



## Maintenance of Specialist Certification

### AVDC Maintenance of Certification Requirement

As of 2016, the American Board of Veterinary Specialties requires that each Specialty College recognized by ABVS has in place a limited duration of certification policy (maximum 10 years), including a means of maintenance of certification.

Commencing January 1<sup>st</sup> 2014, the AVDC Board approved a requirement that certification as a Diplomate of the American Veterinary Dental College is time-limited.

**Diplomates whose diploma is dated prior to January 1<sup>st</sup> 2014 are not required to complete the maintenance of certification requirement, as the pre-2014 diplomas are not time-limited.**

Initial certification following successful completion of the training, credentials review and AVDC examination processes is for ten years. During the tenth year, Diplomates who wish to retain AVDC board-certified specialist status are required to submit information for the AVDC Maintenance of Certification Requirement as described in this document.

The Maintenance of Certification process is designed to ensure that all Diplomates are meeting their professional responsibility to remain up-to-date and competent in their activities as specialist veterinary dentists.

Submit the completed Maintenance of Certification form to the AVDC Executive Secretary no later than September 1<sup>st</sup> in the year in which your current certification expires. The form is available via a link from the Diplomate-only page on the AVDC web site for electronic completion. *A system that will allow you to accumulate items each year, to facilitate preparation of a Maintenance of Certification application within DMS, is now available for use. **Be sure to upload supporting documentation of items used to accumulate Maintenance of Certification points, as needed.***

Incomplete or undocumented applications for maintenance of certification applications will be returned unevaluated, and may risk lapse in continued certification.

Following receipt of the completed form and accompanying documentation, the package is reviewed by the AVDC Maintenance of Certification committee, which makes a recommendation to the Board of Directors. Committee members and Board members shall not vote on their own maintenance of certification submissions. Diplomates whose Maintenance of Certification submission is approved will be issued with another 10 year, time-limited certificate.

### ***Consequences of Lapsed Certification***

A Diplomate who does not submit the completed Maintenance of Certification form or whose submission is rated as insufficient shall receive notice of the decision (notification of receipt required, e.g. certified mail), with reason(s) for the non-approval. The Diplomate may appeal the decision, as described in the AVDC Appeal of Adverse Decision policy.

Those diplomates required to renew certification and whose certification has lapsed or whose certification maintenance application has been denied are considered “**Inactive**” by the College.

For Diplomates whose application for maintenance of certification was denied, **Inactive** status shall not be applied until either the deadline for lodging an appeal has past or until a decision on an appeal has been made by the Board of Directors, whichever comes later.

An **Inactive** Diplomate may apply for maintenance 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.

An **Inactive** Diplomate is not considered by AVDC to be a registered “AVDC Veterinary Dental Specialist”, and his or her listing will be removed from the AVDC Directory and from the public web site listing of Diplomates.

An **Inactive** Diplomate shall not be permitted to continue as Supervisor of an AVDC-registered training program, or supervise any other activities of residents registered in AVDC training programs that require Diplomate supervision. Residents supervised by a diplomate whose certification has lapsed can continue their program by transferring to another supervisor.

An **Inactive** Diplomate is **not** eligible to serve as a member of the Examination, Credentials or Certification Maintenance Committee or other AVDC committees, or to be elected to AVDC office, Board membership or appointed as AVDC Representative to an external organization.

#### **Maintenance of Certification can be obtained in two ways:**

1. Passing the then-current AVDC written (Phase 1) examination within five years of the end date of current certification. Multiple attempts may be made (limit one per year). Dual track diplomates who must recertify in both tracks must pass both written examinations.

**OR**

2. Documenting Continuing Professional Development (CPD) activities in veterinary dentistry during the current certification period, using the **Certification Maintenance Points System** described below.

## **Certification Maintenance Points System**

**Requirement:** For *single track diplomates*, accumulation of **100 or more Continuing Professional Development credit points (CPs)** in veterinary dentistry during the current ten-year certification period. For *dual track diplomates who must recertify in both tracks*, **150 or more CPs** during the current ten year certification period.

### **I: Activities Related to Knowledge and Competence (Minimum 50 CPs per track)**

#### **General Comments on Publications and Presentations:**

A diplomate may present a topic at a meeting and then write an article on the same topic. CPs may be claimed for both of these formats even when the topic and the data/conclusions are the same, **provided that preparation of the item in the second format required additional work in organizing the content of the item.**

CPs cannot be claimed for more than one presentation of the same topic if no content changes have been made in e.g. the handout/abstract or PowerPoint presentation between the presentations.

A presentation accompanied by a printed abstract in a meeting proceedings book counts only for 'presentation' CPs.

When a Maintenance of Certification submission includes presentations at different meetings that appear to be similar, the diplomate may be requested to provide additional information to indicate what additional work was required when preparing the second (or subsequent) item.

#### **A. Publications and other education media:**

**Peer-reviewed publications** (Copy of notice of acceptance by a journal editor or book publisher, accompanied by a copy of the manuscript, is satisfactory).

1. Paper in a peer-reviewed journal for which the diplomate is first author. (*'First author' = first author, or second or last author on a paper first-authored by a resident based on a project for which the diplomate is the principal investigator or resident advisor*). Includes review articles with multiple references (but does not include single-case reports unless there is extensive description of an unusual aspect of the case): **10 CPs per publication.**
2. Co-authored paper in a peer-reviewed journal (*see definition in item 1 for 'first author'*). **5 CPs per publication.**
3. Standard case report or photo essay article (e.g. J Vet Dent Step-by-Step format) published in a peer-reviewed journal:  
First author: **5 CPs per case report or article.**  
Co-author: **3 CPs per case report or article.**
4. Published contribution in the Diagnostic Images in Veterinary Dental Practice feature in JAVMA:  
First author: **5 CPs per published item.**  
Co-author: **3 CPs per published item.**

**Textbooks and Non-peer-reviewed publications (e.g. videotapes, CD, internet programs).** List the publication venue (e.g. textbook, on-line URL, DVD, video-tape) and include copy/print-out of the page[s] with a statement of who wrote/produced the material and a content list. See General Comments on Publications and Presentations at the top of this section.

1. Author or co-author of a textbook (*i.e. a textbook in which authors of individual chapters are not identified*) or other non-peer-reviewed published manuscript or technical article.

**5 CPs per 20 published pages (CPs prorated based on length of book).**

If more than one author is listed on the title page, the authors are to indicate agreement on % effort so that CP can be appropriately assigned to each author.

Publication of a revised edition counts as a new textbook for CP purposes.

2. Chapters on veterinary dental/oral topics in veterinary textbooks, or other technical articles:
  - For chapters or articles four pages or longer: **5 CPs per chapter if first author, 3CPs if co-author.**
  - For chapters or articles of 1-3 pages, **3 CPs per chapter if first author, 2 CPs if co-author.**
3. **Author of an instructional videotape, CD, on-line veterinary dental education site or equivalent. 2 CPs per 60 minute segment (1 CP if 30 minutes or less).**

If there is more than one author, the CPs may be prorated as agreed by the authors. If the format does not readily permit assigning a time to the item (e.g. an open-ended interactive web site program), include an estimated time per use in the Maintenance of Certification document.

## **B. Presentations**

1. Presentations or lab supervision in topics relating to veterinary dentistry/oral medicine, pathology, surgery or related topic at a national or international meeting. **1 CP per 20 minutes of presentation** (maximum 20 CP per meeting). Division of the 3 CP per hour among multiple diplomates instructing in a laboratory session is permitted.
2. Presentations such as lectures in courses at veterinary schools or at continuing education meetings or other programs (including on-line programs, e.g. VIN) that are not part of a meeting sponsored by a national or international veterinary organization: **2 CPs per hour of presentation/wet-lab supervision**, CPs can be prorated. The handout for the lecture or presentation is to be included in the Maintenance of Certification submission.

**C. Attendance at the annual Veterinary Dental Forum and other relevant national and international meetings** including human dental meetings. **2 CP per day attended** (maximum 30 CP per certification period). Certificate of attendance must be available, along with a list of lectures or other presentations attended. It is understood that attendance at the meeting and making a presentation at the meeting count for separate CP.

**D. Preparation of Examination Questions** submitted in AVDC format, with references, and accepted as valid by the AVDC Examination Committee. **2 CPs per question**, maximum 25 questions per certification period. Note: 90 days must be allowed for the Examination Committee to consider the questions; questions submitted less than 90 days prior to the maintenance of certification submission deadline may result in delay in approval of maintenance of certification.

**E. Anonymous Review of Articles Submitted to a Peer-reviewed Journal.** 2 CP per review conducted. List the title of the article, name of the journal and date on which the review was submitted. Do not include the author's names.

**II: Activities Related to Service to the College and Discipline**

- **Maximum total CPs that can be claimed in a 10 year maintenance of certification submission under item II is 50.**
  - **50 CPs must be accumulated under item I, above.**
  - **No minimum for item II.**
- 1. Supervisor (Mentor or Residency Program Director) of an AVDC-registered residency program. 3 CPs per year per part-time resident, and 6 CPs per year per full-time resident.** Maximum 18 CPs (3 residents) per year. List names of residents and training program registration start date for each trainee. If supervision of a resident is shared by two or more diplomates at the same institution, prorated CPs can be claimed. Prorated CPs can also be claimed for training programs that were registered for only part of a reporting year. If prorated CPs are claimed, briefly describe the extent of time spent by each individual with the resident to justify the hours claimed.

**2. AVDC Service.**

Maximum total CPs that can be accumulated for item 2 is 6 CP per year.

- A. Service on the AVDC Examination Committee, Credentials Committee, R&A Committee or Training Support Committee. **3 CPs per year.**
- B. Service on another AVDC standing committees including VOHC (not including Board members who are members of a committee *ex-officio*). **2 CPs per year.**
- C. Service as an AVDC Representative on a Foundation for Veterinary Dentistry Committee or on an external organization. **2 CPs per year.**
- D. Service as an AVDC Board member or Officer. **2 CPs per year.**

**III: 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 CP) and with the prior approval of the Maintenance of Certification Committee, CP may be accumulated in other ways such as purchase and reading of

relevant textbooks and journals, completion of self-assessment questions (e.g., the test at the end of Compendium articles) and other self-assessment programs (e.g., on-line CE).

### **Examples of Accumulation of CP**

Example A: Diplomate in North American specialist practice.

<b>CP</b>	<b>Activity</b>
20	Attend Forum each year. 2 CP x 10
20	Attend two days of dental sessions at one other national meeting each year. 2CP x 10
30	Instruct at one 3 hour lab session presented at a local hospital every other year. 6 CP x 5
30	Mentor one AVDC trainee per year for 10 years (3 CP x 10). (This fills the maximum permitted for activities in item II, Service to the College and Discipline.)
4	Two presentations in the Clinical Case Reports section of the VD Forum. 2CP x 2
3	One co-authored case report or step-by-step feature published in JVD (this could be based on an AVDC Credentials case report written by the diplomate's trainee).
3	One co-authored item in DIVDP in JAVMA.
16	Write eight questions for the AVDC Examination. 2CP x 8.
4	Review two articles for a peer-reviewed journal. 2CP x 2.
<b>140</b>	<b>Total CP</b>

Example B: Diplomate who works in specialist practice in Europe.

<b>CP</b>	<b>Activity</b>
15	Attend Veterinary Dental Forum every other year. 3 CP x 5
20	Attend Euro Congress Veterinary Dentistry each year. 2 CP x 10
10	First author of paper in J Small Anim Pract
40	Write two questions each year for the AVDC Examination. 2 CP x 10 x 2
6	Member of AVDC Policy & Standards Committee for three year term. 2 CP x 3
18	Instructor in three hour lab at Euro Congr. Vet Dent or other location every five years. 9 CP x 2
30	Instructor in three hour lab at local hospitals or other location once every other year. 6 CP x 5
<b>139</b>	<b>Total CP</b>

Example C: Diplomate Employed in Industry

<b>CP</b>	<b>Activity</b>
30	Attend Forum each year. 3 CP x 10
40	Attend two days of dental sessions at two other national meetings each year. 4 CP x 10

60	Instruct at one in-house or external 3 hour lab training session each year. 6 CP x 10
13	First author of two five-page technical articles or reports (e.g. product brochure or insert, or report of a clinical trial) and one two-page technical article or report.
12	Serve on one AVDC committee for two three-year terms. 2 CP x 6
<b>155</b>	<b>Total CP</b>

Example D: Diplomate at an academic institution

<b>CP</b>	<b>Activity</b>
15	Attend Forum every other year. 3 CP x 5
20	Attend two days of dental sessions at one other national meeting each year. 2 CP x 10
90	Shared instruction in one hour dental wet labs during senior rotation in Dental Service - 30 weeks for six of the 10 years = 0.50 CP x 30 x 6
20	Write two first author publications. 10 CP x 2.
10	'Second author' of two articles written by your resident. 5 CP x 2.
10	First author of two text book chapters, each five pages or longer. 5CP x 2.
<b>165</b>	<b>Total CP</b>

## AVDC Maintenance of Certification Worksheet

**Name of Diplomate:**

**Recertification deadline (year):**

**Diplomate track (circle one):**      **NSS**                      **EQ**                      **Dual (NSS/EQ)**

**Complete EITHER Part A or Part B**

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### **Part A: AVDC Examination**

I have taken the AVDC written examination and scored at or above the pass score.

Date examination taken:

I affirm that the information in this document is correct, that I have read the AVDC Ethical Standards policy and that I have met the ethical standards described in the AVDC Ethical Standards policy.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

### **Part B: Continuing Professional Development**

*Documentation will be evaluated according to the criteria in the Maintenance of Certification policies and procedures document published in the AVDC website current at the time of submission of your documentation.*

<b>Item</b> (For definitions and further information, see CP document)	<b>CP claimed</b>
<b>Part I: Activities Related to Knowledge and Competence</b>	
<b>Publications in peer-reviewed journals since most recent certification.</b> Original papers or review papers. First author - 10 CPs per publication. Co-author - 5 CPs per publication. Case report or photo essay (e.g. step-by-step article) First author -5 CPs per article Co-author - 3 CPs per article Published contribution in DIVDP feature in JAVMA: First author: 5 CPs per item. Co-author: 3 CPs per item. Attach list of publications, with copies of first pages of each.	
<b>Textbooks and non-peer-reviewed publications since most recent certification.</b> 1. Textbook/published manuscript author or co-author. 5 CPs per 20 pages, based on length of book and single or multiple authorship.	



<p>2. Chapters on veterinary dental/oral topics in veterinary textbooks, or technical reports and other articles:</p> <p>a. For chapters or articles four pages or longer: 5 CPs per chapter if first author, 3CPs if co-author.</p> <p>b. For chapters or articles of 1-3 pages, 3 CPs per chapter if first author, 2 CPs if co-author.</p> <p>3. Instructional videotape, CD, on-line veterinary dental educational site or equivalent. 2 CPs per hour-long segment, prorated on extent of authorship.</p> <p>List the publication venue (e.g. textbook, technical report, on-line URL, DVD, video-tape) and include copy/print-out of the page(s) showing who wrote/produced the material and a content list.</p>	
<p><b>Attendance at VD Forum and other relevant national meetings.</b> 2 CP per day attended. List years attended.</p>	
<p><b>Preparation of AVDC examination questions.</b> 2 CP per question. Maximum 25 questions per certification period.</p>	
<p><b>CP claimed in Knowledge category</b> (Minimum required = 50 for NSS or EQ, 50 each for dual track)</p>	
<p><b>Item II: Activities Related to Service to the College</b></p>	
<p><b>Supervision of residents (mentors or residency directors only).</b> Maximum of three residents per year, 3 CP per part-time resident, 6 CP per full-time resident. Attach list with names of residents, date of registration of training programs and years of Supervisor status.</p>	
<p><b>Member of Examination, Credentials, R&amp;A, Training Support Committee</b> - 3 CP per year. List years served.</p>	
<p><b>Member of Board or other AVDC Committee, or AVDC representative to external organization.</b> 2 CP per Board/committee each year, maximum 6 CP per year. List Board or committee and years served.</p>	
<p><b>CP claimed in Service category (Maximum permitted = 50)</b></p>	
<p><b>Other Activities or Comments (attach explanation)</b></p>	
<p><b>Total CP claimed</b> (Minimum required = 100 for NSS or EQ, 150 for dual track)</p>	

All submissions must be entered through the MOC website, available through DMS under the "Documents" heading.