



CHANGES FOR 2021

Items in this Document

General Policies to Changes in Training Program Requirements	Page 2
Important Dates and Deadlines for Residents & Exam Candidates	Page 3
Consequences for “Unreviewed” Annual Reports and Missed Deadlines: Annual Reports, Annual Report Responses, or Radiograph Set Submissions	Page 5
Covid-19 Pandemic Temporary Changes	Page 7
Changes in Training Support, Case Logging and Annual Report Items	Page 8
Changes to Credential Package Items	Page 10
Changes to Certifying Examination Items	Page 10
Changes in Appeal Items	Page 11
Changes in Maintenance of Certification Items	Page 11
Changes Related to the Addition of the Residency Program Administrative Committee (RPAC)	Page 11
Changes to Equine Program Only	Page 12

AVDC General Policies Regarding Changes in Training Program Requirements

1. Changes are either **Major** or **Minor**.
 - a. A **Major** change affects the **substance** of a training program or credentials requirement, for example reducing or increasing the number of cases required in a particular MRCL category, changing the number of required publications, etc.
 - b. **Minor** changes affect the **format** of a training program or credential's requirement, such as requiring that only AVDC-approved abbreviations are used in AVDC Case Log Diagnosis and Procedure fields in the online case log. For **Minor** changes, trainees and residents are **not** required to change AVDC case log records that already exist, though they are encouraged to do so if the changes are made to facilitate review of case log records by the Training Support or Credentials Committees. Additional **Minor** changes can include different formatting of radiograph sets, submission documentation of publication requirement, etc.
2. **Major** changes are not retroactive – i.e., they do not apply to residents whose AVDC-approved residency program registered start date is earlier than the date on which a change was implemented. However, a resident can elect to follow the changed requirements if s/he decides to do so, as some **Major** changes are to the advantage of both new and current residents. **Major changes within this document apply only to residents registered with AVDC on January 1st, 2021 or later; residents registered prior to that date can elect to make use of any Major change if they would like to do so.**
3. **Minor** changes are to be instituted by *all residents* starting January 1 of the year of the change.
4. Changes/deadlines/items noted below **apply to Equine, Dual, and Small Animal diploma programs** unless specifically stated otherwise. **Items that apply only to the small animal program are in red type.** **Items that apply only to the equine program are in blue type and/or listed under the Equine Program changes section.** **Items that apply only to the dual diploma program are in green type.** Dual diploma residents will need to apply case log/MRCL changes to the respective portion of their case log (SA or EQ related).
5. The AVDC takes seriously reporting, fee payment requirements, and maintenance of approved residency sites, such as response to Action Required notifications associated with Annual Report reviews, submission/approval of Radiograph Sets, payment of Annual Fees, and recertification of residency sites. The status of residents and/or residency sites not in compliance will be reviewed by the TSC and/or Residency Program Administrative Committee (RPAC) chair(s); registration

as a resident or approved residency site may be terminated for non-compliance with AVDC requirements.

Important Dates and Deadlines for AVDC Residents and Exam Candidates

No Set Date

Residency application and registration start date: No set annual deadline.

The **minimum** duration of a full-time residency program is 30 months, and the **maximum** duration is 6 years. The **minimum** duration of a part-time residency program is 36 months, and the **maximum** duration is 6 years.

Varies from January 31st – October 1st

Annual Report Submission deadlines:

- **January 31, 2021:** ALL residents planning to submit a credentials application in July 2021 MUST submit a Jan 1 - Dec 31, 2020 annual report and indicate on the annual report form their plan to credential in July 2021.
- **January 31:** ALL Equine residents submit an annual report regardless of residency start date.
- **January 31:** ALL Dual track residents submit an annual report regardless of residency start date.
- **March 15th, 2021:** A Small Animal resident in a program > 1 year by March 1, 2021 (program started **before** March 1, 2020) and DOES NOT plan to credential in July 2021 submits Jan 1 - Dec 31, 2020 annual report.
- A resident in a program < 1 year by March 1, 2021 (program started **after** March 1, 2020) submits a brief annual report. Due dates for brief annual reports are:
 - **June 15th, 2021:** Residency started between March 1st and June 30th 2020.
 - **August 15th, 2021:** Residency started between July 1st and September 30th 2020.
 - **October 1st 2021:** Residency started after October 1st 2020.

End of first residency year:

Submission of Radiograph Set(s): By the end of the first year of registration as a resident, required radiograph set(s) must be submitted.

End of second residency year:

Approval of Radiograph Set(s): The required radiograph sets must be **approved** by the end of the second year of a residency.

Varying date:

Submission of items for Credentials Committee Pre-Approval: Specialty Training Hours, Radiograph Sets, and Publications can be submitted for **priority** pre-approval from September 15th to May 1st. Pre-approval submission **remains open** to all from **May 1st through September 15th**, but residents will experience a delayed response in review time during this period due to credential package reviews. During this time, review priority will be given to residents submitting a credentials package July 15th of that year. Please note that pre-approval notifications are NOT ensured for July 15th credential packages if the resident submits later than May 1st of that year.

July 15th:

Credentials Applications Deadline: July 15th each year for full- or part-time residents. Residents whose credentials applications are approved by the CC and Board become Candidates, eligible to take the examination the next time it is given. Full-time residents who have completed all residency program requirements except the full 30-month program duration requirement can submit a credentials application July 15th, but if approved, the application is granted provisional approval with the stipulation that the Residency Program Director must confirm that the applicant has met the full 30 month residency requirement by January 1 of the upcoming year (e.g., provisional approval of credentials summer 2020 with completion of time by January 1, 2021). Documentation of completion is required by submitting form CC 511. The 30 months must be completed by this date to ensure entrance to the Phase 1 examination in January of that year.

October 31st:

Examination Security Form and Fee – Phase 1 Certifying Examination: The signed form and examination fee are to be submitted to the Executive Director by October 31st for the Phase 1 Examination.

January:

Phase 1 Certifying Examination. Multiple choice question certifying examination.

March 1st:

Examination Security Form and Fee – Phase 2 Certifying Examination:

The signed form and examination fee are to be submitted to the Executive Director by March 1st for the Phase 2 certifying examination. Candidates are eligible for entry to the Phase 2 examination only after passing the Phase 1 examination.

June:

Phase 2 Certifying Examination. Given at the Oquendo Education Center, Las Vegas on

June 15-17, 2021 and June 14-16, 2022.

Consequences for “Unreviewed” Annual Reports and Missed Deadlines: Annual Reports, Annual Report Responses, or Radiograph Set Submissions

The AVDC understands that there are circumstances that may legitimately prevent a resident from being able complete a required task in the stated time frame; if such circumstances occur, send an explanatory email note to the Executive Secretary (ExecSec@AVDC.org). The Board, RPAC, and TSC want to help you achieve your goals when there are legitimate obstacles in your path! When there is an absence of legitimate obstacles, the following will apply.

*This document is posted on the AVDC website.

Missed Deadlines Will Result in Suspension of a Residency Program if:

1. Radiograph set(s) are not submitted in the first year.
2. Radiograph set(s) are not approved by the end of the second year.
3. Annual report not submitted by the required deadline (see below for review of deadlines).
4. Resident does not respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response.
5. Resident does not make the requested corrections as outlined in the returned annual report review, and/or does not upload a response to the Training Support Committee (TSC) addressing corrections via DMS.

6. If a resident repeatedly does not make corrections as directed by the annual report, their training program may be terminated.

Suspension Consequences:

- During the time period of a suspension, the resident will NOT be able to log cases, acquire clinical weeks, obtain specialty hours (anesthesia, surgery, and radiology), and submit publications to the AVDC.
- The resident cannot submit a credentials package when a residency is suspended.

Re-instatement of Suspended Residency Programs:

A suspended program will be considered for re-instatement when the following criteria are met:

- Resident uploads a response to the TSC explaining reasons the deadline was missed and why the program should be re-instated.
- Resident rectifies ALL areas of delinquency that may include:
 - Making ALL recommended corrections from annual report reviews.
 - Submitting delinquent radiographs sets for review.

Duration of Suspensions:

Annual reports: The resident's residency program will remain suspended until TSC reviews the letter of explanation and corrections to the annual report. TSC has a priority to review reports of candidates that are currently preparing to credential or who have met submission deadlines. Re-instatement reviews have a secondary priority. Once TSC has reviewed these items, a recommendation to the Board will be made to either re-instate or terminate the resident's program. The Board will make the final decision *when* and *if* the resident's program will be re-instated.

Radiograph sets: The resident's program will remain suspended until the Credentials Committee (CC) has reviewed and accepted the radiograph sets. The CC's primary priority is to review credentials applications from July through September.

Once re-instated:

- Cases logged while the resident's program was ACTIVE will continue to count, as long as the cases are not in excess of the 'six-year rule.' MRCLs must be reviewed by a diplomate within one year of the procedure date. Suspension of the program does not 'stop the clock' for the one-year and six-year requirements.
- ALL MRCL cases must have a signed Supervisor form attached, so ALL MRCL cases can be evaluated at the next annual report if they have not already been Ok'd by TSC.

- Pre-approval certificates issued previously during the residency program (e.g., case reports, radiograph sets, and specialty training hours) will continue to be accepted. Supervised and unsupervised clinical hours/weeks logged while the resident's program was ACTIVE will continue to count.

Annual Reports given an “Unreviewed” Status by the Training Support Committee:

1. If an Annual Report is noted to have multiple errors, such that the number of corrections is extensive and it appears the resident and/or mentor has not read or understood the instructions in the SA Case Log Guidelines, TSC will not evaluate the entire report in detail and it will be returned to the resident as “Unreviewed.”
2. Explanations will be provided for why the report did not meet reviewable standards.
3. Guidelines for corrections will be provided.
4. The TSC evaluation form will be used to communicate with the resident. The mentor will receive a separate email informing them that the resident's report was “Unreviewed”.
5. The resident is able to contact TSC via DMS with specific questions, but it is expected that the resident utilizes the Case Log Guidelines and their mentor first to make the necessary corrections.

Unreviewed Consequences:

- Multiple Unreviewed Annual Reports will result in recommendation from TSC to RPAC for suspension of the individual resident's program so that RPAC can determine where the lack of understanding of the AVDC residency process is occurring.
- Multiple Unreviewed Annual Reports will result in recommendation from TSC to RPAC for inquiry into the mentor's understanding of the AVDC residency process.
- A residency site or residency director producing multiple residents with Unreviewed Annual Reports is subject to inquiry by RPAC and/or the AVDC Board.

Covid-19 Pandemic Temporary Changes 2020-2021***2020 Residents Credentialed Summer 2020***

ALL residents in full-time and part-time programs have until January 1, 2021 to finish acquiring required direct supervised and unsupervised clinical service time if their package was provisionally approved by the Credentials Committee. Please complete the Completion of Credentials Form (form CRED 511) located under resident forms on the website as soon as this requirement is met. THE EXECUTIVE SECRETARY MUST RECEIVE THESE FORMS BY JANUARY 1, 2021 TO ENSURE ACCESS TO THE PHASE 1 EXAM. Provisionally approved residents who do not complete the requirement prior to January 1, 2021 will not be granted access to the Phase 1 examination.

If a 2020 credentials package was accepted provisionally by the Credentials Committee, the resident has until January 1, 2021 to complete the Specialist in Training (SIT) hours. Please complete the Completion of Credentials Form (form CRED 511) located under resident forms on the website as soon as this requirement is met. Send this form along with the completed Specialty Hour Form (CRED 500) to the Executive Secretary for processing. THE EXECUTIVE SECRETARY MUST RECEIVE THESE FORMS BY JANUARY 1, 2021 TO ENSURE ACCESS TO THE PHASE 1 EXAM. Provisionally approved residents who do not complete the requirement prior to January 1, 2021 will not be granted access to the Phase 1 examination.

All Current Residents and Residents Credentialing July 15, 2021

ALL 2021 credentialing residents in full-time and part-time programs have until January 1, 2022 to finish acquiring required direct supervised and unsupervised clinical service time if their package is provisionally approved by the Credentials Committee. Please complete the Completion of Credentials Form (form CRED 511) located under resident forms on the website as soon as this requirement is met. THE EXECUTIVE SECRETARY MUST RECEIVE THESE FORMS BY JANUARY 1, 2022 TO ENSURE ACCESS TO THE PHASE 1 EXAM. Provisionally approved residents who do not

complete the requirement prior to January 1, 2022 will not be granted access to the Phase 1 examination.

A 2021 credentials package can receive provisional approval without all specialist in training (SIT) hours logged. If the credentials package is accepted provisionally by the Credentials Committee, the resident will have until January 1, 2022 to complete the SIT hours. Please complete the Completion of Credentials Form (form CRED 511) located under resident forms on the website as soon as this requirement is met. Send this form along with the completed Specialty Hour Form (CRED 500) to the Executive Secretary for processing. **THE EXECUTIVE SECRETARY MUST RECEIVE THESE FORMS BY JANUARY 1, 2022 TO ENSURE ACCESS TO THE PHASE 1 EXAM.** Provisionally approved residents who do not complete the requirement prior to January 1, 2022 will not be granted access to the Phase 1 examination.

The **pandemic cadaver program has been extended to July 31, 2021.** The opportunity will be retroactive to April 2020, so any cadaver work performed between April 2020 – July 31, 2021 will be considered under the pandemic cadaver program. ALL residents have the opportunity to add a significant amount of additional cadaver cases to their MRCL log. **Please see the cadaver form (TSC 441)** for all the details on how to take advantage of this opportunity.

Effective January 1, 2021, new **part-time residents** will once again be **REQUIRED** to spend the first 4 weeks of their residency with their residency supervisor. The pandemic modification in effect from August – December 2020 is no longer allowed due to the considerable challenges faced by part-time residents that started their residencies under the past exception.

Specialty hours can still be acquired via virtual and online options. Time can include, but are not limited to, e-learning opportunities, virtual/online rounds, case discussions via an online platform, and online RACE approved CE hours. All hours must be provided by Diplomates of the respective college. For anesthesia and radiology requirements, 75% of the required time can be virtual. For surgery, 50% of the required time can be virtual. Time spent with OMFS Fellows (not OMFS candidates) can count for 16 surgery hours. The Specialty Hour Form (CRED 500 form) has been updated to allow for tracking of in-person and virtual/online hours. This opportunity will be available through July 15, 2021. At this point, the success of this change will be evaluated for possible non-pandemic related future use by the Residency Education Committee and the Board.

All current **Delayed Submission Requests** and those submitted for 2021 credentialing will be extended by an additional year.

Changes in Training Support, Case Logging, and Annual Report Items

MAJOR Changes:

1. All Leave of Absence is limited to 12 months.
2. A Leave of Absence and/or Residency Suspension does not extend the “6-year rule,” which states that if a resident remains in a residency program for more than six years, all cases in the MRCL log that are more than six years old must be removed and cannot count towards meeting the AVDC MRCL minimums.

MINOR Changes:

1. Cases supervised by a Diplomate of the EVDC (European Veterinary Dental College) or American/European College of Veterinary Surgeons (ACVS/ECVS) cannot make up more than **10%** of the total MRCL case logs. Cases done with an ACVS/ECVS/EVDC Diplomate will need to be reviewed with the AVDC mentor. The mentor will complete the MRCL short form and upload into the MRCL case log.
2. As of January 2021, cases with an **S** (secondary operator, working as an assistant to an Academy Fellow or human doctor/dentist) **will no longer be accepted**. There is no requirement to change previously entered S cases prior to January 2021.
2. For the RE category, variety can be achieved via diagnosis and treatment.
3. RE cases require RADS.
4. RE: Residents may count 3 RE cases if 3 different teeth in one patient have enamel hypoplasia. Previously it was 2 cases.
5. PE Category: If a cleaning was performed, list PRO in the procedure column for EVERY PE2, PE3 and PE4 case. Please consistently list PRO as the first item in the Procedure column for every case. If a PRO was not performed, please write **‘PRO not performed.’**
6. PE4: As of January of 2021, using a variety of membranes will contribute towards variety in the logs.
7. EN3 must involve endodontic therapy. A *staged* mature root canal obturation is an EN1. Hemi-section and/or tooth avulsion followed by endodontic treatment of the remaining tooth and regenerative endodontics are considered EN3 cases. At least one EN3 case **MUST** be a surgical endo.
8. No more than one OS1 case and one OS2 case can be logged for each treatment episode. OS1 and OS2 can be counted in the same treatment episode along with other categories, but there cannot be more than one OS1 and OS2 entry for a patient on a singular day.
9. OS2 cases cannot be downgraded to OS1 cases.
10. OR: Different orthodontic procedures performed to correct a patient’s malocclusion can be logged as separate cases. The procedures may be performed on the same day or on separate days. For example, treatment on a patient may involve brackets and a power chain (OR4), as well as a coronal extender or an incline plane (OR3). No more than three OR cases may be logged for treatment of a particular malocclusion diagnosis.
11. OR: Variety can be achieved via diagnosis (type of malocclusion) and treatment.
12. Cadaver cases can be performed under direct supervision, recorded/documentated electronically, and/or shared in real-time with AVDC Diplomates for review. This

policy applies to ALL cadaver cases. The new pandemic cadaver form and cadaver MRCL entry and review process will permanently replace the old system and paperwork for reporting cadaver cases. At the end of the pandemic cadaver program, the document will be revised to use for routine cadaver entry into the MRCL log.

The Leave of Absence Request Form has been updated. The pertinent policies can be found in this form on the AVDC website under Resident Resources > Quick Links.

The Small Animal Case Logging Document has been updated. While there are some changes highlighted above, other portions of the document provide clarification. Please read the entire document closely! A mid-January Q & A online meeting will be scheduled for residents and mentors to review the updated Case Logging information with the Small Animal TSC Chair.

Changes in Credentials Package Items

MAJOR Changes:

1. For new programs starting on or after January 1, 2021, a Full Time Residency shall provide a minimum of 40 hours of clinical dentistry experience per “clinical week.” A “**Clinical Week**” is defined as 40 hours acquired during a Monday-Sunday time span containing any of the following activities: clinical dental didactic rounds, clinical dental/maxillofacial consultations and procedures, dental/maxillofacial cadaver work, and teaching involving the foundations of dentistry. If a resident were to work more than 40 hours of clinical dentistry in a week (Monday to Sunday), it is still to be counted as 1 week towards the 48 and 78 weeks of the direct supervised and unsupervised clinical time requirement for a full-time residency.

MINOR Changes:

1. The document “Canine and Feline Radiograph Set Requirement: Information for Residents” was updated. Please note that, if a radiograph set is not approved, individual views that were not adequate can be re-taken and swapped into the set for submission as a new radiograph set; AVDC recommends keeping the original cadaver in a freezer in case it is needed for additional views. Please note both dates on any resubmission for consistency.
2. The required format of the CV has been updated with the following change: Residents are to use a table to list: Dental and Veterinary Dental Courses, Seminars or Wet Labs Attended (with dates with most recent items at top, sponsoring organization, name of instructor and total number of course hours). Please refer to the AVDC website under Resident Resources to locate the Word template that has been added for ease of use.

3. A form (CC 511) is required for full-time residents with provisional acceptance of their credentials package pending completion of their 30-month residency duration starting with 2021 provisional approval of credentials applications.

Changes in Certifying Examination Items

There are no MAJOR and MINOR changes for the certifying examination. Please refer to the Examination Information document online for ALL items and instructions regarding the 2021 examination.

Phase 1 (January 14-15th, 2021)

Phase 1 examination candidates are receiving up to date information regarding the Phase 1 exam. The Board and Examination Committees have been working hard to develop testing strategies during the COVID pandemic. This year the Phase 1 examination will be administered via the examinee's own computer at a place of their choosing using ExamSoft virtual proctoring.

Candidates are working with Dr. Robert Malinowski, PhD, DVM, MA and Veterinary Specialty Exams, LLC for test administration and support.

Phase 2 (June 14-18th, 2021)

The June 2020 Phase 2 Certifying Examination was canceled due to COVID. Both 2020 and 2021 phase 2 candidates are currently scheduled to take the exam in the Oquendo Center in Las Vegas, NV June 14-18th, 2021. Details regarding the administration of this examination will be shared via the DMS and AVDC webpage as they become available.

The "Repeat Examination" rule requiring candidates to pass both phases of the exam within "three attempts in 3 consecutive years for each phase of the exam with the exception of one deferral year" has been modified to take into account that there was not a Phase II exam in 2020.

The Disability Accommodation Request Form (EXAM 960) has been updated and added to the AVDC website under Resident Resources.

Changes in Appeals Items

There are no MAJOR or MINOR changes to the Appeals Items.

Changes in Maintenance of Certification Items

MAJOR Changes: There are no major changes to Maintenance of Certification Items.

MINOR Changes: Dual Diploma holders are also responsible for MOC.

Changes Related to the Addition of Residency Program Administrative Committee (RPAC)

The following documents have been created for use by residents and mentors:

- Compulsory Suspension of Resident
- Compulsory Suspension of Residency Director
- Voluntary Suspension of Residency Program (by resident or residency director)
- Reinstatement applications (following voluntary or compulsory suspension)
- RPAC Residency Status Change Form (changes between full and part time status)
- Residency Director application (for first-time residency directors at approved residency sites).

Changes in Equine Program ONLY

MAJOR Changes:

1. The Equine Veterinary Journal has been added to the AVDC Equine pre-approved publication list; therefore, articles accepted by EVJ will be automatically pre-approved by the Equine Credentials Committee if the article meets the definition of an AVDC publication.

MINOR Changes: There are no minor changes.