

6. Check one of the three choices below to indicate the route by which you satisfy the academic training and experience requirements.

 Route 1 for Qualification. You must have earned the Ph.D. degree* with major emphasis in veterinary microbiology, completing a thesis in an area directly related to veterinary microbiology. The latter is defined as a knowledge and mastery of veterinary microbiology, which includes the disciplines of bacteriology, mycology, virology, immunology, and parasitology, as they apply to veterinary medical science. The science of microorganisms includes knowledge of molecular biology, structure, function, propagation and biological and ecological relationships of microbes and prions with animals, plants, humans, other microbes and the environment. Immunology includes knowledge of the components and functions of host defense mechanisms in both antigen-specific and non-specific responses, and applications of immunological processes in laboratory assays. Veterinary microbiological science includes knowledge of the etiology, pathogenesis, transmission, immunity/resistance, diagnosis, therapeutics, prevention and control of diseases of animals and zoonotic diseases as applied in the practice of teaching, research, clinical veterinary medicine, comparative medicine, or public health.

Official transcripts must be provided.

*Individuals may also qualify if a defense date is set within the year in which the application is submitted (provide a letter with date from mentor). Proof of successful defense of the degree is required to take examinations and proof of conferment of the degree is required prior to receiving diplomate status if earned.

University Attended: _____

Dates of Attendance: Mon, Yr. _____ to Mon, Yr. _____

Ph.D. dissertation title: _____

 Route 2 for Qualification. You must have earned the **Master's degree** with major emphasis in veterinary microbiology (as defined above), (**official transcripts must be provided**) and have met either one of the following criteria:

(1) gained sufficient additional experience relevant to veterinary microbiology (as defined above) to equal or exceed the experience of a candidate who has completed a Ph.D. degree. Experience relevant to veterinary microbiology may be obtained through teaching, research or service that concentrates on veterinary microbiology (as defined above). The experience should, in the opinion of the Examinations Committee, be sufficient to make the candidate proficient in the practice of veterinary microbiology (as defined above) and an

expert in at least one of these areas.

Examples of acceptable experience are: (i) full-time practice in a diagnostic laboratory run by a university, state, or commercial organization; or (ii) full-time practice in research in a university, state, not-for-profit, federal or commercial organization; or (iii) fulltime teaching at the undergraduate (baccalaureate) and graduate levels in a university (most of the courses taught should be in veterinary microbiology; at least one course each year should be at the graduate level; and teaching at non-degree institutions does not qualify); or (iv) a combination of the above three points performed on a full time basis.

(2) gained sufficient additional experience through full-time participation in a structured clinical training program with emphasis on multiple aspects of veterinary microbiology (as defined above). Such a training program must go beyond the coursework and research curriculum of a typical master's degree program. Examples of structured clinical training programs are designated residency programs in clinical veterinary microbiology. These programs will include all elements of a traditional master's degree program (i.e. course work and research) plus clinical work involving cases and rounds. These programs will include coordinated and mentored study, preferably by an ACVM diplomate, in veterinary bacteriology/mycology, immunology, parasitology, and/or virology, along with specialized laboratory training and experience.

University Attended: _____

Dates of Attendance: Mon, Yr. _____ to Mon, Yr. _____

M.S. thesis title: _____

_____ Route 3 for Qualification. You must have completed 104 weeks* in a training program as outlined in the ACVM Residency Training Standards. **Official documentation of satisfactory completion of the program must be provided.**

University Attended: _____

Dates of Attendance: Mon, Yr. _____ to Mon, Yr. _____

*Individuals may apply if 78/104 weeks of the training program have been completed. A letter of documentation must be supplied by the program leader, faculty advisor, or institution of the residency. Proof of satisfactory completion of the program must be supplied prior to being permitted to take examinations.

_____Route 4 for Qualification. Subsequent to earning the DVM, VMD, or equivalent professional degree, you must have sufficient professional experience (as defined above) relevant to veterinary microbiology (as defined above), with increasing responsibility over this period to equal or exceed the experience of a candidate who qualifies by routes 1 and 2. **A description of the learning experiences that are equivalent to that required for a Ph.D. is required.**

7. List the names and addresses of two active (not honorary) ACVM Diplomates who will sponsor you. Ask each of them to send the Secretary of the ACVM, by April 30, an original signed letter supporting your eligibility to take the Board examination. These letters must support your application and reference your knowledge in the field of microbiology, and any work experience. This is not to be a personal reference letter, but a letter outlining why the diplomate supports your eligibility. (If you do not have a Ph.D. degree with courses, it is particularly important that the sponsors document the professional experiences and achievements that you consider equivalent to a Ph.D. degree.)

a) _____

b) _____

Appeal Procedures:

You have the right to appeal a decision by the ACVM for denial of eligibility for Board examination, or denial of certification. The Secretary will advise you of an adverse decision within thirty (30) days. You must adhere to the following appeal procedures:

(i) Grounds for reconsideration:

You may petition for reconsideration or review of the decision of the ACVM on the grounds that the ACVM ruled erroneously by:

- (a) disregarding the established ACVM criteria for certification; or
- (b) failing to follow its stated procedures; or
- (c) failing to consider relevant evidence and documentation presented with the application; or
- (d) incorrectly calculating the total number of questions answered correctly on a certifying examination.

Appeals based on content of questions on examinations are not permissible.

(ii) Petition for reconsideration:

- (a) You may, at your option, petition the Board of Governors of the ACVM to reconsider its decision by filing with the Secretary of the ACVM a written petition

for reconsideration, which must include a statement of the grounds for reconsideration, and documentation, if any, in support of the petition.

(b) Such petition must be received in the Secretary office within 30 days of the date on which the ACVM announced its adverse decision.

(c) The petition must also include a non-refundable check for \$100.00 to cover the cost of the appeal. Please note that whether the appeal is denied or approved the \$100.00 fee is non-refundable.

(d) If an appeal is based on a concern regarding the calculation of the number of questions answered correctly on an exam, the Exam Committee Chair will compare the candidate's answer sheet with the answer key to confirm the number of questions marked incorrectly. The exam will not be re-graded.

(e) You may, at the discretion of the Board of Governors of the ACVM, be invited to participate in the next regular meeting of the appeals committee of the college. The cost of your travel, food and lodging must be borne by you.

(f) The ACVM Appeals Committee will meet in executive session to reach its final decision, which will then be forwarded to the ACVM Board of Governors for final action.

(g) The Board of Governors of the College will meet in executive session to reach a final decision. This decision will be sent in writing by mail to the affected person not more than thirty (30) days after this final decision is made.

(h) Upon completion of steps (a) through (g) above, if the affected party is not satisfied with the final decision, the AVMA American Board of Veterinary Specialties (ABVS) suggests the affected party and ACVM seek mediation.

(i) The mediation should be conducted by a professional mediator, selected by mutual agreement between ACVM and the affected party. The ABVS can assist with arrangements for mediation to occur at the AVMA headquarters, if desired by both parties. Each party will pay its own expenses. All other mediation costs, including the costs of the professional mediator, shall be split equally between the parties and paid in advance. Final financial obligations may be determined by mediation but will not obligate the AVMA ABVS.

8. Disabilities:

I DO _____ I DO NOT _____ have a disability and need accommodations. The need for accommodations must be specified in writing, attached to the application, and accompanied by verification from a licensed or qualified professional with expertise and familiarity with this disability and its impact on the candidate's ability to perform on a test such as the ACVM certifying examination. Unless the ACVM is advised before the examination of any need for accommodations due to disabilities, the availability of services on site cannot be guaranteed. The signed statement should verify the existence of the disability, specify how the disability would interfere with the examination process, and indicate what accommodations during the examination are warranted.

9. Certification:

The information that I have supplied is, to the best of my knowledge, complete and accurate. I have read and understand the appeals procedure.

Your legal signature

Date

Revised September 23, 2016