

APPLICANT HANDBOOK FOR BOARD CERTIFICATION



American Board of Veterinary Practitioners

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THANK YOU FOR YOUR INTEREST IN
THE AMERICAN BOARD OF VETERINARY
PRACTITIONERS...

The American Board of Veterinary Practitioners (ABVP) promotes and recognizes the highest standards in the art and science of contemporary veterinary clinical practice. The Diplomates of ABVP have a common desire and willingness to deliver superior, comprehensive, multi-disciplinary veterinary service to the public. They are veterinarians who have demonstrated expertise in the broad range of clinical subjects relevant to their practice and display the ability to communicate medical observations and data in an organized and appropriate manner. Unlike other AVMA specialty boards, which are devoted to specific disciplines or organ systems, ABVP awards *species-specific* certification in these practice categories:

- w Avian Practice
- w Bovine Practice
- w Canine & Feline Practice
- w Dairy Practice
- w Equine Practice
- w Exotic Companion Mammal Practice
- w Feline Practice
- w Food Animal Practice
- w Swine Practice

To ensure that certification is accessible to active practitioners, the accreditation procedure relies upon high quality, practice-related experience, in lieu of lengthy, institution-based, multiyear training programs. Formal postgraduate education is not required. Nevertheless, the credentialing process is rigorous and demanding.

Demonstration of a thorough mastery of the field is essential for achieving certification.

GENERAL INFORMATION

MISSION

The American Board of Veterinary Practitioners advances the quality of veterinary medicine through certification of veterinarians who demonstrate excellence in species-oriented clinical practice.

ADMINISTRATION

The American Board of Veterinary Practitioners is responsible for the development, administration and ongoing evaluation of the certification program. The Management Office is:

American Board of Veterinary Practitioners
618 Church Street, Suite 220
Nashville, TN 37219
800/697-3583 or 615/250-7794
Fax: 615/254-7047
Email: abvp@xmi-amc.com
Website: www.ABVP.com

Support and guidance in the construction of examinations, grading of selected examinations, and psychometric evaluation of selected examinations are currently provided to the ABVP by the Measurement and Evaluation Center at Louisiana State University in Baton Rouge, LA.

ELIGIBILITY REQUIREMENTS

Before applying for certification by the American Board of Veterinary Practitioners, a veterinarian must meet the following prerequisites:

1. Be a graduate of a college of veterinary medicine approved or accredited by the AVMA, hold a certificate from the Educational Commission for Foreign Veterinary Graduates, or be licensed to practice in the United States, Canada, or any other country.
2. Have completed one of the following before the examination:
 - A. **Six** years of acceptable experience in the practice category for which certification is sought.
 - B. A residency program of at least **two** years in length approved *in advance* by the ABVP Residency Committee, preceded by one year of active practice **OR** a rotating internship.

Satisfaction of additional requirements to determine eligibility to sit for the ABVP certification examinations is based solely upon the materials described in detail in this Applicant Handbook.

CONFIDENTIALITY

Any information or material that is received or generated by ABVP in connection with the certification of a candidate will be kept confidential and will not be released except when release is authorized by the candidate or required by law.

Applicants are strictly forbidden from contacting any members of the ABVP Credentials Committee during the evaluation process. Failure to comply with this regulation may result in voiding of the application.

FEES AND DEADLINES

Payment of the entire application fee must accompany the application. There are no exceptions. Applications received without proper payment in U.S. funds on U.S. banks will not be processed. Applicants who successfully credential must pay an additional examination fee on or before August 1.

Applicants who fail to meet all credentialing requirements on the first attempt may re-apply the following year, **resubmitting only those application materials that were unacceptable**, along with the re-application fee. After failing the **third** attempt at credentialing, new application materials must be submitted, and the full application fee will be required. The fee schedule may be revised as needed. Fees are based on the actual costs to review credentials and to write, administer, and score examinations. All fees are non-refundable and may not be carried over to the next year.

Application Fee.	\$330 due Jan. 15
Re-Application Fee	\$220 due Jan. 15

Recertification Fee – by Credit Accumulation	\$275 due Jan. 15
Swine Health Management Entry Exam Application and Fee	\$110 due Mar. 1
Annual Diplomate Fees	\$220 due July 1
Examination Fee	\$440 due Sep. 1
Re-Examination Fee	\$440 due Sep. 1
Recertification Fee — by Examination only	\$275 due Sep. 1
Advisor Letter and Proof of Publication (Residency Program Applicants only)	Due Oct. 1

MENTORS

The process of application, credentialing and examination can be intimidating. ABVP recognizes the need to provide individual assistance to veterinarians aspiring to become Diplomates; working with an ABVP Mentor can often help.

ABVP Mentors have not received special training to serve in the role of Mentor; rather, they are veterinarians who have themselves completed the certification process successfully and who have expressed an interest in offering advice and encouragement to other veterinarians aspiring to become ABVP Diplomates. Working with an ABVP Mentor does not guarantee success in the credentialing or examination process.

Serious applicants may obtain the list of Mentors from the ABVP office or website.

CERTIFICATION IN MORE THAN ONE PRACTICE CATEGORY

A Diplomate may be certified in more than one practice category. The requirements stated in this Handbook will apply to each practice category; no requirements or fees will be waived.

It is the applicant’s responsibility to avoid examination scheduling conflicts if they are applying for more than one specialty in a short period of time. No exemptions or deferments will be made by COR if an applicant is unable to complete a series of examinations due to scheduling conflicts.

APPEAL PROCESS

A person who believes he/she has been adversely affected by an ABVP decision may petition for reconsideration only on the grounds that the decision (a) disregarded the established criteria for certification or approval, (b) failed to follow ABVP’s stated procedures, or (c) failed to consider relevant evidence and documentation presented.

A person may appeal to the ABVP Council of Regents in writing to the ABVP Executive Director within 30 days after the announcement of the initial decision. The written appeal must include a statement of the grounds for review, documentation, if any, in support of the appeal, and a request for a hearing before the Council, if desired. If appealing a case report, three photocopies of the case report must be provided with the appeal.

After a timely written appeal has been filed, the Council of Regents shall consider the appeal at its next regular meeting. The decision of the Council will be delivered to the petitioner in writing, not more than 30 days after the decision is made.

APPLICATION TO ABVP

An application must include copies of all documentation described herein and must be in the ABVP office by 5:00 p.m. on January 15. Applicants who do not meet this deadline will not have their application packets evaluated until the following year. Applications are not accepted by fax.

SPECIAL REQUIREMENTS

Swine Health Management Applicants

The certification process for ABVP's Swine Health Management practice category begins with an Entry Examination. The applicant must pass the Entry Exam, which is given annually in conjunction with the annual meeting of American Association of Swine Veterinarians. This examination will measure basic skills and problem-solving abilities related to swine health management. It consists of multiple choice and essay questions designed to ensure that the applicant is familiar with all areas of swine production, including reproduction, growth, mortality, economics, epidemiology, disease diagnosis/treatment/prevention, environment, country-specific regulatory issues and animal welfare. Applicants must submit a special Swine Health Management Application and payment of \$100, by March 1. To obtain the application and detailed information about the special certification process, consult the ABVP office or our website, www.ABVP.com.

Exotic Companion Mammal Applicants

The manuscript requirement for Exotic Companion Mammal Practice may be satisfied in two ways. An applicant may submit two case reports of ABVP style (as is required of ABVP's other specialties) OR submit one case report of and one approved peer reviewed article. Each manuscript must be in one of the following species: ferrets, rabbits, guinea pigs or small rodents. Each manuscript must be in a different species.

The Avian Practice and Exotic Companion Mammal Practice are to be considered separate specialties and applicants must fulfill all the requirements for each individual specialty. This includes separate applications to each specialty.

Applicants from Residency Programs

If you are still in a residency program, application to ABVP is the same as for practice track candidates, with the following additions:

- A. A letter from the resident's program supervisor, indicating satisfactory completion of the residency up to that date, must be submitted with the credentials application.
- B. By no later than October 1 of the year in which the candidate is applying to sit for the examination, the following must be submitted to the Chair of the Residency Committee:
 1. A letter from the candidate's program advisor indicating successful completion of the residency program.
 2. Proof of publication or acceptance for publication in a refereed journal of one manuscript. Proof of acceptance means a letter from the journal indicating final acceptance.

- C. A letter from the Chair of the Residency Committee will be sent to the Executive Director indicating that the candidate successfully or unsuccessfully completed the residency program requirements.

APPLICATION PACKET

Detailed descriptions of each requirement are provided in the following pages. Your application will be considered incomplete without the following:

- A. **TWO COMPLETE SETS** of the following: Application Form, photocopy of veterinary diploma, curriculum vitae, synopsis of veterinary practice, self-reports practice experience and continuing education documentation. Both sets must be stapled in the upper left corner.
- B. **FIVE COMPLETE SETS OF EACH CASE REPORT** (Case Report #1 and Case Report #2), each set stapled in the upper left corner. **Do not submit in folders or binders.**
- C. **THREE APPLICANT EVALUATION FORMS** (described below).

APPLICATION FORM

The Application Form is self-explanatory, except for the following items:

- A. State License(s): If you are licensed in more than two states, list the state in which you predominately practice and one additional state.
- B. Specialty Category: Specify the one specialty category in which you seek certification.
- C. References: List here the names and addresses of three individuals who completed Applicant Evaluation Forms. One, who should be listed as the first reference, must be a board-certified Diplomate of a recognized veterinary specialty board (e.g., ACVIM, ACVO, ABVP, etc).

CURRICULUM VITAE

Your curriculum vitae should include, in the following order:

- A. Name, home and office addresses, phone numbers, and social security number (or equivalent, if not a United States citizen).
- B. Education: colleges, dates attended, degrees obtained, and years of graduation.
- C. Post-DVM training (internships, residencies, fellowships, etc.); include locations and dates attended.
- D. Publications (professional and nonprofessional); copies of professional publications may be included.
- E. Membership in veterinary professional, scientific and honorary societies.
- F. Leadership roles in veterinary organizations.
- G. Community activities.
- H. Honors and awards.

SYNOPSIS OF VETERINARY PRACTICE

Provide a synopsis of veterinary experience since graduation. Use a separate sheet for each practice situation (available at www.abvp.com/resources.htm). Each form must include the following information:

- A. Name and location of veterinary practice.
- B. Number of years in each position (from date to date).
- C. Approximate number of hours worked per week in each position.
- D. Approximate number of hours per week spent in each work situation with the species for which you seek certification.
- E. Job description, in paragraph form (not to exceed 150 words), i.e., responsibilities and assignments. Include types of clinical cases seen and diagnostic, therapeutic and surgical procedures personally performed.

SELF-REPORT PRACTICE EXPERIENCE

Using the continuing education form (available at www.abvp.com/resources.htm under forms), applicants are required to complete a self-report job experience form. (See pages 25 – 40.) Section I of the form requires the applicant to indicate, over the lifetime of practice experience, how frequently certain conditions have been managed. Section II requires an indication of how frequently specific modalities of investigation and therapy have been utilized in all practice experience. Estimates of frequencies should be a cumulative total of all practice experiences.

CONTINUING EDUCATION DOCUMENTATION

Using the Continuing Education Documentation form on page 21 of this Handbook, document at least 90 hours of formal continuing education accumulated during the last **five** years prior to certification. Continuing education **must support the practice category in which you seek certification**. Not more than **10%** of the continuing education may be in practice management. All information on the Continuing Education Documentation form must be completed.

CASE REPORTS

Five original sets of two Case Reports (except as noted in *Special Requirements* on p. 7) must be submitted as part of the application. *These Case Reports should represent different topics in your specialty category*. Individual and population cases are acceptable in all practice categories. The reports should include complete and appropriate diagnostic workups and medical and/or surgical managements. *Case Reports should reflect your professional expertise and demonstrate your ability to use medical principles in the diagnosis and treatment of animals*. A unique diagnosis or surgical technique does not, in and of itself, make an acceptable Case Report, unless the case is managed and presented appropriately. The Case Reports represent your ability to communicate medical observations and data in an organized and appropriate manner. Errors in spelling or syntax, or failure to follow the Case Report instructions, reflect poorly on your professionalism and will adversely affect the evaluation.

Previously published Case Reports may be submitted *if written within the last five years*. Publication of Case Reports (even in refereed journals) does not necessarily imply that the organization and content of the Case Reports will be found acceptable by the Credentials Committee. If these previously published Case Reports were not written according to the format and style outlined herein, they *must* be rewritten in this style and format.

Case Reports should allow the Credentials Committee to evaluate an applicant's ability to recognize problems, formulate differential diagnoses, and develop and implement appropriate diagnostic, therapeutic or preventive plans. Case Reports that are original research or only a literature review of a topic are *unacceptable*.

Case Reports must be in English and must include, in the following order:

- A. *Title.*
- B. *Social Security Number (or non-U.S. equivalent):* To maintain anonymity in the Case Report review and evaluation process, you *must not* include your name, hospital's name, or an address on any portion of the submitted Case Report.
- C. *Introduction:* States the purpose of the report, a brief review of the problem, and a literature review that is pertinent and covers the breadth of current knowledge regarding the problem. This should include pathophysiology, typical history and presentation, important differentials, diagnostic approach, treatment options and mechanisms of action where appropriate, prognosis, and any other pertinent information about the topic.
- D. *Clinical Report:* Includes the anamnesis, physical findings, diagnostic methods and results (e.g., laboratory and radiological findings), differential diagnoses, treatment and results, necropsy findings (when appropriate), final diagnoses, and outcome of case(s). **All** laboratory work performed must be reported in table form with normals. Specialists who aided in the case should be acknowledged but not named. Indicate whether lab work was performed in-house or out-sourced.
- E. *Discussion:* Consists of the author's subjective *critique* of the clinical report and management of the problem. This is different from the clinical report, in which the clinical findings are objective. *No* new information should be added in the Discussion. Explanations of the deficits in case management are presented here and, when necessary, justifications for choices made that differ from management suggested in the literature review.
- F. *Summary:* Provides an interpretative summary of the Case Report (not to exceed **150** words).
- G. *Endnotes and References:* Cite endnotes by superscript, lowercase letters in the order in which they appear in the text. List endnotes alphabetically by superscript letter on a separate page at the end of the manuscript. For products and equipment, provide complete information in the endnote, including manufacturer's name and location. *Abstracts, personal communication, and theses should be cited as endnotes.* References to published works should be limited to what is relevant and necessary and must be cited in the text by superscript numbers. Use references that are as current as possible, emphasizing journal citations in addition to texts. References should be typed, double-spaced, and listed at the end of the manuscript, in order of citation in the text.
- H. *Format/Style:*
 1. Products and equipment should be identified by chemical or generic names or descriptions. A trade name may be included in a lettered endnote along with name and location (city and state) of the manufacturer, when the product or equipment was essential to the outcome of the case.

2. If the report involved evaluation of efficacy or safety of a pharmaceutical, biologic, or other product, such product must be commercially and legally available.
3. For weights and measures, metric units should be used. Dosages should be expressed entirely in metric units and with specific time intervals, for example, 22mg/ kg q 12 h, not 10mg/lb BID.
4. Case Reports must be double-spaced and each page must be numbered. The type must be of letter quality. Black ink should be used throughout. Each of the five copies of both Case Reports must be of *original quality*. The Case Reports will not be returned to the author.
5. Figures (e.g., radiographs, photographs, electrocardiograms, line drawings, etc.) necessary to support important portions of the case are recommended. These should be submitted as 5"x7" or similar-sized prints or as high-quality computer-generated graphics. Neatly tape, glue or print the laser images onto a separate sheet with an appropriate legend. Figures and tables should be placed on a separate page in the Case Report immediately following the first text reference to the figure or table. When prints are used, a separate print (*not a photocopy*) must be included in each of the five copies of the Case Report. *Do not* send original or copies of the medical record or laboratory reports. This information, if important, should be in the text, tables or figures.

CASE REPORT EVALUATION

To maintain anonymity in the Case Report review process, Case Reports are submitted for valuation (separate from your Application, diploma, CE documentation, practice experience, curriculum vitae and Applicant Evaluation Forms) to **three** Diplomates in your specialty category. The following describes how Case Reports are evaluated.

- A. The Case Report will be reviewed to assess the applicant's ability to recognize and manage medical and surgical problems, to utilize the diagnostic and therapeutic modalities currently available, and to present and interpret clinical findings. A Case Report which does not permit an adequate assessment may be rejected. The applicant should be able to justify his/her decision-making and convince the reviewer that his/her interventions were reasonable and warranted. Due consideration should be paid to reasonable probabilities and practical factors such as the economics and effectiveness of diagnostic, therapeutic and preventive endeavors, and the morbidity and mortality risks that were assumed. The outcome of the case matters only to the extent that appropriate care was demonstrated on a level commensurate with board certification.
- B. The Case Report is a form of scientific communication and its presentation is crucial. It should clearly communicate the subject matter in a style that is easy to read while adhering to the required ABVP format. **Following instructions is fundamental.** While ABVP credentialing does not require published Case Reports in refereed journals, the quality of the Case Report presentation should be comparable. Case Reports of inferior quality reflect poorly on the applicant's professionalism and may be rejected.

- C. The introduction of the Case Report will be scrutinized for succinct yet complete information germane to the topic being presented. Searching the scientific literature and gleaning the pertinent facts about a topic is an essential skill for an ABVP Diplomate. Rather than endlessly referencing every possible permutation about a subject, the introduction should familiarize the reader with background information that is current and important, information that will lay a foundation for the clinical report and discussion. By writing an excellent introduction, the applicant shows that he/she has a firm grasp of the currently published medicine and surgery relevant to the case.
- D. The clinical report portion of the Case Report is more than a chronicling of events and a listing of tests and treatments. It should demonstrate that the applicant was thorough and thoughtful as he/she proceeded through the investigation and intervention phases and ultimately to the resolution and follow-up. Cleverness and innovation are to be commended as long as the applicant adheres to established medical principles and exhibits sound case management. This is the applicant's opportunity to showcase his/her clinical acumen and technical abilities, and to demonstrate to the reviewer that he/she is practicing ABVP caliber medicine and surgery.
- E. The discussion of the Case Report should analyze and critique the case, acknowledging deviations from anticipated findings and attempting to interpret or explain their importance. Comparing the clinical course of the case to the information presented in the introduction affords the applicant an opportunity to discuss what was learned from this Case Report and perhaps draw conclusions about how to manage future cases.
- F. The summary of the Case Report should be brief but descriptive. Ideally, it should state the gist of the Case Report and close with a valid conclusion with which the reviewer would concur.
- G. Case reports will be evaluated using a form that is available for applicants to view on the ABVP website, www.ABVP.com. The ABVP reviewers are required to utilize this form exclusively so applicants should follow all instructions for case report preparation precisely. All four sections of the case report (Introduction, Clinical Report, Discussion, Summary) must be deemed acceptable by a majority of the reviewers in order to pass the evaluation process.

APPLICANT EVALUATION FORMS

Completed Applicant Evaluation Forms of acceptable performance are required from **three** professional colleagues (listed as References on your Application Form) who know you well and are familiar with your clinical abilities. At least **one** must be completed by a board-certified Diplomate of an AVMA-recognized veterinary specialty board. Letters of recommendation may not be substituted for Applicant Evaluation Forms. All Applicant Evaluation Forms must be included in your application packet. *You* are responsible for ensuring that you receive them in time to do so.

Individuals providing References are to complete the Applicant Evaluation Forms included in this package, in English, and *return them to applicants in sealed envelopes marked "CONFIDENTIAL."* *Applicants must submit the unopened envelopes as part of the Application Packet.*

RECEIPT ACKNOWLEDGMENT E-MAIL

If you would like ABVP to acknowledge receipt of your application materials, include your email address on your application. The email message confirms only RECEIPT of the application. It does not imply acceptance.

SUGGESTIONS FOR APPLICATION PREPARATION

- In order to be absolutely certain that the application has been received by ABVP, use “traceable mail” (e.g., “certified mail return receipt requested,” overnight delivery such as United States Postal Service, Federal Express, or United Parcel Service); save the receipt.
- Retain the Applicant Handbook for future reference.
- Communications with ABVP should be made in writing via traceable mail, rather than by fax, telephone or regular mail. If you do contact ABVP by phone, obtain the name of the individual with whom you speak.
- Make and retain an extra set of all documents submitted, in the event the application packet is lost in the mail.
- Mail the application well in advance of the application deadline to allow you time to resend all information if the packet is lost in the mail.
- Ensure that the application is mailed in ample time to arrive before 5 p.m. on the deadline date.
- Use the Application Checklist found on page 14.

AFTER SUBMITTING THE APPLICATION...

It takes approximately **five** months to review Case Reports and application materials. In the interim, a study guide for examination preparation will be provided. (Study guides are available through the ABVP website.) Applicants should be notified of their status by July 1. Those whose credentials are accepted become eligible to sit for examination. The deadline for registering for exam is September 1.

IF YOUR CREDENTIALS ARE NOT ACCEPTED...

Applicants who do not meet all credentialing requirements may re-apply the following year, resubmitting only those application materials that were unacceptable, along with \$200. Only approximately 50% of first-time applicants’ credentials are accepted. Those whose credentials are not accepted will receive information about how to improve them for resubmission the following year. The deadline for resubmission is January 15 of the following year.

Case reports that are found unacceptable may be recommended for revision and resubmission. The entire case report must be resubmitted but only those sections found to be unacceptable will be reevaluated. ABVP recommendations for resubmission of unacceptable case reports do not guarantee that the case reports will be found acceptable upon subsequent evaluation.

After failing the **third** attempt at credentialing, new application materials must be submitted, and the full application fee will be required.

EXAMINATION

The examination for all specialty categories is given once annually, usually on a weekend in November, on a date and at a site determined by the ABVP Council of Regents. *All examination requirements must be completed within **three** years after the candidate is first accepted by the ABVP.* This means that the candidate will have a maximum of **three** attempts to pass all parts of the examination. If the candidate chooses not to sit for an examination in a given year, that year is forfeited. There are **two** separate examinations for each practice category, except swine health management. Candidates must achieve a minimum passing score on both exams. A candidate must repeat any examination not passed. Candidates must have successfully completed both exams by the **third** consecutive year following the applicant's acceptance as a candidate for examination. The two examinations are:

- A. *Specialty Examination:* This 2-part exam primarily tests knowledge of information applicable to established disciplines within the designated practice category. The candidate should have a good basic and preclinical science background that applies to the practice category.
- B. *Practical Examination:* This part tests the ability to recognize, analyze, and/or solve clinical problems by various methods, primarily visual in nature. General Study Recommendations and Sample Questions can be found on pages 13 and 14. Additional sample questions may be found in ABVP's Item Writing Guide, available at www.abvp.com.

EXAMINATION FORMAT

While there is some variation from practice category to category, the specialty exam consists of 300 multiple choice questions with three possible responses. Responses are marked on scannable answer sheets. Each category determines the format for its particular Practical Examination. The examinations are timed.

EXAMINATION BLUEPRINTS

Examination Blueprints for all practice categories are available on the ABVP website: www.abvp.com

EXAMINATION LOCATION AND DATES

The American Board of Veterinary Practitioners certification examinations are generally given the second weekend in November. Examinations for all practice categories are held at the Chicago O'Hare Marriott, near the O'Hare airport outside Chicago, IL. For exact dates and times, please visit the ABVP website at <http://abvp.com/events.htm#exams>.

CONTINGENCY PLANS: HAZARDOUS WEATHER OR PERSONAL MEDICAL EMERGENCY

ABVP realizes that unavoidable circumstances such as unforeseen weather difficulties or medical emergencies may prevent a candidate, or a Diplomate in the process of recertification, from reaching the test site in time to take the examination(s). If hazardous weather or a personal medical emergency prevent you from reaching the test site, each of the following steps should be taken:

- A. Call the ABVP office in Nashville, Tennessee (800-697-3583) and inform the personnel there of the predicament. Obtain the name of the individual with whom you speak.
- B. Call the O'Hare Marriott directly (773-693-4444) and ask to leave a message for the ABVP Examination Committee Chair. There will be ABVP officers on site at the O'Hare Marriott beginning at 8:00 AM on the first day of testing.
- C. Submit a letter of explanation to the ABVP office in Nashville and request an extension of time.

EXAMINATION ENTRANCE CARD

Each candidate registered to sit for examination will be sent an entrance card approximately **30** days before the test. The card will include your name and ID number, test date(s) and location, and the name of the current Examination Committee Chair. The card is required for admission to the examination. Candidates who lose the examination card or who have not received it **two** weeks before the test date should contact ABVP.

All of the information referred to in this Applicant Handbook can be found on the ABVP website: www.ABVP.com. It is the responsibility of the applicant to refer to the ABVP website for the current application instructions. Look there for updated examination schedule, blueprints, reading lists, sample case reports, and much, much more.

STATEMENT OF CONFIDENTIALITY

Each examination includes a Statement of Confidentiality that candidates must sign at the time the exams are administered.

EXAMINATION PROCEDURES

- Advance notice of the exact dates, times and location of test administration will be provided in writing. A candidate who arrives after the proctor has started pretest instructions forfeits the right to sit for the examination.
- Candidates are required to sign in for each examination they are taking.
- The examination will be held only on the day and at the time scheduled.
- Unless notified otherwise in advance, all necessary supplies will be furnished at the test site.
- No reference material, books, papers, or calculators are allowed in the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.

- No questions concerning the content of the examination may be asked during the testing period. Candidates should listen carefully to instructions given by the examiner and read any directions that may be provided. If you encounter a question that you believe is misleading or deficient in accuracy, bring it to the attention of the proctor.
- Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates. Candidates may not communicate with each other during the examination.

SUGGESTIONS FOR TAKING THE EXAMINATION

- Read written instructions carefully. Candidates 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 imposed 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.

AFTER THE EXAMINATION...

EXAMINATION PASSING POINT

After administration, the examinations are scored and 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 Chair of the Examination Committee does not disclose individual candidate scores prior to final determination of the passing point. This passing point can be adjusted up or down if consideration of the passing points of previous similar ABVP examination, the frequency distribution of raw scores, or other pertinent information so dictates. After consultation with the Vice Chairs for each category, a suggested passing point is determined for each examination. The Chair of the Examination Committee reports the suggested passing points to the Council of Regents along with score distributions, statistical analyses of candidate performance, and previous passing points for similar examinations. The Council, after consideration of the recommendations of the Examination Committee and the supporting data, determines the final passing point for each examination.

UNDERSTANDING TEST RESULTS

Confidential exam results are posted on a secure website within 45 days following the examination. Test results are also sent to all candidates following the examination.

For exams not passed, candidates will also be given the raw passing score. In addition, they will be given their individual raw score total and subscores broken down for each knowledge domain to assist them in identifying areas for future study. Any examination not passed must be repeated. Candidates must have successfully completed all examinations by the **third** consecutive year following the

