selected Crs will be granted, combination of Crs is not allowed.
3. Presentation, abstract/poster presented at any local, regional, national, international meeting: 30 Crs First Author / 20 Crs Other Author.
4. Teaching/lecturing - 2 Crs/hr. Maximum of 80 Crs per year. List of lectures and training program activities, a short description of the details and relevance to the ACVM specialties must be provided. Partial Crs may be claimed for lectures and training program activities if only part of a lecture/training was given (e.g. 0.5 hr) or if only the part of a lecture/training was related to the ACVM specialties.
5. ACVM Continuing Education Webinar- present in the ACVM CE Webinar Series: 80 Crs/presentation
6. Reviewer/editorial board for journal: 3 Crs per reviewed manuscript (proof of manuscript reviewed must be submitted. Maximum of 60 Crs per year for the manuscript reviewers) or 30 Crs per year of documented service as an editor (or associate editor/editorial board). If manuscript reviewer is also an editor (or associate editor/editorial board), the higher selected Crs will be granted based on the proof submitted.
7. Development and coordination of online graduate classes: 100 Crs if class is presented.

Residency or Ph.D. fellowship Mentor: 20 Crs per documented resident or Ph.D. student per year. Maximum 3 resident trainees or Ph.D. students per year. List names of trainees and training program description and registration start date for each trainee must be provided. Partial Crs may be claimed for training programs registered for only part of a reporting year.

C. Service Activities (Maximum 200 Credits per 8 years with no minimum required)

1. Effort devoted to veterinary microbiology, bacteriology, immunology, parasitology and/or virology science organizations - 1 Cr/hr. Maximum of 30 Crs per year. Proof of the activity is required.
2. Organizations include but not limited to: AAVI, AAVPT, ACVM, CRWAD, ASM, AAI, AAVP, etc.) This also includes veterinary microbiology, bacteriology, immunology, parasitology and/or virology activities in broader organizations such as AVMA, NIH, FDA, USDA-APHIS, EPA, CDC and scientific and professional organizations at state, national, and international levels.
3. Professional Supervisor (laboratory chief, director, etc.): 5 Crs per one supervised person/year. Maximum of 40 Crs per year. The position description for the professional supervisor and list of names/positions of the supervised staff, and the supervising activity dates must be provided and confirmed by a higher supervisor of the institution. The supervision of professional staff (e.g. veterinary/animal care technician, veterinarian, biologist, chemist, M.S., M.D. or Ph.D.) is required to claim in this category. Partial Crs may be claimed for the professional duty registered for only part of a reporting year or partial supervising of person.
4. For all other employees (not supervisors) routine job responsibilities in veterinary microbiology bacteriology, immunology, parasitology and/or virology for their employers are not considered as service activities.
5. 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; 5 Crs per training and 5 Crs per hr of response effort in a veterinary disaster response team).

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 Crs) and with the prior approval of the MOC Committee, Crs 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. In the event the diplomate is rendered unable to fulfill the MOC requirements on schedule due to an incapacitating illness or other problems, the MOC Committee may vote and decide, with approval of the Board of Governors, to extend the deadline for MOC on a case-by-case basis.

Definitions

Veterinary Microbiology, Bacteriology, Immunology, Parasitology and/or Virology (VMP) Focused Meetings include: ACVM, American Association of Veterinary Laboratory Diagnosticians (AAVLD), Conference of Research Workers in Animal Disease (CRWAD), American Association of Veterinary Parasitologists (AAVP), American Association of Veterinary Immunologists (AAVI). The Diplomate will

decide if it is focused on VMP or not. The MOC Committee may ask for clarification or decrease the credits if the meeting is not determined to be VMP focused.

“Other” Acceptable Meetings include: local, state, national meetings on veterinary clinical medicine, biomedical sciences, medical, environmental or fundamental aspects, or other subjects deemed valuable to the veterinary microbiology and/or parasitology (may include: pathology, microbiology, physiology, pharmacology, genetics, teratology, toxicology, neuroscience, cellular biology, molecular biology, etc.)

ACVM Approved Continuing Educational Materials are those approved for self-study and MOC credits by the ACVM Continuing Education Committee.

Self Study of CE Material: When requesting credit for self-study of continuing education materials, include the names of the specific journals/publications or materials.

Acceptable Educational Seminar, Educational Training or Course include: Acceptable educational seminars, educational training or courses (online or traditional classes) are reserved for postgraduate level or equivalent formal educational seminars or courses in any subject that enhances the Diplomate’s direct or ancillary knowledge in Microbiology, Bacteriology, Immunology, Parasitology and/or Virology, and Clinical or Laboratory Veterinary Medicine. Acceptable educational seminar or coursework may include: resource management, OSHA/regulatory courses, pathology, microbiology, biotechnology, physiology, epidemiology, public health, infectious diseases, vaccinology, pharmacology, cellular biology, molecular biology, etc.

Veterinary Microbiology and/or Parasitology (VMP) Focused Publications include: Veterinary Microbiology, Veterinary Immunology and Immunopathology, Preventative Veterinary Medicine, Vaccine, Journal of Bacteriology, Infection and Immunity, Journal of Virology, American Journal of Veterinary Research, Journal of American Veterinary Medical Association, Journal of Veterinary Diagnostic Investigation, Journal of Immunology, Journal of Clinical Microbiology, Applied and Environmental Microbiology, Clinical Microbiology Reviews, Antimicrobial Agents and Chemotherapy, Clinical and Vaccine Immunology, Infection and Immunity, International Journal of Systematic and Evolutionary Microbiology, etc.

“Other” Publications include: The Bovine Practitioner, Swine Health and Production, clinical reports in JAVMA, etc.

“Author” includes: author of manuscript in refereed journal as well as book editor, chapter author, or author of auto-tutorial slide set, video, etc. The submission is left to the discretion of the Diplomate.

Teaching/Lecturing includes: Acceptable teaching is generally reserved for college or professional level teaching. However, other examples may include continuing education courses where practitioners received CE credit or training sessions/courses provided for professional staff.

Service Activities include: Effort devoted to microbiology/parasitology science organizations including AAVI, ACVM, CRWAD, ACM, AAI, AAVP, etc. This also includes microbiology/parasitology science activities in broader organizations such as AVMA, NIH, FDA, USDA-APHIS, EPA, CDC and scientific and professional organizations of state, national and international levels.