

**CREDENTIALS APPLICATION INSTRUCTIONS - SMALL ANIMAL**

## Current for the 2019 Credentials cycle.

*Items shown in underlined italic font* are available on the AVDC web site, by links from the *Information for Registered Residents* page unless otherwise stated.

This document is intended for use by residents in AVDC-registered training programs who are completing their training programs and are considering applying for Credentials Review in the current year.

Residents who are not ready to consider applying for credentials review in the current year are welcome to review this document; however, it is important to review the Credentials Application Instructions that will be in effect for the year in which you intend to apply. These Credentials Application Instructions are reviewed each year and updated as necessary.

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# Introduction

A resident will be admitted to the College examination only after he or she has produced satisfactory evidence that he or she has met the General Requirements and has completed an Approved Training Program. Be sure to review the *Requirements for Entry to the AVDC* (click the *How to Become a Diplomate* link on the *Information for Veterinarians* page).

## The deadline for receipt by the AVDC Executive Secretary of the complete package (including letters of reference) is July 15th.

**Applications that are incomplete or that are received after the July 15th deadline will be returned to the resident and will not be considered further that year.**

**Submission of an Application**

**Review of Credentials Application Files by the Applicant’s Supervisor is required.**

Files can be submitted via DMS by applicants from July 1st – July 15th. Submission of a DMS Credentials Application document automatically results in an emailed request for Supervisor Review

**AVDC recommends that applicants upload their files to a DMS Credentials Application document prior to the July 15th deadline,** so that their Supervisor can read the files on-line and suggest corrections or additions if indicated. Applicants can delete files and upload revised files only prior to the midnight July 15th deadline.

Supervisors then have a two-week period to read the final set of files and submit their Supervisor Report by July 31st.

# Items to be Included in a Credentials Application Document

## A completed application consists of all of the following required items, to be received by the AVDC Executive Secretary on or before the July 15th deadline.

**Each item has a letter – include that letter in the name of the file that will be uploaded to DMS, e.g. LASTNAME, FirstName B. Photo *year.***

1. Completed and signed **Application Form** (available in the Credentials Application section on the *Information for Registered Residents* web page), with a photograph of the resident in the space provided. Include a check for the **Application fee** of US$600 made out to “AVDC”. Payment of the fee can also be made by credit card. The Credentials Application will be returned unreviewed if the **Training Program Annual Fee** due January 1st is in arrears.
2. Head shot **photograph** of the applicant is to be submitted as a digital image in .jpg format via DMS. Name the file ***Your*LASTNAME, FirstName B. Photo *year.***
3. A copy of the applicant’s **Veterinary School Graduation Certificate**, submitted as a scanned or photographed digital image. Name the file ***Your*LASTNAME, FirstName C. VetSchool.**
4. A copy of the Applicant’s **Current License(s) to Practice Veterinary Medicine**, submitted as a scanned or photographed digital image(s). Name the file ***Your*LASTNAME, FirstName D. License *year.***
5. ***Curriculum vitae*** of the Applicant.

Include an account of all professional activities since graduation from veterinary school, all publications, all educational programs both attended by and presented or created by the Resident, and the names of and contact information for individuals whom you have asked to write letters of reference on your behalf. The AVDC format for the curriculum vitae is described in the *Curriculum Vitae* document. Name the file ***Your*LASTNAME, FirstName E. CV *year.***

1. **Training in Related Specialty Disciplines** in Anesthesia, Radiology and Surgery. Details and forms are available from links in the *Anesthesia, Radiology, Surgery*

section of the *Information for Registered Residents* page*.*

Item F is **not** required if Pre-Approval certification has been obtained - the Pre- Approval certificates are on record in your Program Summary in DMS, and you do not have to submit the certificates as part of your credentials application.

If you are submitting the original Specialty Training form(s) for review by the Credentials Committee, do not submit the forms as part of the Credentials Application document - submit the forms as separate DMS Specialist Training document(s).

## AVDC Diplomate Supervision:

**For a resident in an Alternate Pathway training program**, documentation of at least 12 weeks (480 hours) of direct supervision (‘visitation’) by the Supervisor or other AVDC Diplomate is required. The completed Visitation Form is to be included as a scanned or photographed image. Name the file ***Your*LASTNAME, FirstName**

* 1. **Visit *year.*** For more information, review the *Visitation and Residency Supervision Information* page.

**For a resident in a Residency training program**, documentation of completion of 48 weeks of direct clinical supervision by the Residency Program Director or other supervising AVDC Diplomate(s). **Confirmation of completion of this clinical service requirement will be included in the Supervisor’s letter confirming completion of the program**, so no separate form submitted by the applicant is required. For more information, review the *Visitation and Residency Supervision Information* page.

## Oral-Dental Chart Record Forms used by the resident.

Minimally, dental charts suitable for dogs and cats are required; records for other species may also be included. Read *Dental Charts* for more information about the Dental Chart requirement.

Item H is **not** required if the Resident is a resident at an AVDC-approved residency site, **or** if certification of Pre-Approval has been obtained. The Approved certificate is on record in your Program Summary in DMS – you do not have to submit the Approved certificate as part of your credentials application.

If you are submitting **original dental charts** at the time that you are submitting a credentials application, submit the Dental Charts in a separate DMS Dental Charts document.

I. **Veterinary Dental Equipment, Instruments, and Supplies currently available to the Resident,** arranged as described in the *AVDC Credentials Equipment List* document.

Item I is **not** required if the applicant is a resident at an AVDC-approved residency site **or** if certification of Pre-Approval of this item has been obtained and is included with the application (read *Pre-Approval* for more information). The Approval certificate is on record in your Program Summary in DMS – you do not have to submit the certificate as part of your credentials application.

If you are submitting the Equipment List files at the time that you are submitting a credentials application, submit the files in a separate DMS Equipment List document.

## Publications requirements.

Several changes have been made over the years regarding publications requirements. It is your responsibility to clearly indicate in the Application Form which publication requirement is being followed, and to ensure that the corresponding guidelines and requirements are followed and fulfilled. You can choose to abide by publications requirements that were either in place at the time of your program registration or that were instituted afterwards. The guidelines of the publication requirement chosen must be fully met; different publication requirements cannot be combined. For information on the different publication requirements that have been available over the last several years (i.e., standard case reports, CREP system, First and Second Article, etc.), read the files available in the Information for Registered Residents web page. Also read *Pre-Approval* for information about the Pre-Approval Process. Please be aware that as of 2018 the Second Article as previously defined in the First/Second Article system is no longer required; only the First Article as defined in the corresponding guidelines is required.

The Approved certificates for items that were Pre-Approved are on record in your Program Summary in DMS – you do not have to submit the certificates as part of your credentials application.

If you are submitting one or more **manuscripts or** case reports at the time of the application, write **only ‘Original’** and the Category on the relevant line on the check list in the Application Form. Manuscripts and case reports submitted at the same time as a Credentials Application package will be reviewed blindly, as for the *Pre-Approval* system. Submit manuscripts or case reports electronically via DMS using the Case Report or Manuscript document process (see *Case Report and CREP System* document) - do **not** include manuscript or case report files in the DMS Credentials Application document.

## Dental Radiograph Sets:

Complete sets of dental radiographs of a dog and a cat, or certification that Pre- Approval of the radiograph set requirement has been obtained*.* For a detailed description of the radiograph set requirements, read *Radiograph Set Information*.

The Approved Certificates are on record in your Program Summary in DMS – you do not have to submit the certificates as part of your credentials application.

If you are submitting one or more **original** radiograph sets with the application, write

**only Original** on the relevant line on the check-list on the application form. **Radiograph sets submitted with the Credential Application will be reviewed blindly,** as for the Pre-Approval system. Submit original radiograph sets electronically via DMS as Radiograph Set documents (see *Radiograph Set Requirements* page) **–** do **not** include radiograph sets in the Credentials Application document.

## Case Log, MRCL Case Review Forms and Cadaver Procedure Log.

Your case log is available on-line in DMS; no additional formatting or submission is required. Be sure that you have updated your log and attached any remaining MRCL Diplomate Case Review Forms before the July 15th credentials application deadline. Case log requirements are described in detail in *Case Log Requirements.* A completed dental record must be available for all cases logged.

## Cadaver Procedures:

If insufficient cases have been accumulated in a Resident’s case log to complete the MRCL requirement in one or more categories during the training period, up to **five ‘cadaver cases’ may be performed by the Resident in lieu of an MRCL clinical case** if the Resident has completed all other training requirements and is otherwise ready to submit a Credentials Application.

The cadaver procedure policy and the form to be submitted as a Cadaver Case are included in the Case Log document. Name the file: ***Your*LASTNAME, FirstName**

* 1. **Cadaver *MRCL category year*.** Include completed Cadaver Procedure forms as files attached to your DMS Credentials Application document, and note in the Credentials Application check-list that you have submitted cadaver form(s).

## Additional Materials.

Residents are encouraged to submit any additional documentation that will help substantiate their qualifications; for example, copies of published or accepted papers related to veterinary dentistry authored or co-authored by the Resident that are not included as CREP or Publication articles. Electronic files in Word or Acrobat .pdf format are required. Name the files*:* ***Your*LASTNAME, FirstName M. AddMat *Brief-description-of-item year*.**

* 1. **Supervisor’s Report.** The Credentials Application Supervisor's Report, which includes certification of satisfactory completion of the training program, is to be **submitted by the Supervisor by July 30th**. This form is separate from the letter of reference that is to be written by the supervisor (item O.). The Supervisor’s Report form is available in the *Credentials Application* section of the *Information for Registered Residents* page of the web site. E-mail notification that the Supervisor’s report is due will be automatically sent to your supervisor when you submit your Credentials Application document to DMS. The Supervisor is to attach the Supervisor’s Report to the Credentials Application document.
  2. **Letters of Reference** See the separate section on Letters of Reference on page 9 of this document.

# Fees

The current fee for credentials application review is US$600.

The annual training program fee is not included in the Credentials Application fee, and the **application will not be considered if the annual training program fee is in arrears** at the time of submission of the application.

**The credentials application fee of US$600 is to be submitted at the time of submission of the application**, by check drawn on a US bank account, money order or credit card payment.

No refund will be made to Residents who complete the credentials process but take and fail to pass any portion of the examination.

# Application Submission Process

The signed application form and fee payment are to be submitted by July 15th. Letters of reference are to be submitted by the writer of the letter directly to the Executive Secretary. **All other items are to be submitted electronically via DMS, as part of a Credentials Application document.**

For your convenience in uploading the files, assemble all of the items that you wish to include in your Credentials Application into one folder on your computer.

Do **NOT** use a .ZIP file or similar option to compress your files.

**File naming:** Name the files as described for individual items, above.

**Submitting files:** Log in to DMS and click the Begin a New Document link on the right side of the **Welcome** screen. From the Document Type drop-down menu, select Credentials

Save and Next

Application. Click . On the main Credentials Application screen, attach your

Credentials Application files by clicking *Attach Multiple Files* (on the menu line at the top of the screen). The Attach/Upload Multiple Files screen appears. Click Browse, then locate and drag-and-drop the files to be uploaded, then click Upload. Please be patient when you are uploading your document files to DMS – it may take a minute or two. When the file up- loading process is completed, the Credentials Application screen re-appears. You can check that the files have uploaded correctly to DMS - look in the file list below the wide blue line. You can attach additional files as necessary. **When the AVDC package is complete to your satisfaction, check the Submit this document box in the yellow panel on the right of the screen ( a check mark appears in the box) and (VERY IMPORTANT!) click the Save Changes command in the menu line at the top of the screen.**

The next screen shows the document status as Pending Supervisor Approval. An e-mail note is automatically sent by DMS to your supervisor to alert her or him that the files in your Credentials Application document are available for her/his review. **Note that you may delete files and upload revised files only until the midnight July 15th deadline.** AVDC recommends that you submit your Credentials Application document and files well prior to

the July 15th deadline, so that your supervisor has time to read and comment on the files and you have time to revise the files if necessary before the July 15th deadline.

The View Existing Documents link on the right of the DMS Welcome screen allows you to check the status of your documents whenever you wish to – just click on the individual document name.

**While you are logged in to DMS to upload your document, be sure to check and update your personal information in the DMS data-base if necessary** (click on View/Edit Your Personal Information on the menu on the right side of the Welcome page).

# AVDC Process Following Receipt of Credentials Applications

* + - Applications **received after the July 15 deadline** will be returned to the applicant unconsidered.
    - Applications received by the deadline are processed by the Executive Secretary.
    - Manuscripts or Case reports, Radiograph sets, Equipment List, Dental Charts and Specialist Training Hours forms are to be submitted as separate documents that will be reviewed separately as per the Pre-Approval process. When a Pre- Approval item is approved, the Approval Certificate automatically appears in the Resident’s Program Summary, and the primary Credentials Committee reviewer and Committee chair are alerted that an additional item has been approved.
    - Letters of Reference are processed by the Executive Secretary so that they are available in a limited access location in the Credentials Application document that is available only to the Credentials Committee reviewers.
    - The Credentials Committee meets to consider the applications. For otherwise- acceptable applications that may be deficient in minor ways, the applicant, at the discretion of the Credentials Committee chair, may be given the opportunity to make up deficiencies within a 10 day grace period.
    - The Credentials Committee sends a final report to the Board of Directors for consideration and action at a meeting of the Board of Directors.
    - Applicants are informed of the decisions of the Board as soon as possible following the Board meeting. All decisions are sent to applicants on the same day.

# Appeal of AVDC Credentials Decisions

Adverse decisions made by the Board of Directors of the American Veterinary Dental College can be appealed. The *Appeals Procedure* is available on the *Information for Registered Residents* page on the AVDC web site.

# Letters of Reference

The Application Package considered by the Credentials Committee is to include a minimum of two Letters of Reference. **Please share this information with the individuals who have agreed to write the letters on your behalf.**

## Who can write the letter?

* 1. A letter of reference from the Resident’s AVDC Supervisor is **required**, and is to be separate from the Supervisor’s Report (item N).
  2. The second letter is to be from a dental diplomate with whom the Resident has spent considerable time, or if the Resident has had little or no interaction with another AVDC or EVDC diplomate, the second letter is to be from a veterinarian or dentist who has worked with the Resident and can comment on the clinical abilities and knowledge of the Resident. If the writer of the second letter cannot or elects not to comment on the specific items below, the Resident will be asked to arrange for a different but suitably-qualified individual to write and submit the second letter. *Do not ask individuals who have little or no direct knowledge of your dental expertise to write letters of reference.*

1. **Content.** The letters are to:

* State how long the writer has known the Resident and in what capacity.
* Describe any personal strengths and weaknesses of the Resident, including comments on the Resident’s character and professional integrity.
* In particular, describe the Resident’s knowledge and abilities to diagnose and treat veterinary dental conditions based on the writer’s own observations.
* State whether the writer considers the Resident qualified for entry to AVDC.

1. **Waiver of Access: All letters of reference must to be accompanied by a signed “*Waiver of Access*” form.** This form is available on the next page of this file and can be down-loaded from the Credentials Application section of the *Information for Registered Residents* web page. Send or give a copy of the form to each of the people who have agreed to write letters of reference for you.
2. **Submission**: The letters are to be marked “Confidential” and are to be sent by the writer of the letter to the Executive Secretary of the College at the address below. They must be received on or before the July 15th application deadline. Submission of a scanned signed copy as an email attachment in an e-mail sent from the letter writer’s own email address or by fax of the original letter. Mail letters of reference to:

Chris Daniel, Executive Secretary, AVDC, 103 Calderwood Dr, Ste 110,

Meridian ID 83642, USA.,

or fax them to: 1-208-895-7872, or send as an attachment to an e-mail to [ExecSec@AVDC.org](mailto:ExecSec@AVDC.org)

1. **Previous Application:** When a Resident has submitted an unsuccessful application in a prior year, either new letters of reference are required or copies of reference letters supporting a previous application may be submitted if accompanied by a note from the writer of the letter stating that s/he approves inclusion of the original letter in the current year’s application package.

# Waiver of Access to Confidential Letters of Reference

**TO THE APPLICANT**: The American Veterinary Dental College requires a minimum of two letters of recommendation as part of its application process. If you prefer that any of the letters of recommendation being requested are to be considered confidential, you may waive your rights to inspect and review the letter(s). Such waivers are voluntary and are not required as a condition of admission to the College.

For each waiver of access that you elect to make, you must complete, and sign a separate *Waiver of Access to Confidential Letter of Recommendation*. Forward this form (whether or not access has been waived) to the reference with your request for his or her letter of recommendation. Letters of recommendation will not be considered unless accompanied by this form. Please send a copy of this form to each individual from whom you are requesting a recommendation letter.

In the spaces provided, please print both the name of your reference and your own name: Name of reference:

Your name:

**TO THE PERSON PROVIDING THE REFERENCE**: The above-mentioned individual is applying for admission to the American Veterinary Dental College. If the *Waiver of Access to the Confidential Letter of Recommendation* has been completed and signed by the candidate, the confidentiality of your letter of recommendation can be maintained. If the Waiver has not been signed, the applicant will have the right of access to your letter. Please sign on the line provided indicating that you have read and understand this paragraph, and submit it together with your letter of recommendation irrespective of whether the candidate has signed or not.

Reference’s signature: Date:

**WAIVER OF ACCESS TO CONFIDENTIAL LETTER OF RECOMMENDATION**

I understand that the letter of recommendation from concerning

me is to be received and maintained in confidence by the American Veterinary Dental College. The principal purpose for requesting this letter of recommendation is to facilitate the processing of my application for admission to the College. With respect to this letter of recommendation, I hereby voluntarily and expressly waive any and all rights that I may have under all applicable laws, regulations, and policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

Applicant’s signature: Date: