

RECERTIFICATION HANDBOOK



American Board of Veterinary Practitioners

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I. Eligibility Requirements

All ABVP Diplomates are required to recertify every ten (10) years. Diplomates who fail to recertify forfeit their ABVP status and can no longer claim to be ABVP-certified.

Any Diplomate in good standing is allowed to attempt recertification. A Diplomate who has not continuously paid annual fees since certification may be allowed to regain good standing by paying all delinquent and current fees. As a courtesy, ABVP will attempt to notify Diplomates of their eligibility to recertify and deadlines. Diplomates are responsible, however, for being aware of and keeping track of their eligibility status and submitting an application at the appropriate time.

Diplomates are eligible for recertification in their 8th, 9th and 10th years of certification. Certification expires on December 31st of a Diplomate's 10th year. A Diplomate who originally certified in 2004 may recertify in 2012, 2013 or 2014. This extends certification for ten (10) years beyond the last certification period — not ten (10) years beyond the year in which the recertification requirement is met. In other words, certification obtained in 2005 remains in effect until 2015; recertification extends certification to 2025, as long as the requirements are met in the 8th, 9th or 10th years of the certification period. See table below.

There are two (2) ways for a Diplomate in good standing to recertify:

1. Successfully pass the written Specialty Examination in your practice category (Recognized Veterinary Specialty, RVS)
2. Accumulate five hundred (500) credits as outlined in Section III

A Diplomate who fails to recertify within the allotted three (3) years of eligibility, may, for a period of three (3) years, re-enter the examination process as a candidate by submitting an exam registration form and paying the full examination fee. At this point, both sections of the examination (Specialty and Practical) must be passed. In this event, a Diplomate's certification will extend ten (10) years from the date both sections of the exam are successfully passed.

Any candidate who fails to recertify during the second three (3) year examination cycle must begin anew by submitting a full credentials package and abiding by all first-time applicant procedures. Certification will then be for a ten- (10) year period after passing both sections of the exam.

If your certification expires, you are required to remove the Diplomate title from all marketing and business materials and you can no longer claim ABVP certification. The title must be removed even if you are planning to re-enter the examination process as a candidate as mentioned above. Once both sections of the exam are successfully passed and ABVP certification has been restored the Diplomate title can be returned to all marketing and business materials.

Recertification Chart	Date	Date	Date
Original Exam Date	November 2002	November 2003	November 2004
Certification Expiration Date	December 31, 2012	December 31, 2013	December 31, 2014
Earliest Date to Recertify by Credits	January 15, 2010	January 15, 2011	January 15, 2012
Next Date to Recertify by Credits	January 15, 2011	January 15, 2012	January 15, 2013
Final Date to Recertify by Credits	January 15, 2012	January 15, 2013	January 15, 2014
Earliest Date to Recertify by Exam	November 2010	November 2011	November 2012
Next Date to Recertify by Exam	November 2011	November 2012	November 2013
Final Date to Recertify by Exam	November 2012	November 2013	November 2014

Extension Requests

The three (3) year time frame allowed for recertification is intended to give Diplomates adequate time to complete the process. As such, requests for extension of the recertification deadline are strongly discouraged. The Council of Regents will consider extensions for circumstances of extreme hardship such as serious personal illness. Extensions are generally granted for reason of military deployment. If approved, an extension is for one (1) year only.

In addition to circumstance, the Council of Regents will evaluate other factors such as duration of the hardship, the Diplomat's eligibility to sit for the examination, and importantly, whether recertification had been attempted prior to the final year of certification. Unless an attempt has been made to recertify via the alternate pathway at least once, an extension request via this route will not be considered.

Diplomates choosing to request an extension of their recertification deadline may do so by submitting a written request to the ABVP office during the last year of their certification. The Diplomat will be notified of the Council of Regents' decision within thirty (30) days of the request.

Notification of Results

It takes approximately four (4) months to review recertification materials submitted via the alternate pathway. Diplomates will be notified of results no later than June 1st. No results will be given over the phone.

II. Recertification by Specialty Exam

Each Diplomate has up to three (3) attempts to pass the Specialty Examination as long as the requirements are met in the 8th, 9th or 10th year of the certification period.

Successful passing of the exam will extend certification by ten (10) years beyond the original expiration date. Notification of your intent to take the recertification examination, along with the fee, must be received in the ABVP office by September 1st of the year in which you plan to take the exam.

A. Time and location

- a. The exam is administered the first or second weekend (Friday through Sunday) of November.
- b. The current location is the Marriott O'Hare, Chicago, Illinois.
- c. Dates and locations are subject to change.
- d. The Swine Health Management Exam is given at the annual AASV Conference.

B. Format

- a. Each RVS designs and administers a separate exam.
- b. Specialty Exam
 - i. Written multiple-choice items with a stem and three (3) possible answers. Only one (1) choice is correct and the other two (2) are distractors.
 - ii. For most RVS's, there are three hundred (300) items.

C. Diplomates who are eligible to sit for the exam and who have paid the required fees will receive an Examination Entrance Card in the mail approximately thirty (30) days prior to the exam. This card is required for admission to the examination. If you misplace your examination card or do not receive it two (2) weeks prior to the test date, you must contact ABVP.

D. Statements of confidentiality and adherence to ethical integrity must be signed as part of the examination.

E. All materials are supplied at the exam site. No smart phones, laptops, papers, books, or reference materials are allowed. Calculators may be allowed for certain exams. Nothing may be taken from the exam room. No talking or communications are allowed.

F. Exam proctors will be present to answer questions about the exam process but they cannot help with exam content.

G. The results of the recertification exam will be posted on a secure website within forty-five (45) days, and notification will also be sent by mail. Results will not be given over the phone.

Contingency Plans: Hazardous Weather or Personal Medical Emergency

ABVP realizes that unavoidable circumstances such as unforeseen weather difficulties or medical emergencies may prevent a Diplomate in the process of recertification from reaching the test site in time to take the examination(s). If you are unable to arrive on time, take the following steps:

1. Call the ABVP office (800.697.3583) and inform the personnel there of the predicament. Obtain the name of the individual with whom you speak.
2. Call the O'Hare Marriott directly (773.693.4444) and ask to leave a message for the ABVP Examination Committee Chair. ABVP officers will be on site at the O'Hare Marriott beginning at 8:00 AM on the first day of testing.
3. Submit a letter of explanation to the ABVP office.

No refunds of exam fees will be given. If a Diplomate is still eligible to take the exam the following year, the exam fee will be carried over to the following year's exam.

Examination Procedures

- Advance notice of the exact dates, times, and location of test administration will be provided in writing. If you arrive after the proctor has started pretest instructions, you forfeit the right to sit for the examination.
- You are required to sign in for each examination you are taking.
- The examination will be held only on the day and at the time scheduled.
- No questions concerning the content of the examination may be asked during the testing period. Listen carefully to instructions given by the examiner and read any directions that are provided. If you encounter an item that you believe is misleading or incorrect, bring it to the attention of the proctor. You may also make notes on the exam booklet and they will be reviewed by the Examination Committee at a later date.
- Proctors are authorized to maintain secure and proper test administration procedures, including relocation of Diplomates. Diplomates may not communicate with each other during the examination.

Suggestions for Taking the Exam

- Read written instructions carefully. You may miss important information by skipping over directions or reading them too quickly.
- Answer the questions in order, but don't waste time on questions containing unfamiliar or difficult material. Time permitting, you may revisit skipped questions.
- Make educated guesses at correct answers rather than leaving the answer spaces blank. The score on the entire test will be based only on the number of correct responses, with no penalty for wrong answers.
- Record answers carefully on the separate answer sheet.
- To change an answer, erase previously marked responses thoroughly. Multiple responses to a question will be scored as incorrect.

Examination Passing Point

After administration, the examinations are scored. The raw score for each candidate, as well as the results of statistical analysis for each examination, including mean score and standard deviation, are reported to the Chair of the Examination Committee. The standard passing point is 70% raw score. Passing points may be set lower than 70% by COR. Reports of the scores are reported to the COR on separate spreadsheets for each RVS examination. The Chair does not disclose individual candidate scores prior to determination of the passing point. Mean candidate scores minus one-half ($1/2$) standard deviation is used as a starting point for determination of the passing point. This passing point can be adjusted if consideration of the passing points of previous similar ABVP examinations, the frequency distribution of raw scores, or other pertinent information so dictate. After consultation with the Exam Vice Chairs for each RVS, a suggested passing point is determined for each examination which is no higher than 70%. The Chair of the Examination Committee reports the recommended passing points to the COR along with score distributions, statistical analyses of candidate performance, and previous passing points for similar examinations. The COR, after consideration of the recommendations of the Examination Committee and the supporting data, determines the actual passing point for each examination.

Understanding Test Results

Confidential exam results are posted on a secure website within forty-five (45) days following the examination. Test results are also sent to all recertifying Diplomates following the examination by mail. No results are given over the phone.

If you fail the exam, you will be given your raw score along with the passing score. In addition, you will receive your sub-scores broken down for each knowledge domain to assist in identifying areas for your future study. Any portion of an examination not passed may be repeated if you are eligible. To retake an exam, you must register and pay the recertification fee by September 1st.

III. Recertification by Credit Accumulation

Diplomates have the option of recertifying by accumulating five hundred (500) credits instead of taking and passing the Specialty Exam.

Unless otherwise noted, all recertification credits must be earned within five (5) years prior to submission of a recertification application.

If you do not attain all credits available in a particular category, you may submit additional credits in that category the following year if eligible. You may only submit the difference between what is allowed and what has already been earned.

Although five hundred (500) credits are needed for recertification via Credit Accumulation, it is highly recommended that more than five hundred (500) credits are submitted, if available, in the event some are not accepted.

If you are interested in joining the online recertification help group, please email your interest to abvp@xmi-amc.com. The recertification help group is run through VIN. A VIN membership is not required to gain access to the group.

Explanation of Credit Allocation

- **Case Reports:** You may submit one (1) or two (2) case reports for evaluation. These must be in the same ABVP format used by first-time applicants. Instructions for case reports must be adhered to and are listed in the Applicant Handbook. The Credentials Committee reviewers will carefully evaluate each report and make a recommendation to pass or fail. Case reports are anonymous. Reviewers will not know whether they are submissions from new applicants for initial certification or from Diplomates for recertification. Each report that successfully passes Credentials review will earn two hundred (200) credits.

- **Exam Items:** Diplomates are encouraged to write items for recertification as a way to keep our exam databanks up-to-date. Items for Specialty Exams, based on images, are especially welcome. You must be trained in ABVP item writing by attending the Item Writing Workshop offered annually at the ABVP Symposium or online. There is a separate fee for the online course but the workshop is included in the Symposium registration fee.
 - You may submit up to one hundred thirty (130) items for evaluation.
 - At least two (2) reviewers from the Exam Committee will evaluate each item for accuracy, relevance, and quality. Items not in proper format will be failed without further review.
 - Each item must be supported with at least one (1) reference from available literature, preferably peer-reviewed although well-regarded textbooks are acceptable. Reference citations must be published within the past five (5) years.

You may use a text older than five (5) years if it is the newest edition of that text and if the information is relevant and not available elsewhere in a more current form. Acceptance of questions from sources older than five (5) years is at the discretion of the exam committee.

- See guidelines for proper submission of items later in this handbook.

- **Continuing Education:** You may earn credits for lectures, labs, and certain other types of CE up to a maximum total of two hundred (200) credits. Attendance must be within five (5) years prior to submission of a recertification application. All CE must support the RVS (practice category). To accumulate credits, all of the following information must be included. Failure to specify any of the requirements will result in disallowance.
 - Date and location of meeting (city and state, also country if outside of U.S.)
 - Name of conference or program
 - Title of lecture, presentation, lab, etc. List each hour by lecture title/topic separately even if given by the same speaker (e.g. do not list “Surgery, Dr. Smith, 8 hours”)
 - Name of speaker
 - Number of actual contact hours
 - Beginning on January 16, 2013, continuing education earned on or after that date will count towards recertification as follows:
 - ABVP Symposium CE: Four (4) credits per instructional hour. This refers to CE offered only at the ABVP Annual Symposium.
 - All other CE: Two (2) credits per instructional hour. To qualify for recertification credits, the CE must be high-quality, ABVP-caliber, and be accredited by state, regional, or other organizations.
 - Continuing education earned on or before January 15, 2013 will count towards recertification as follows:
 - ABVP-sponsored CE: Four (4) credits per instruction hour. This refers to CE offered at the ABVP Annual Symposium and any other program where “ABVP” is part of the title (e.g. ABVP-track at ACVIM Forum). Please refer to the proceedings and CE form for each individual conference.
 - All other CE: Two (2) credits per instructional hour. To qualify for recertification credits, the CE must be high-quality, ABVP-caliber, and be accredited by state, regional, or other organizations.
 - If CE is not in hourly increments, divide the number of minutes by sixty (60) to determine the correct amount. A twenty (20) minute CE lecture would be $20/60=0.33$. The 0.33 should be multiplied by the correct factor (2 or 4) to give you the correct number of credits towards recertification.
 - No credits are awarded for CE programs on business, management, communication, or other non-scientific topics.
 - No credits are awarded for less formal CE such as dinner meetings sponsored by companies about products or services.
 - No credits are awarded for rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by state licensing boards as allowable CE.

- No credits are awarded for CE in topics or species not related to the RVS (e.g. do not list an avian lecture for canine and feline, or a food animal topic for equine, etc.).
- **Lectures:** Diplomates who prepare and deliver scientific lectures can earn a maximum of two hundred (200) credits. Lectures must have been given within five (5) years prior to submission of a recertification application. To accumulate credits, all of the same information as required for CE attendance must be included. Failure to specify any of the requirements will result in disallowance.
 - Credits are awarded for the following:
 - Continuing Education delivered to veterinarians
 - Four (4) credits per actual hour of lecture. The topic must be relevant to the RVS. Multiple presentations of a lecture will be awarded credit one (1) time only.
 - Lectures delivered to veterinary students as CE or veterinary college curriculum
 - Four (4) credits per actual hour of lecture. The topic must be relevant to the RVS. Each presentation (e.g. over multiple years) will be awarded credit one (1) time only.
 - Lectures delivered to veterinary technicians, undergraduate college students, or other professionals
 - Two (2) credits per actual hour of lecture. The topic must be relevant to the RVS. Each presentation (e.g. over multiple years) will be awarded credit one (1) time only.
 - No credits are awarded for lectures on business, management, communication, or other non-scientific topics.
 - No credits are awarded for less formal lectures such as dinner meetings sponsored by companies about products or services.
 - No credits are awarded for rounds, in-clinic presentations, journal clubs, etc. unless specifically approved by state licensing boards as allowable CE. Consultations with clients, groups, producers, etc. are not allowed credits.
 - No credits are awarded for lectures in topics or species not related to the RVS (e.g. do not list an avian lecture for canine and feline, or a food animal topic for equine, etc.).
- **Interpretive Summaries:** A Diplomate can earn up to two hundred (200) credits by writing interpretive summaries (IS), which are brief case reports highlighting current practice competency. The IS are evaluated by the Regent of the RVS and may be accepted for twenty (20) credits each or failed based on the following criteria. No more than thirteen (13) IS may be submitted at a time and only ten (10) are allowed for credit.
 - The format must be followed exactly. Following instructions is part of the evaluation.

- Each IS must be in a .doc or .pdf format. Do NOT use .docx or other file formats. If you have any questions about formatting, contact the ABVP office well in advance of the recertification deadline.
 - Each IS must not exceed four hundred (400) words. Word count does not include title and reference(s).
 - Cases must have been seen and managed within five (5) years prior to submission of a recertification application.
 - The required sections for each IS are:
 - Title
 - Case description
 - Outcome
 - Implications/applications
 - References
 - Each IS must:
 - Adequately demonstrate your ability to practice ABVP-caliber veterinary medicine and surgery within your RVS.
 - Be sufficiently challenging for you to demonstrate the range and depth of your clinical expertise.
 - Demonstrate your ability to clearly communicate in a professional style and have a minimum of spelling, punctuation and grammatical errors.
 - The IS do not have to be unusual or unique. However, they should encompass the current diagnostic, therapeutic, and clinical management techniques that ABVP Diplomates utilize in their practice. Each IS must have a different title, and must reflect a different aspect of clinical practice within the Diplomate's RVS.
 - No introduction, tables or figures should be included, and only a brief written description of vital lab work should be included if important to understand the summary of the case.
 - At least one (1) but no more than two (2) references that reflect the current state of published information about the case are required to validate your management of the case as presented. The references must be published within the past five (5) years.
 - Failure to adhere to these instructions will result in an unaccepted summary.
- **Publications:** A Diplomate can earn a maximum of two hundred (200) credits from publications written after initial certification or last recertification, whichever is most recent. Publications cannot be more than ten (10) years old.
 - First-author and sole author scientific publications appearing in the veterinary or biomedical peer-reviewed literature may be awarded a maximum of two hundred (200) credits. Only one (1) first-author publication may be submitted for consideration.

- Second-author peer-reviewed publications may be awarded a maximum of one hundred (100) credits. A maximum of two (2) second-author publications may be submitted for consideration.
 - Articles accepted for publication but not yet in print may be acceptable. A draft of the publication (.doc or .pdf format) along with proof of acceptance (letter from publisher) must be submitted.
 - Textbook chapters are not necessarily peer-reviewed and will be evaluated on a case-by-case basis.
 - Proceedings or informal articles are not acceptable.
 - Publications intended for non-veterinarians (general public) are not acceptable. Articles intended for professional audiences such as veterinary technicians may be acceptable.
 - The topic of the publication must be relevant to the RVS. For example, an article about equine diseases would not be acceptable for the canine and feline RVS. Diplomates should contact the ABVP office and/or the Regent for the RVS in advance to ask about whether publications are appropriate for submission.
- **Reviewing:** A Diplomate can earn a maximum of two hundred fifty (250) credits by reviewing interpretive summaries (2 credits per review), submitted examination items (1 credit per review), or case reports (10 credits per review). Reviews must take place in within five (5) years prior to submission of a recertification application.
 - Credentials Committee Vice Chairs can earn a maximum of fifty (50) credits per year and two hundred fifty (250) total for the review of case reports as follows:
 - Five (5) credits for each Form 3 summary of the deficiencies of a failed case report.
 - Ten (10) credits for the evaluation and recommendation of each appealed case report.
 - Reviews must take place since the last certification date.
 - Examination Committee Vice Chairs can earn recertification credit for the development of examinations as follows:
 - Fifty (50) credits per year for a maximum of two hundred fifty (250) credits.
 - Study Group Leaders can earn a maximum of fifty (50) credits per year and two hundred fifty (250) total for participation in a study group as follows.
 - The leader must participate in the group for at least eight (8) months of the year.
 - Ten (10) points will be awarded for each case report reviewed in the leader's RVS.
 - Five (5) points will be awarded for each study question posted in the leader's RVS.
 - Diplomates are responsible for tracking their own points in this specific category. A second list will be kept by the Chair of the Outreach Committee.
 - Points must be earned since the last certification date.
 - *Note: Recertification credit in this category is contingent upon successfully completing your assigned function as stipulated and meeting all deadlines. The*

Committee Chair will report the names of those who do not meet these stipulations to the Executive Director and points will not be awarded.

- **Board Certification:** A Diplomate can earn two hundred fifty (250) credits for an additional board certification. Credit will be awarded to Diplomates who become certified in an additional AVMA-recognized specialty related to their original ABVP certification. An additional ABVP certification is considered as an additional board certification. No more than two hundred fifty (250) credits can be awarded per certification cycle. Board certification must be since the last certification date and will be verified.
- **Case Reviewer Training:** A Diplomate can earn twenty-five (25) credits (one time only) for participating in Case Reviewer Training. Only Diplomates selected to review case reports are eligible to participate in this training.

Submission Guidelines

Case Reports

Please refer to the ABVP Applicant Handbook for Case Report guidelines and format.

- Send four (4) separate CDs containing two (2) case reports each. If only submitting one (1) case report, each CD should contain a copy of the one (1) report.
- Use ABVP yellow recertification labels or labels that are yellow in color.
- Do not include your name on any of the CDs or electronic versions of the case reports. In lieu of your name, please include your ABVP Identification Number, which can be ascertained by calling the ABVP office.
- Case Reports may be in either PDF or Microsoft Word format. *If using Microsoft Word, save your items as a .doc file NOT .docx file.*

Examination Items

- Send three (3) separate CDs each containing the same items and scanned copies of references.
- Use ABVP pink recertification labels for item writing or labels that are pink in color.
- Do not include your name on any of the CDs. In lieu of your name, please include your ABVP Identification Number, which can be ascertained by calling the ABVP office.
- Items **MUST** be in Microsoft Word format. References may be in either PDF or Microsoft Word format. *If using Microsoft Word, save your items as a .doc file NOT a .docx file.*

Diplomates planning to submit items MUST BE TRAINED in item writing. Training is available at the ABVP Practitioner's Symposium (at no cost) or online for a fee.

Diplomates should consult the blueprint for their RVS or the General Conditions list for topics on which items should be written. All topics must fall under one of the conditions on the General Conditions List.

No more than 20% of submitted items may be recall questions. Items must consist of a stem and three (3) options (one (1) correct answer and two (2) distractors).

The following specifications must be strictly followed when writing items for recertification.

1. Diplomates may submit no more than one hundred thirty (130) items.
2. Items must be formatted using the Item Writing Template found in the Item Writing Guide.
3. The majority of items (at least 80%) must be written on Levels 2 or 3 of Cognitive Complexity Application and Analysis-type items. A maximum of 20% can be Level 1, Recall.
4. Each item must be numbered and the cognitive level indicated (Recall, Application or Analysis). Number the stem and letter the distractors.
5. Each item must indicate the condition covered from the General Conditions List, use letters A-Y.
6. Your ID # must appear on the top right hand corner of each page. Email abvp@xmi-amc.com (the ABVP office) if you do not know your ID#. Do not put your name or other identifiers, except ID#, on the items, the references or the CDs.
7. Each item submitted must be accompanied by a scanned copy of the supporting reference. Number each reference to coincide with the number of the item.
8. Save each item on your CD to a separate numbered file. (example: Item 001)
9. References must be scanned and saved. No hard copies of references will be accepted.
10. Save each reference on your CD in a separate numbered file. (example: Ref 001)
11. If items are not submitted in the proper format they will be returned without review.
12. Items are graded by two (2) trained members of the Examination Committee in your RVS. Both graders must accept an item to make it acceptable for recertification credits.
13. After grades are tabulated, the Diplomate will be sent a score sheet indicating which items are accepted and which are not.

Continuing Education

- Send two (2) separate CDs each containing the same education documentation. These CDs may also contain your lectures, publications, submission review, additional board certification and case reviewer training files.
- Use ABVP blue recertification labels for continuing education or labels that are blue in color.
- The date, name of the meeting, location of the meeting, speaker's name, precise topic, and number of hours must be listed for each to receive credit.
- Attendance must be from five (5) years prior to submission of a recertification application.
- Continuing education must support the RVS in which you seek recertification. All information must be supplied to receive credit.

Date	Name of Meeting	Location of Meeting	Speaker Name	Topic	Contact Hours	Credit Hours
4/23/2005	ABVP Practitioners Symposium	Washington, DC	Dr. Jane Smith	Antimicrobial Therapy in Felines	3	12
4/23/2005	ABVP Practitioners Symposium	Washington, DC	Dr. Jane Smith	Feline Nutrition: From Science to Practice	1	4
7/28/2006	AVMA Convention	San Diego, CA	Dr. Thomas Paine	The Cat and his Elements – Understanding K, Mg, CA and P	1	2

Lecturing

- Send two (2) separate CDs each containing the same lecture documentation. These CDs may also contain your continuing education, publications, submission review, additional board certification and case reviewer training files.
- Use ABVP blue recertification labels or labels that are blue in color.
- The date, name of meeting (or veterinary school if student lecturing), location, title of lecture, and number of hours must be listed for each to receive credit.
- Lectures must have been given within five (5) years prior to submission of a recertification application.

Date	Name of Meeting	Location	Title of lecture	Hours of Lecture	Credit Hours
8/25/2006	ABVP Practitioners Symposium	San Antonio, TX	Equine Lameness: Stem Cell Therapy	1	4
10/16/2007	Cornell University CVM	Ithaca, NY	Equine Sports Medicine Lameness	3	12

Interpretive Summaries

- Send one (1) CD containing all Interpretive Summaries.
- Use an ABVP green recertification label for Interpretive Summaries or a label that is green in color.
- ABVP Diplomates may submit up to thirteen (13) IS at a time and only ten (10) are allowed for credit. IS must be on cases Diplomates have managed in their practice.
- The Diplomate will be notified of the number of credits earned but will not receive any comments about unaccepted summaries.

Publications

- Send two (2) separate CDs each containing the same publication documentation. These CDs may also contain your continuing education, lectures, submission review, additional board certification and case reviewer training files.
- Use ABVP blue recertification labels for publication information or labels that are blue in color.
- Avian Approved Peer-Reviewed Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *Journal of Avian Medicine and Surgery (Formerly Journal of the AAV)*
 - *Vet Clinics of North America – Exotic Practice*
 - *Seminars in Avian and Exotic Pet Medicine*
 - *Exotic DVM (subject to review for sufficient length and depth)*
 - *Avian Diseases*
 - *Avian Pathology*
 - *JAVMA*
- Beef Cattle, Dairy & Food Animal Approved Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *Veterinary Clinics Of North America: Food Animal Practice*
 - *JAVMA*
 - *Am J Vet Res*
 - *J Vet Intern Med*
 - *Vet Surg*
 - *Theriogenology*
 - *J of Dairy Sci*
 - *J of Animal Sci*
 - *Canadian Vet J*
 - *AABP Proceedings*
 - *Bovine Practitioner*
 - *NMC Proceedings*
 - *World Buiatrics Proceedings*
 - *Veterinary Anesth.*
 - *J of Applied Vet. Research*
- Canine Approved Peer-Reviewed Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *Am J Vet Res*
 - *Clin Tech Small Anim Pract*
 - *Compend Contin Educ Pract Vet*
 - *J Am Anim Hosp Assoc*
 - *J Am Vet Med Assoc*
 - *J Feline Med Surg*
 - *J Vet Dent*
 - *J Vet Emerg Crit Care*
 - *J Vet Intern Med*
 - *Vet Clin North Am Small Anim Pract*

- *Vet Dermatol*
- *Vet Med*
- *Vet Ophthalmol*
- *Vet Surg*
- *Vet Ther*
- Equine Approved Peer-Reviewed Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *American Journal of Veterinary Research*
 - *Equine Veterinary Education*
 - *Equine Veterinary Journal*
 - *Journal of Equine Veterinary Science*
 - *Journal of the American Veterinary Medical Association*
 - *Journal of Veterinary Internal Medicine*
- Feline Approved Peer-Reviewed Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *Am J Vet Res*
 - *Clin Tech Small Anim Pract*
 - *Compend Contin Educ Pract Vet*
 - *J Am Anim Hosp Assoc*
 - *J Am Vet Med Assoc*
 - *J Feline Med Surg*
 - *J Vet Dent*
 - *J Vet Emerg Crit Care*
 - *J Vet Intern Med*
 - *Vet Clin North Am Small Anim Pract*
 - *Vet Dermatol*
 - *Vet Med*
 - *Vet Ophthalmol*
 - *Vet Surg*
 - *Vet Ther*
- Swine Approved Peer-Reviewed Journals.
Only acceptable if article is applicable to specialty. This is not a comprehensive list and other publications may be acceptable.
 - *JAVMA*
 - *Journal of Swine Health and Production*
 - *Journal of Veterinary Research*

Submission Review

- Create a Microsoft Word document saved and titled as “Submissions”.
- This file should be placed on both of the two (2) blue labeled CDs you submit. These CDs may also contain your continuing education, lectures, publications, additional board certification and case reviewer training files.

- The Word document should list the number of graded items, interpretive summaries, participation as leader of a study group, and case reports you reviewed and when over the last five (5) years prior to submission.

It is your responsibility to keep track of how many items, in each of these categories, you reviewed over the five (5) years prior to submission of a recertification application. The ABVP office will also keep records of this information.

Board Certification

- Create a Microsoft Word document saved and titled as “Board Certification”.
- This file should be placed on both of the two (2) blue labeled CDs you submit. These CDs may also contain your continuing education, lectures, publications, submission review and case reviewer training files.
- The Word document should list the name of the additional board certification you received and when.

Case Reviewer Training

- Create a Microsoft Word document saved and titled as “Case Reviewer Training”.
- This file should be placed on both of the two (2) blue labeled CDs you submit. These CDs may also contain your continuing education, lectures, publications, submission review and additional board certification.
- The Word document should list when you took the case reviewer training course. The ABVP office will also keep records of this information.

Submission Format

Once you have at least five hundred (500) credits to be scored, you need to submit a printed copy of your Recertification Application (found on the website) and CDs containing all of your information to the ABVP management office. Do not include your Recertification Application as an electronic file on your CDs.

All text files on the CDs may be in PDF or Microsoft Word format unless otherwise noted. *If using Microsoft Word, save your items as a .doc file NOT a .docx file.*

CD labels are available (call 800.697.3583 or email abvp@xmi-amc.com for labels) -- OR you may choose to create your own. If you choose to create your own labels, please be certain to use the properly colored labels and include your ABVP ID number on each label. Do not include your name on the CD and attach labels to every CD.

All materials for recertification must be included for grading or your package will be returned with no exceptions.

Table of Credits

	Number Available	Credits for Each	Maximum Credits
ABVP-style Case Reports	1 or 2	200	400
Exam Items	1-130	5	500
CE Attendance			
-ABVP Symposium CE (effective 2013)	1-50	4	
- Non-ABVP CE (effective 2013)	1-100	2	
-ABVP-sponsored CE (prior to 2013)	1-50	4	
-Non-ABVP CE (prior to 2013)	1-100	2	
<i>Maximum points allowable for CE PLEASE refer back to text for further explanation</i>			200
Lecture Hours			
-Lecture Hours Veterinary	1-50	4	
-Lecture Hours Undergrads, Techs	1-50	2	
<i>Maximum points allowable for lecturing</i>			200
Interpretive Summaries	1-13	20	200
Publications			
-Publication 1 st Author	1	200	
-Publication 2 nd Author	1 or 2	100	
<i>Maximum points allowable for publications</i>			200
Reviewing			
- Review Case Reports	1-25	10	
-Review Interpretive Summaries	1-125	2	
- Review Exam Items	1-250	1	
-Credential Vice Chair Reviews	1-5 yrs	50/year	
-Exam Vice Chair Reviews	1-5 yrs	50/year	
-Study Group Leader, Case Report	1-5	50/year	
-Study Group Leader, Study Question	1-10	50/year	
<i>Maximum points allowable for reviewing</i>			250
Additional Board Certification	1	250	250
Credential Reviewer Training	1	25	25

IV. Fees and Deadlines

Payment must be submitted at the same time as the application. Late payments will not be accepted and applications will be failed. Checks and credit cards are accepted, and all funds must be in U.S. dollars from U.S. banks. All fees are subject to change without prior notice.

	<u>Fee</u>	<u>Deadline</u>
Recertification by Credit Accumulation	\$400	January 15
Annual Diplomate Renewal Fee	\$250	July 1
Recertification by Exam	\$400	September 1

All Fees and Deadlines current as of February 2012

V. Contact Information

All materials and inquiries should be directed to the ABVP management office. In addition, each RVS has a Regent who represents applicants, candidates, and Diplomates. Regents are available to answer questions and offer advice. Contact information for Regents is available from the management office or the ABVP website.

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