MOC Handbook
DISCLAIMER

Due to changes with the MOC process, modifications are required to the online system. As of April 2017, these have NOT been made. At this point, we do not have an estimated date by when these changes will be complete. Until further notice, there will be alternative methods required to submit certain items. Please find guidelines on how to submit these specific items at the end of this handbook.

Any areas requiring alternate submission methods will be highlighted in teal.
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**Glossary**

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<td>ABVP</td>
<td>American Board of Veterinary Practitioners (<a href="http://www.abvp.com">www.abvp.com</a>)</td>
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<td>ABVS</td>
<td>American Board of Veterinary Specialties (<a href="https://www.avma.org/ProfessionalDevelopment/Education/Specialties/Pages/default.aspx">https://www.avma.org/ProfessionalDevelopment/Education/Specialties/Pages/default.aspx</a>)</td>
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<td>Appeals</td>
<td>A formal request to a higher authority requesting a change in or confirmation of a decision</td>
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<tr>
<td>AVMA</td>
<td>American Veterinary Medical Association (<a href="https://www.avma.org/Pages/home.aspx">https://www.avma.org/Pages/home.aspx</a>)</td>
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<tr>
<td>Candidate</td>
<td>A person whose application and credentials have been accepted and is eligible to sit for the certification examination</td>
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<td>COR</td>
<td>Council of Regents (governing board of ABVP)</td>
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<tr>
<td>MOC</td>
<td>Maintenance of Certification</td>
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<tr>
<td>RACE</td>
<td>Registry of Approved Continuing Education (<a href="http://www.aavsb.org/RACE/">http://www.aavsb.org/RACE/</a>)</td>
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<tr>
<td>RVS</td>
<td>Recognized veterinary specialty</td>
</tr>
<tr>
<td>RVSO</td>
<td>Recognized veterinary specialty organization (e.g. ABVP, ACVIM)</td>
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I. Eligibility Requirements

All ABVP Diplomates are required to maintain certification every ten (10) years. If you fail to maintain certification you forfeit your ABVP status and can no longer claim to be ABVP-certified.

Any Diplomate in good standing is allowed to attempt Maintenance of Certification (MOC). Diplomates not in good standing are not allowed to attempt MOC. Anyone who has not continuously paid annual fees since certification may be allowed to regain good standing by paying all delinquent and current fees. As a courtesy, ABVP will attempt to notify you of your eligibility to maintain certification and deadlines. You are responsible, however, for being aware of and keeping track of your eligibility status and submitting an application at the appropriate time. Extensions will not be granted for claims of lack of notification.

You are eligible for MOC in the 8th, 9th and 10th years of your certification period. Certification expires on December 31 of your 10th year. For example, if you originally certified in 2010 you may attempt to maintain certification in 2018, 2019 or 2020. This extends certification for ten (10) years beyond the last certification period — not ten (10) years beyond the year in which the MOC requirement is met. In other words, certification obtained in 2010 remains in effect until 2020; MOC extends certification to 2030, as long as the requirements are met in the 8th, 9th or 10th years of the certification period.

<table>
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<th>Maintenance of Certification Chart</th>
<th>Date</th>
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<tr>
<td>Original Exam Date</td>
<td>November 2009</td>
<td>November 2010</td>
<td>November 2011</td>
</tr>
<tr>
<td>Certification Expiration Date</td>
<td>December 31, 2019</td>
<td>December 31, 2020</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Earliest Date to Maintain Certification by Points</td>
<td>January 15, 2017</td>
<td>January 15, 2018</td>
<td>January 15, 2019</td>
</tr>
<tr>
<td>Next Date to Maintain Certification by Points</td>
<td>January 15, 2018</td>
<td>January 15, 2019</td>
<td>January 15, 2020</td>
</tr>
<tr>
<td>Final Date to Maintain Certification by Points</td>
<td>January 15, 2019</td>
<td>January 15, 2020</td>
<td>January 15, 2021</td>
</tr>
<tr>
<td>Earliest Date to Maintain Certification by Exam</td>
<td>October 2017</td>
<td>October 2018</td>
<td>October 2019</td>
</tr>
<tr>
<td>Next Date to Maintain Certification by Exam</td>
<td>Oct./Nov. 2018</td>
<td>Oct./Nov. 2019</td>
<td>Oct./Nov. 2020</td>
</tr>
<tr>
<td>Final Date to Maintain Certification by Exam</td>
<td>Oct./Nov. 2019</td>
<td>Oct./Nov. 2020</td>
<td>Oct./Nov. 2021</td>
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If you fail to maintain certification within the allotted three (3) years of eligibility, you may, for a period of three (3) years, re-enter the examination process as a candidate by submitting an exam registration form and paying the full examination fee. At this point,
both sections of the examination (Specialty and Practical) must be passed. In this event, your certification will extend ten (10) years from the date both sections of the exam are successfully passed.

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

**Time-Stamped Certification**

Should an ABVP Diplomate allow their certification to expire, they are required to remove the Diplomate title from all marketing and business materials and can no longer claim or reference current or previous ABVP certifications. No time stamping of status in the use of the title is allowed, i.e. DABVP (Feline 1999-2000). The use of the title must be discontinued even if one is planning to re-enter the examination process as a candidate thereby sitting for both the Specialty and Practical exam. Only once both sections of the exam are successfully passed and ABVP certification has been restored, may the Diplomate title be returned to all marketing and business materials. If certification has expired and a Diplomate does not remove their title, ABVP may report a Diplomate to the AVMA Judicial Council and/or the appropriate licensing board.

**Certificate Ownership, Repossession, and Withdrawal of Privileges**

1. Certificates shall remain the property of the ABVP and shall be repossessed when:
   a. The issuance of such a certificate or its receipt violated provision of the ABVP’s by-laws.
   b. The Diplomate is guilty of unethical conduct as outlined later in this handbook.
2. Withdrawal of privileges
   a. Diplomates acting as representatives of ABVP do so as a privilege granted by the Council of Regents (COR). The COR may revoke any of these privileges at any time for failure to represent the best interest of the RVSO. If investigation reveals evidence-warranting action, the individual will also be notified in writing and given full opportunity to respond in writing and through a hearing before the COR.
   b. In the event of revocation of certification and withdrawal of privileges, the individual possessing the certificate in question shall return same upon written demand by the COR.
c. Non-compliance within thirty-(30) days of written notice shall be just cause for legal action as deemed necessary by the COR for repossession of the certificate in question.

**Extension Requests**

The three (3)-year time frame allowed for MOC is intended to give Diplomates adequate time to complete the process. As such, requests for extension of the MOC deadline are strongly discouraged. The COR will only consider extensions for circumstances of extreme hardship such as serious personal illness. Extensions are generally granted for reason of military deployment. If approved, an extension is for one (1) year only. Requests for extensions are only considered in the final year of eligibility. Diplomates in their 8th or 9th year of certification are not allowed to submit extension requests.

In addition to circumstance, the COR will evaluate other factors such as duration of the hardship, your eligibility to sit for the examination, and importantly, whether MOC was attempted prior to the final year of certification. Unless an attempt was made to maintain certification via point accumulation at least once, an extension request via this route will not be considered.

If you choose to request an extension of your MOC deadline, you may do so by submitting a request via e-mail (abvp@navc.com) to the ABVP office during the last year of your certification. You will be notified of the COR’s decision within thirty (30) days of the request.

**Notification of Results**

It takes approximately four (4) months to review MOC materials submitted via point accumulation. You will be notified of results, via e-mail, no later than June 1. No results will be given over the phone.

**Appeals Process for MOC and Examination**

If you believe you have been adversely affected by an ABVP decision you may petition for reconsideration only on the grounds that the decision:

1. Disregarded the established criteria for certification or approval
2. Failed to follow ABVP’s stated procedures
3. Failed to consider relevant evidence and documentation presented
You may appeal via e-mail to the ABVP Executive Director (abvp@navc.com) within thirty days after the announcement of the initial decision. The appeal must include a statement of the grounds of review and documentation in support of the appeal. The ABVP Appeals Committee will consider the appeal letter, documentation, and the recommendation of the MOC Committee, Examination Committee, and/or Credentials Committee. A final decision will be made by August 1 for Credentials appeals and within 150 days of receipt of appeal for Examination appeals. In each case, electronic notification will be sent to the petitioner. No appeals decisions will be given over the phone.

Appeals may be withdrawn up to ninety (90)-days after submission of the appeal should the petitioner make the request to the ABVP Executive Director.

**Ethical Considerations**

ABVP applicants, candidates, residents, and Diplomates are held to high ethical standards. Therefore, if ABVP receives a complaint or is otherwise informed of a potential ethical breach regarding an ABVP applicant, candidate, resident, or Diplomate, this information will be reviewed by the Executive Director, President, and/or Executive Committee and may be presented to the COR.

Complaints against an ABVP applicant, candidate, resident or Diplomate may be submitted to the Executive Director by telephone, e-mail, or mail.
II. Maintenance of Certification by Specialty Exam

You have the option to maintain certification by taking and passing the Specialty Examination in your RVS.

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

Successful passing of the exam will extend your certification by ten (10) years beyond the original expiration date.

The deadline for registering and paying the fee for the MOC exam is September 1 at 11:59 PM Central Time of the year in which you plan to take the exam.

1. Time and location
   a. The exam is administered in conjunction with the ABVP Symposium.
   b. The 2017 Specialty exam will be held in Atlanta, Georgia, October 4.
   c. The 2018 Specialty exam will be held in Tampa, Florida, October 10.
   d. The 2019 Specialty exam will be held in Denver, Colorado, October 9.
   e. The Swine Health Management Exam is given at the annual AASV Conference.
   f. Dates and locations are subject to change. Please visit www.abvp.com and log in to your ABVP online account for updates.

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

3. If you are eligible to sit for the exam and have paid the required fees, you will receive an Examination Entrance Certificate by e-mail at least two (2) weeks prior to the examination date. This certificate is required for admission to the examination. If you misplace your examination certificate or do not receive it one (1) week prior to the test date, you must contact ABVP.

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

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

6. Exam proctors will be present to answer questions about the exam process but they cannot help with exam content.
April 2017

7. The results of the MOC exam will be e-mailed within forty-five (45) days of the exam. Results will not be given over the phone.

Contingency Plans: Hazardous Weather or Personal Medical Emergency

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

1. Call the ABVP office (800.697.3583) and inform the personnel there of the predicament. Obtain the name of the individual with whom you speak.
2. Submit a letter of explanation to the ABVP office.

No refunds of exam fees will be given. If you are still eligible to take the exam the following year, the exam fee will be carried over to the following year’s exam at your request. This will not automatically be done.

Examination Procedures

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

Suggestions for Taking the Exam

- Read written instructions carefully. You may miss important information by skipping over directions or reading them too quickly.
- Answer the questions in order, but don’t waste time on questions containing
unfamiliar or difficult material. Time permitting you may revisit skipped questions.

- Make educated guesses at correct answers rather than leaving the answer spaces blank. The score on the entire test will be based only on the number of correct responses, with no penalty for wrong answers.
- Record answers carefully on the separate answer sheet.
- To change an answer, erase previously marked responses thoroughly. Multiple responses to a question will be scored as incorrect.

**Examination Passing Point**

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

**Understanding Test Results**

Confidential exam results are e-mailed within forty-five (45) days following the examination. No results are given over the phone.

If you fail the exam, you will be given your raw score along with the passing score. In addition, you will receive your sub-scores broken down for each knowledge domain to assist in identifying areas for future study. Any portion of an examination not passed may be repeated if you are eligible. To retake an exam, you must register and pay the MOC exam fee by September 1 at 11:59 PM Central Time.
III. Maintenance of Certification by Point Accumulation

Diplomates have the option to maintain certification by accumulating five hundred points instead of taking and passing the Specialty Exam.

Unless otherwise noted, all MOC points must be earned within five (5) years prior to submission of a MOC application and fee. In other words, if you are submitting your application for the January 15, 2018 deadline the five (5) year window counts back from that date.

Although five hundred points are needed for MOC via point accumulation, it is highly recommended that more than five hundred points be submitted, if available, in the event some are not accepted. Diplomates have failed MOC by less than ten (10) points so it is essential to submit more than five hundred.

If you do not obtain all points available in a particular category, you may submit additional points in that category the following year if eligible. Any points awarded in a category will be administratively carried over to the following year’s MOC application if necessary. In other words, if you fail MOC in your 8th year but are awarded 200 points for Continuing Education, these points will be applied to your next attempt.

If you are interested in joining the online MOC help group, please e-mail your interest to abvp@navc.com. The MOC help group is run through VIN. A VIN membership is not required to gain access to the group.

DISCLAIMER:

Due to changes with the MOC process, modifications are required to the online system. As of April 2017, these have NOT been made. At this point, we do not have an estimated date by when these changes will be complete. Until further notice, there will be alternative methods required to submit certain items. Please find guidelines on how to submit these specific items at the very end of this handbook.

Any areas requiring alternate submission methods will be highlighted in teal.
Explanation of Point Allocation and Submission Guidelines

• Case Reports
  o Maximum points for this category: 500
  o Points awarded for each passed case report: 250
  o Maximum case reports you may submit: Two (2). You may submit one (1) or two (2) case reports for evaluation.
  o Acceptable time window: Cases must be first seen and managed within the five (5) years prior to submission.
  o Case reports must be in the same ABVP format used by first-time applicants. Instructions for case reports must be adhered to and are listed in the Applicant Handbook. The Credentials Committee reviewers, comprised of three (3) Diplomates, will carefully evaluate each report and make a recommendation to pass or fail. Case reports are anonymous. Reviewers will not know whether they are submissions from new applicants for initial certification or from Diplomates for MOC.
  o Please be advised that a majority of case reports fail, so if you choose this route it is strongly recommended that you submit reports in the 6th year. Some but not all case reports that fail may be able to be revised and resubmitted the following year.
  o Case Reports are uploaded to your ABVP online account via the link ‘Case Report’.

References
You are responsible for accuracy of all references. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation. Journal titles in the Reference section should be italicized and abbreviated in accordance with the National Library of Medicine and Index Medicus. These can be found on
the PubMed website. For references with more than three (3) authors, only the first three (3) should be listed followed by "et al." Please see the Applicant Handbook for examples.

• **Exam Items**
  - Maximum points for this category: 500
  - Points awarded for each passed exam item: 5
  - Maximum exam items you may submit: 130 (only 100 are allowed for points)
  - Acceptable time window: Items may be submitted throughout your entire 10 (ten)-year certification window. **PLEASE NOTE: THE ONLINE SYSTEM IS STILL BEING CONFIGURED TO ACCEPT ITEMS THROUGHOUT YOUR 10-YEAR CERTIFICATION WINDOW AS OF JUNE 2016. ONCE COMPLETE, WE WILL HAVE AN ANNOUNCEMENT AT THE TOP OF YOUR ‘HOME’ SCREEN ONCE LOGGED IN TO YOUR ONLINE ACCOUNT.**
  - You must be trained in ABVP item writing by attending the Item Writing Workshop offered annually at the ABVP Symposium or online. There is a separate fee ($75) for the online course but the workshop is included in the Symposium registration fee. You are only required to take this course once in order to be eligible to write items.
  - You are encouraged to write items for MOC as a way to keep our exam item banks up-to-date. Items for Practical Exams, based on images, are especially welcome.
  - At least two (2) reviewers from the Exam Committee will evaluate each item for accuracy, relevance, and quality. Both reviewers must accept an item for you to earn MOC points. Items not in proper format will be failed without further review.
  - Each item must be supported with at least one (1) reference but no more than two (2) references from available literature, preferably peer-reviewed although well-regarded textbooks are acceptable. Reference citations must be published within five (5) years prior to submission. You may use a text older than five (5) years only if it is the newest edition of that text and only if the information is relevant and not available elsewhere in a more current form. Acceptance of questions from sources older than five (5) years is at the discretion of the Exam Committee.
  - You should consult the blueprint for your RVS or the General Conditions list for topics on which items should be written. All topics must fall under one of the conditions on the General Conditions List. The blueprint and General Conditions list can be found in the ‘Forms and Documents’ tab once logged into your ABVP online account.
  - No more than 20% of submitted items may be recall questions. Items must consist of a stem and three (3) options (one (1) correct answer and two (2)
distractors).

- Exam items, references, and images are uploaded to your ABVP online account via the link ‘Exam Items’.

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

1. Items must be formatted using the Item Writing Format found in the Item Writing Guide. The Item Writing Format is also found as a standalone document by that name in the ‘Forms and Documents’ tab once logged into your ABVP online account. Failure to follow the format will result in the item being automatically failed.

2. The majority of items (at least 80%) must be written on Levels 2 or 3 of Cognitive Complexity Application and Analysis-type items. A maximum of 20% can be Level 1 (Recall).

3. Each item must indicate the cognitive level (Recall, Application or Analysis). Number the stem and letter the distractors.

4. Each item must indicate the condition covered from the General Conditions List using the letters A-Y.

5. Do NOT put your name or other identifiers on the items and references.

6. A scanned copy of the supporting reference must accompany each item submitted. No hard copies of references will be accepted. No more than two (2) references per item can be submitted.

7. Each reference MUST be scanned and saved as a PDF, JPG, JPEG, TIF, or TIFF file.

8. Each item MUST be saved as a Word file (DOC and DOCX are acceptable).

9. If items are not submitted in the proper format they will not be reviewed.

10. After grades are tabulated, you will be sent a score sheet, via your online account, indicating which items failed, if any.
• **Continuing Education**
  o Maximum points for this category: 200
  o Points awarded for each accepted CE hour: Varies, see explanation below.
  o Maximum hours you may submit: There is no limit on the number of hours you may submit.
  o Acceptable time window: Attendance must be within five (5) years prior to submission of your MOC application.
  o You may earn points for lectures, labs, and certain other types of CE.
  o Online and company sponsored CE programs are allowed if RACE approved.
  o All CE earned at the ABVP Symposium is acceptable for points (cross species sessions and management sessions included). However, workshops are not included – item writing workshop, MOC workshop, etc.
  o All CE must support your RVS (practice category). You must include all of the following details. Points will not be earned if any required information is omitted or if instructions are not followed.
    ▪ Date and location of meeting (city and state, also country if outside of U.S.)
    ▪ Name of conference or program
    ▪ Title of lecture, presentation, lab, etc. List each hour by lecture title/topic separately even if given by the same speaker (e.g. do not list “Surgery, Dr. Smith, 8 hours”)
    ▪ Name of speaker
    ▪ Number of actual contact hours
  o Beginning on January 16, 2013, continuing education earned on or after that date will count towards MOC as follows:
    ▪ ABVP Symposium CE: Four (4) points per instructional hour. This refers to CE offered only at the ABVP Annual Symposium.
    ▪ All MOC points, the CE must be high quality, ABVP-caliber, and be accredited by state, regional, or other organizations.
  o Continuing education earned on or before January 15, 2013 will count towards MOC as follows:
    ▪ ABVP-sponsored CE: Four (4) points per instruction hour. This refers to CE offered at the ABVP Annual Symposium and any other program where “ABVP” is part of the title (e.g. ABVP track at ACVIM, NAVC, AAFP, etc.). Please refer to the proceedings and CE form for each individual conference.
    ▪ All other CE: Two (2) points per instructional hour. To qualify for MOC points, the CE must be high quality, ABVP-caliber, and be accredited by state, regional, or other organizations.
  o Fifty (50) minutes of CE will count as (1) hour. Other minutes include:
    ▪ (3) 20 minute CE = (1) hour
    ▪ (5) 10 minute CE = (1) hour
(4) 15 minute CE = (1) hour
(2) 30 minute CE = (1) hour

If the CE is not in hourly increments and you do not have enough to equal (1) hour, then divide the number of minutes by sixty (60) to determine the correct amount. For example, a twenty (20) minute CE lecture would be 20/60 = 0.33 hours. The 0.33 will be multiplied by the correct factor (2 or 4) to give you the correct number of points towards MOC.

○ No points are awarded for:
  ● CE programs on business, management, communication, or other non-scientific topics. However, any management or communication CE offered and attended at the ABVP Symposium is allowed.
  ● Rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by your state licensing board. You are responsible for providing proof that these types of CE are accepted by your state.
  ● CE in topics or species not related to the RVS (e.g. do not list an avian lecture for canine and feline or a food animal topic for equine).
  ● CE cannot be counted if it originates from the Diplomate’s personal lecture. For example, a Diplomate cannot give a lecture and use those lecture points for MOC and then also count those lecture hours as CE.

○ CE is recorded via an onscreen, fillable form that becomes available to you once you begin your MOC application.
• Lectures Given
  o Maximum points for this category: 200
  o Points awarded for each accepted lecture:
    ▪ Fifty (50) points for preparation per lecture hour. To earn fifty (50) points for preparation, the PowerPoint presentation of the lecture or notes from the lecture MUST be submitted.
    ▪ Ten (10) points per actual hour of lecture time.
    ▪ MAX points per each lecture hour is 100 (including both preparation and delivery). For example, creating a lecture and presenting it one time is sixty (60) points (50+10). Creating a lecture and presenting three times is eighty (80) points (50+10+10+10).
    ▪ ALL lectures must be given to veterinarians, veterinary students, technicians, and/or veterinary professionals.
  o Maximum hours you may submit: There is no limit on the number of hours you may submit.
  o Acceptable time window: Lecture must be given within five (5) years prior to submission of a MOC application.
  o All lectures must support your RVS (practice category). Points will not be earned if any required information is omitted or if instructions are not followed.
  o No points are awarded for
    ▪ Lectures or labs on business, management, communication, or other non-scientific topics.
    ▪ Informal lectures such as dinner meetings sponsored by companies about products or services.
    ▪ Rounds, in-clinic presentations, journal clubs, etc. unless specifically approved by your state licensing board. You are responsible for providing proof that these types of CE are accepted by your state.
    ▪ Lectures in topics or species not related to the RVS (e.g. do not list an avian lecture for canine and feline or a food animal topic for equine).
    ▪ Lectures given to breeders or to the general public.
  o Lectures are recorded via an onscreen, fillable form that becomes available to you once you begin your MOC application. A link will also be available to upload the PowerPoint presentation or lecture notes as applicable.
• **Interpretive Summaries:**
  o Maximum points for this category: 200
  o Points awarded for each passed interpretive summary: Twenty (20)
  o Maximum interpretive summaries you may submit: Thirteen (13) (only ten (10) are allowed for points)
  o Acceptable time window: Summary(ies) must be from a case first seen and managed within five (5) years prior to submission of a MOC application.
  o IS must be on cases you have personally managed in your practice.
  o The IS are evaluated by three (3) Diplomates from the MOC Committee.
  o The MOC Committee of your RVS will evaluate the IS for evidence of specialist-level practice. IS not in proper format will be failed without further review.
  o The format must be followed exactly. Following instructions is part of the evaluation.
    • Each IS must not exceed four hundred words. Word count does not include title and reference(s) or spaces/punctuation.
    • Cases must have been first seen and managed within five (5) years prior to submission.
    • You may not write an IS on a case you are also writing a case report on for MOC.
    • The required sections are:
      ▪ Title
      ▪ Case description
• Each of the IS must:
  ▪ Adequately demonstrate your ability to practice ABVP-caliber veterinary medicine and surgery within your RVS.
  ▪ Be sufficiently challenging for you to demonstrate the range and depth of your clinical expertise.
  ▪ Demonstrate your ability to clearly communicate in a professional style and avoid spelling, punctuation and grammatical errors.

  o Cases do not have to be unusual or unique. However, they should encompass the current diagnostic, therapeutic, and clinical management techniques that ABVP Diplomates utilize in their practice. Each of the IS must have a different title and reflect a different aspect of clinical practice within your RVS.

  o Do not include an introduction, tables, figures, radiographs, illustrations, etc. Results of relevant lab work should be included if important to understand the management of the case. Drug doses do not need to be reported unless pertinent to the management of the case.

  o Each of the IS must be supported with at least one (1) reference but no more than two (2) references from available literature, preferably peer-reviewed although well-regarded textbooks are acceptable. Reference citations must be published within five (5) years prior to submission. You may use a text older than five (5) years only if it is the newest edition of that text and only if the information is relevant and not available elsewhere in a more current form. Acceptance of references from sources older than five (5) years is at the discretion of the MOC Committee.

  o No points will be awarded if instructions are not followed.

  o You will be notified of the number of points earned but will not receive any comments about unaccepted summaries.

  o Interpretive summaries are uploaded to your ABVP online account via the link ‘Interpretive Summaries’.
• **Publications**
  - Maximum points for this category: 200
  - Points awarded for each accepted publication: 200 points for a first-author publication. 100 points for a second-author or co-author publication. **PLEASE NOTE:** the maximum point total for this category is 200. In other words, you cannot get 200 points for a first-author publication and an additional 100 points for second-author publication.
  - Maximum publications you may submit: Maximum of three (3) first-author publications. Maximum of six (6) second-author publications. You MUST submit the entire publication for credit.
  - Acceptable time window: Publications are acceptable from last date of certification or MOC whichever is most recent.
  - You may earn points from articles, chapters, and other published scientific literature.
  - A first-author or sole author scientific publication in the veterinary or biomedical peer-reviewed literature that is accepted will earn two hundred points. You may submit up to three (3) publications for consideration but only one (1) will earn points.
  - A second-author or co-author scientific publication in the veterinary or biomedical peer-reviewed literature that is accepted will earn one hundred points. You may submit up to six (6) publications for consideration but a maximum of two (2) will earn points (so long as no first-author publications have earned points).
  - Acceptable publications in a referred veterinary journal will include:
Original research.
Comprehensive Retrospective studies that contribute new material.
Case Reports that contribute new material.
Online publications are acceptable as long as they meet the above requirements.
Peer reviewed guidelines. These are considered co-author publications.

- Publications that are NOT acceptable:
  - Conference proceedings are not permitted unless published in our Approved Journal List.
  - Clinical vignettes, short/brief communications, letters to the editor, and serial features (e.g. ECG of the Month, Drug Topic of the Month, What’s Your Diagnosis) are not permitted.
  - Review articles are not permitted.
  - Publications intended for non-veterinarians (general public).

- Articles intended for professional audiences such as veterinary technicians may be acceptable as long as they follow the above requirements.
- Articles accepted for publication but not yet in print may be submitted. The manuscript must be fully accepted (not under review) for publication prior to January 15. The following will need to be uploaded:
  - Electronic copy of the entire manuscript (PDF file) in the final format that is identical to how it will appear in the journal. You must submit the entire manuscript for credit.
  - Electronic proof of acceptance (letter from journal).

- The topic of the article must be relevant to the RVS that the Diplomate is seeking MOC. For example, an article about equine disease would not be acceptable for the Canine and Feline RVS.
- Diplomates can contact the ABVP office and/or the Credentials Chair in advance to ask whether publications are appropriate for submission. Any journal not on the Approved Journal List by RVS (see below) must be approved by the Credentials Committee Chair. However, neither the Credentials Chair nor anyone else can guarantee acceptance.
- Publications are uploaded to your ABVP online account via the link ‘Publication (Maintenance of Certification)’.
• Avian Approved Peer-Reviewed Journals
  Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.
  - Avian Diseases
  - Avian Pathology
  - Exotic DVM (subject to review for sufficient length and depth)
  - Journal of the American Veterinary Medical Association
  - Journal of Avian Medicine and Surgery (formerly Journal of the AAV)
  - Seminars in Avian and Exotic Pet Medicine
  - Veterinary Clinics of North America – Exotic Practice

• Beef Cattle Approved Peer-Reviewed Journals
  Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.
  - American Journal of Veterinary Research
  - Bovine Practitioner
  - Canadian Veterinary Journal
  - Journal of Animal Science
  - Journal of Applied Veterinary Research
  - Journal of Dairy Science
  - Journal of the American Veterinary Medical Association
  - Journal of Veterinary Internal Medicine
  - Theriogenology
  - Veterinary Anesthesia
  - Veterinary Surgery
  - Veterinary Clinics Of North America: Food Animal Practice
  - World Buiatrics Proceedings
Canine Approved Peer-Reviewed Journals
Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.

- American Journal of Veterinary Research
- Clinical Techniques in Small Animal Practice
- Compendium on Continuing Education for the Practicing Veterinarian
- Journal of the American Animal Hospital
- Journal of the American Veterinary Medical Association
- Journal of Feline Medicine and Surgery
- Journal of Veterinary Dentistry
- Journal of Veterinary Emergency and Critical Care
- Journal of Veterinary Internal Medicine
- Veterinary Clinics of North America Small Animal Practice
- Veterinary Dermatology
- Veterinary Medicine
- Veterinary Ophthalmology
- Veterinary Surgery
- Vet Therapeutics

Dairy Approved Peer-Reviewed Journals
Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.

- American Journal of Veterinary Research
- Animal Reproductive Science
- Bovine Practitioner
- Canadian Vet Journal
- Clinical Theriogenology
- In Practice
- Journal of the American Veterinary Medical Association
- Journal of Animal Science
- Journal of Applied Veterinary Research
- Journal of Dairy Science
- Journal of Veterinary Internal Medicine
- Theriogenology
- Veterinary Anesthesia
- Veterinary Clinics Of North America: Food Animal Practice
- Veterinary Record
- Veterinary Surgery

Equine Approved Peer-Reviewed Journals
Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.

- American Journal of Veterinary Research
- Canadian Veterinary Journal
- Compendium for Continuing Education - Equine
- Equine Veterinary Education
• **Equine** Veterinary Journal
  - Journal of Equine Veterinary Science
  - Journal of the American Veterinary Medical Association
  - Journal of Veterinary Emergency and Critical Care
  - Journal of Veterinary Internal Medicine
  - Theriogenology
  - Vet Clinics of North America: Equine Practice
  - Veterinary Anesthesia
  - Veterinary Clinical Pathology
  - Veterinary Surgery

• **Exotic Companion Mammal** Approved Peer-Reviewed Journals
  Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.
  - American Journal of Veterinary Research
  - Journal of the American Veterinary Medical Association
  - Journal of Exotic Pet Medicine
  - Journal of Small Animal Practice
  - Journal of Veterinary Cardiology
  - Journal of Veterinary Clinical Pathology
  - Journal of Veterinary Ophthalmology
  - Journal of Veterinary Radiology and Ultrasound
  - Journal of Zoo and Wildlife Medicine
  - Veterinary Record: Journal of the British Veterinary Association

• **Feline** Approved Peer-Reviewed Journals
  Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.
  - American Journal of Veterinary Research
  - Clinical Techniques in Small Animal Practice
  - Compendium on Continuing Education for the Practicing Veterinarian
  - Journal of the American Animal Hospital Association
  - Journal of the American Veterinary Medical Association
  - Journal of Feline Medicine and Surgery
  - Journal of Veterinary Dentistry
  - Journal of Veterinary Emergency and Critical Care
  - Journal of Veterinary Internal Medicine
  - Veterinary Clinics of North America: Small Animal Practice
  - Veterinary Dermatology
  - Veterinary Medicine
  - Veterinary Ophthalmology
  - Veterinary Surgery
  - Veterinary Therapeutics

• **Food Animal** Approved Journals
Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.

- American Journal of Veterinary Research
- Animal
- Canadian Journal of Veterinary Research
- Canadian Veterinary Journal
- In Practice
- International Journal of Applied Research in Veterinary Medicine
- Journal of the American Veterinary Medical Association
- Journal of Animal Science
- Journal of Dairy Science
- Journal of Swine Health and Production
- Journal of Veterinary Diagnostic Investigation
- Journal of Veterinary Internal Medicine
- Research in Veterinary Science
- The Bovine Practitioner
- Theriogenology
- Veterinary Anesthesia and Analgesia
- Veterinary Clinical Pathology
- Veterinary Clinics of North America: Food Animal Practice
- Veterinary Dermatology
- Veterinary Journal
- Veterinary Pathology
- Veterinary Record
- Veterinary Research
- Veterinary Surgery

- Swine Approved Peer-Reviewed Journals
  Only acceptable if article is applicable to RVS. This is not a comprehensive list and other publications may be acceptable.
  - Journal of the American Veterinary Medical Association
  - Journal of Swine Health and Production
  - Journal of Veterinary Research

- Reviewing
  - Maximum points for this category: 250
  - Points awarded for reviewing: Varies, see explanation below
  - Maximum reviewing items you may submit: There is no limit on the number of points you may submit.
  - Acceptable time window: Reviewing points are acceptable from last date of certification or MOC whichever is most recent.
  - It is your responsibility to keep track of how many items, in each of these categories, you reviewed prior to submission of a MOC application. The ABVP office will also keep records of this information except for points
earned as a Study Group Leader, which will be kept by the head of the Study Groups. The ABVP office will not keep records of points earned as a Study Group Leader.

- Members of the Examination Committee may earn one (1) point for each review of an exam item. Exam Committee members may earn up to fifty (50) points per year, up to 250 points total, from the last date of certification or MOC, whichever is most recent.
- Members of the Credentials Committee may earn ten (10) points for each review of a case report and five (5) points for each review of a publication. Credentials Committee members may earn up to fifty (50) points per year, up to 250 points total, from the last date of certification or MOC whichever is most recent.
- Members of the MOC Committee may earn two (2) points per review of an interpretive summary. Reviewers may earn up to fifty (50) points per year, up to 250 points total, from the last date of certification or MOC, whichever is most recent.
- Credentials Committee Vice Chairs may earn a maximum of fifty (50) points per year, up to 250 points total, from the last date of certification or MOC, whichever is most recent, for the review of case reports as follows:
  - Five (5) points for each Form 3 summary of the deficiencies of a failed case report.
  - Ten (10) points for the evaluation and recommendation of an appealed case report. (ONLY for reviews done prior to 2010)
- Examination Committee Vice Chairs may earn up to fifty (50) points per year, up to 250 points total, from the last date of certification or MOC, whichever is most recent, for preparation of examinations, review of results, and response to issues.
- Study Group Leaders may earn a maximum of fifty (50) points per year, up to 250 points total, from the last date of certification or MOC, whichever is most recent, for participation in a study group as follows.
  - The leader must participate in the group for at least eight (8) months of the year.
  - Ten (10) points will be awarded for each case report reviewed in the leader’s RVS.
  - Five (5) points will be awarded for each study question posted in the leader’s RVS.
  - Diplomates are responsible for tracking their own points in this specific category. The head of the Study Groups will keep a second list. The ABVP office will not keep a list.
- The Diplomate applying for MOC will submit NO points in this category. Applicable points will automatically be tallied in your account and become visible to you once you begin your MOC application. You can review the points that have been tallied for you by clicking on the number as seen (and highlighted) below.
Note: MOC points in the Reviewing category are contingent upon successfully completing each assigned function as stipulated and meeting all deadlines. Each committee chair will evaluate whether full or partial points should be awarded based on performance.

Note: You may not serve on a Study Group in ANY capacity and move to the Credentials Committee without sitting out for a period of one (1) year.

**Additional Board Certification:**
- Maximum points for this category: 250
- Points awarded for accepted additional board certification: 250
- Maximum additional board certifications you may submit: One (1)
- Acceptable time window: An additional board certification is acceptable from last date of certification or MOC whichever is most recent.
- Points will be awarded if you become certified in an additional AVMA recognized specialty, foreign specialty (i.e. European College of Zoological Medicine), or graduate level degree (Masters) related to your original ABVP certification.
- An additional ABVP certification is considered as an additional board certification.
- Board certification must have been earned after the last certification date.
- An additional board certification can only be used once towards any MOC application.
- Scan or take a picture of the certificate showing your additional board certification and date earned.
- This file is uploaded to your ABVP online account via the link ‘Board Certification’.
• **Case Reviewer Training:**
  - Maximum points for this category: Twenty-five (25)
  - Points awarded for accepted case reviewer training: Twenty-five (25)
  - Acceptable time window: Case reviewer training is acceptable from last date of certification or MOC, whichever is most recent.
  - You may earn twenty-five (25) points one (1) time only for participating in Case Reviewer Training.
  - Only Diplomates selected to review case reports are eligible to participate in this training.
  - The Diplomate applying for MOC will submit NO points in this category. Applicable points will automatically be tallied in your account and become visible to you once you begin your MOC application. You can review the points that have been tallied for you by clicking on the number as seen (and highlighted) below.
Submission

**Step 1:** Log on to your account ([https://network.abvp.com](https://network.abvp.com))

**Step 2:** Complete and submit a MOC application by January 15 at 11:59 PM Central Time (for MOC by Points). If you are maintaining certification by exam, complete a MOC exam application by September 1 at 11:59 PM Central Time. The links to complete a MOC application are located beneath the ‘Quick Links’ bar on the right hand side of the screen once you login.

**Do NOT start a MOC application more than one (1) year in advance.**

For example, if you plan to submit for the January 15, 2018 deadline, do not start an application prior to January 16, 2017. Applications are locked every January 15 so if you start an application years in advance, it will be locked and you will lose access to it on the upcoming January 15.

Please pay the invoice when prompted. If you do not pay the invoice for MOC by points, your submission will be marked as incomplete and will not be processed.

If you do not pay the invoice for MOC by exam, you will not receive an exam entrance certificate and will not be allowed to sit for the exam.
Step 3: If you are maintaining certification by points, begin to upload the required documentation. All documentation must be uploaded by January 15 at 11:59 PM Central Time. You can manage your MOC application via the link to your application beneath the ‘Open Tasks’ bar on the left hand side of the screen once you log-in.
Once you click on the link to your application, as seen above, your screen will look like the below:

**Arrow 1:** Upload your documents  
**Arrow 2:** Once uploaded, a list appears on the right detailing what has been uploaded  
**Arrow 3:** Your Diplomate ID number

### Helpful Tips for the ABVP Online Platform

- Check the ‘FAQ’ tab for answers to the most frequently asked questions.
- Always check the ‘Forms and Documents’ tab for the most up-to-date MOC Handbook. ABVP is not responsible for any errors or misinterpretations resulting from the use of older, out-of-date versions of the MOC Handbook or any supporting documents.
- The largest file size the system will accept is **20MB**. If any of your files are larger than 20MB, it is your responsibility to make the necessary changes to the file so that it is not larger than 20MB.
- The system will rename every file you upload. This must occur to ensure the materials are reviewed by the correct person(s).
  - If you, for example, upload five (5) interpretive summaries and then decide you want to remove them and upload revised versions, the system will start numbering again at six (6). This is how the system is programmed.
- As long as you see what you’ve uploaded in the ‘Documents Submitted’ column, the ABVP office has a copy of your file(s).
• It is your responsibility to ensure you upload at least five hundred points worth of material to your account. The office will not preemptively check accounts to ensure this has been met.
• Is there a submit button?
  o No. Once your documents and forms are in the ‘Documents Submitted’ column, ABVP has a copy of the file. The system will automatically lock your application on January 15 at 11:59 PM preventing you from making further changes.
• I uploaded my _________ at 10 PM Central on January 15. Why does it say the date of upload is January 16?
  o The system itself runs in UTC Time (Coordinated Universal Time), which is six (6) hours ahead of Central Time. All deadlines are based on Central Time and you will not be able to upload anything past 11:59 PM Central Time.

\[DISCLAIMER:\]

Due to changes with the MOC process, modifications are required to the online system. As of April 2017, these have NOT been made. At this point, we do not have an estimated date by when these changes will be complete. Until further notice, there will be alternative methods required to submit certain items. Please find guidelines on how to submit these specific items at the very end of this handbook.

Any areas requiring alternate submission methods will be highlighted in teal.
Table of Points

You must accumulate five hundred points to maintain certification and all must be within the same RVS. Points can be accumulated within a variety of categories to meet the five hundred-point goal. It is recommended that you submit more than five hundred points in case some individual items are rejected.

Please read the appropriate section(s) above for more details.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points earned per accepted case report</th>
<th>Maximum number of case reports you may submit</th>
<th>Maximum points you may earn for submitting case reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Report(s)</td>
<td>250</td>
<td>2</td>
<td>500</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Points earned per accepted item</th>
<th>Maximum number of items you may submit</th>
<th>Maximum points you may earn for submitting items</th>
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</thead>
<tbody>
<tr>
<td>Exam Item(s)</td>
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<td>130</td>
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<th>Category</th>
<th>Points earned per CE category</th>
<th>Maximum number of CE hours you may submit</th>
<th>Maximum points you may earn for submitting CE hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education earned on or BEFORE January 15, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>ABVP Sponsored CE, four (4) per hour</td>
<td>You may submit all approved CE within the past five (5) years</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Non-ABVP Sponsored CE, two (2) per hour</td>
<td>You may submit all approved CE within the past five (5) years</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education earned on or AFTER January 16, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABVP Symposium CE, four (4) per hour</td>
<td>You may submit all approved CE within the past five (5) years</td>
<td>See above</td>
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</tr>
<tr>
<td>Other CE, two (2) per hour</td>
<td>You may submit all approved CE within the past five (5) years</td>
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<tr>
<th>Category</th>
<th>Points earned per accepted case report</th>
<th>Maximum number of case reports you may submit</th>
<th>Maximum points you may earn for submitting case reports</th>
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</thead>
<tbody>
<tr>
<td>Case Report(s)</td>
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<td>2</td>
<td>500</td>
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<tr>
<th>Category</th>
<th>Points earned per accepted item</th>
<th>Maximum number of items you may submit</th>
<th>Maximum points you may earn for submitting items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Item(s)</td>
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<td>130</td>
<td>500</td>
</tr>
<tr>
<td>Category</td>
<td>Points earned per accepted lecture category</td>
<td>Maximum number of lecture hours you may submit</td>
<td>Maximum points you may earn for submitting lecture hours</td>
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<tr>
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<tr>
<td>Lectures</td>
<td>50 points for preparation per lecture hour. 10 points per actual hour of lecture time.</td>
<td>You may submit all approved lectures within the past five (5) years. Repeats of lectures will only count once.</td>
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<thead>
<tr>
<th>Category</th>
<th>Points earned per accepted interpretive summary</th>
<th>Maximum number of interpretive summaries you may submit</th>
<th>Maximum points you may earn for submitting interpretive summaries</th>
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<tbody>
<tr>
<td>Interpretive Summaries</td>
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<thead>
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<th>Category</th>
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<th>Maximum number of publications you may submit</th>
<th>Maximum points you may earn for submitting ALL publications</th>
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<tr>
<td>Publications</td>
<td>200 for first author</td>
<td>3</td>
<td>200</td>
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<tr>
<td></td>
<td>100 for second author</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Points earned per interpretive summary reviewed</th>
<th>Maximum number of interpretive summary reviews you may submit</th>
<th>Maximum points you may earn for submitting REVIEWING*</th>
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<tbody>
<tr>
<td>Reviewing – Interpretive Summaries</td>
<td>2</td>
<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
</tr>
<tr>
<td>Category</td>
<td>Points earned per exam item reviewed</td>
<td>Maximum number of exam item reviews you may submit</td>
<td>Maximum points you may earn for submitting REVIEWING*</td>
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<tr>
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<tr>
<td>Reviewing – Exam Items</td>
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<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
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<table>
<thead>
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<th>Category</th>
<th>Points earned per case report reviewed</th>
<th>Maximum number of case report reviews you may submit</th>
<th>Maximum points you may earn for submitting REVIEWING*</th>
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<td>Reviewing – Case Reports</td>
<td>10</td>
<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
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<table>
<thead>
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<th>Category</th>
<th>Points earned per publication reviewed</th>
<th>Maximum number of publications reviews you may submit</th>
<th>Maximum points you may earn for submitting REVIEWING*</th>
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</thead>
<tbody>
<tr>
<td>Reviewing – Publications</td>
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<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
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<th>Category</th>
<th>Points earned per section</th>
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<th>Maximum points you may earn for submitting REVIEWING*</th>
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<tbody>
<tr>
<td>Reviewing – Credentials Vice Chairs</td>
<td>5 per Form 3 summary</td>
<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
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<td></td>
<td>10 per appealed case report</td>
<td>You may submit as many as you have.</td>
<td>(ONLY for reviews done prior to 2010)</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Points earned for development of an exam</th>
<th>Maximum number you may submit</th>
<th>Maximum points you may earn for submitting</th>
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<tr>
<td>Category</td>
<td>Points earned per section</td>
<td>Maximum number per section you may submit</td>
<td>Maximum points you may earn for submitting REVIEWING*</td>
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<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Reviewing – Exam Vice Chairs</td>
<td>50</td>
<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
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<tr>
<td>Reviewing – Study Group Leaders</td>
<td>10 per each case report reviewed</td>
<td>You may submit as many as you have.</td>
<td>250 total; 50 per year</td>
</tr>
<tr>
<td></td>
<td>5 per each study question posted</td>
<td>You may submit as many as you have.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Points earned per accepted additional board certification</td>
<td>Maximum number of additional board certifications you may submit</td>
<td>Maximum points you may earn for submitting additional board certifications</td>
</tr>
<tr>
<td>Additional Board Certification</td>
<td>250</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>Category</td>
<td>Points earned per accepted case reviewer training</td>
<td>Maximum number of case reviewer trainings you may submit</td>
<td>Maximum points you may earn for submitting case reviewer trainings</td>
</tr>
<tr>
<td>Case Reviewer Training</td>
<td>25</td>
<td>1</td>
<td>25</td>
</tr>
</tbody>
</table>

*REVIEWING – you may only earn 250 points total for ALL of the ‘Reviewing’ categories. (i.e. you cannot earn 250 points for reviewing case reports and 250 points for reviewing exam items. You can only earn 250 points combined total.)
IV. Fees and Deadlines

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOC by Point Accumulation</td>
<td>$488</td>
<td>January 15 at 11:59 PM Central Time</td>
</tr>
<tr>
<td>Annual Diplomate Renewal Fee</td>
<td>$305</td>
<td>July 1</td>
</tr>
<tr>
<td>MOC by Exam</td>
<td>$488</td>
<td>September 1 at 11:59 PM Central Time</td>
</tr>
</tbody>
</table>

All Fees and Deadlines current as of April 2017
V. Contact Information

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

American Board of Veterinary Practitioners
5003 SW 41st Blvd.
Gainesville, FL 32608-4930
800.697.3583
abvp@navc.com
www.abvp.com
Twitter: www.twitter.com/abvpvets
Facebook: www.facebook.com/AmericanBoardofVeterinaryPractitioners
LinkedIn: https://www.linkedin.com/groups/American-Board-Veterinary-Practitioners-6690719/about

In the interest of protecting applicant and Diplomate anonymity, it is important to check for personal information contained within document properties and remove it if discovered. Personal data that can compromise the identity of an applicant or Diplomate is typically found in the "properties" and "metadata" of Word and Adobe file formats.

A fast, easy, and recommended manual check is:
1. Right click on the icon to your Word or PDF document
2. Select ‘Properties’
3. Navigate to the ‘Details’ tab
4. Pay particular attention to the line labeled “Author” or “Owner”. This is a frequent location of your name or initials and this is the information you need to remove

Adobe
1. Open the PDF document
2. Click ‘File’
3. Click ‘Properties’
4. This will open a box entitled ‘Document Properties’
5. On the ‘Description’ tab, remove your name from the ‘Author’ field
6. Click ‘OK’
7. Save your document

Mac Word
1. Open the Word document
2. From the ‘Word’ menu, select ‘Preferences’
3. Click on the ‘Security’ icon
4. Under ‘Privacy options’, ensure that Remove personal information from this file on save is checked, then click ‘OK’
5. Save your document

Word 2010
1. Click on ‘File’ ribbon, click on the ‘Info’ tab, click ‘Prepare for Sharing/Check for issues’ and select ‘Inspect Document’. A Document Inspector window will open
2. Click ‘Inspect’
3. Click ‘Remove All’ in the section for ‘Document Properties and Personal Information’. DO NOT click ‘Remove All next to Header, Footer, and Watermarks’. Then ‘Close’
4. Save your document

Word 2007
2. Click ‘Inspect’
3. Click ‘Remove All’ in the section for ‘Document Properties and Personal Information’. **DO NOT click ‘Remove All’ next to ‘Header, Footer, and Watermarks’**. Then ‘Close’
4. Save your document

**Word 2003 and Older**
1. From the ‘Tools’ menu, select ‘Options’
2. Click on the ‘Security’ tab, and ensure that **Remove personal information from file properties on Save** is checked then click ‘OK’
3. Save your document
VII. Guidelines for Use of Specialty Title

1. Diplomates of the American Board of Veterinary Practitioners are strongly encouraged to use their title accurately and consistently. Incorrect spelling, formatting, or misleading use reflects poorly on professionalism. It is unethical for veterinarians to identify themselves as members of an AVMA-recognized veterinary specialty organization if such certification has not been awarded.

2. Diplomates should choose one of the following formats for listing in directories, advertising, stationery, signage, websites, etc.

   John Smith, DVM, Diplomate, American Board of Veterinary Practitioners (Equine Practice)
   or
   John Smith, VMD, Diplomate, ABVP (Canine and Feline Practice)
   or
   John Smith, DVM, DABVP (Avian Practice)

3. Other permitted terms for ABVP Diplomates include:
   a. Board certified in Food Animal Practice
   b. Feline specialist
   c. Certified in Exotic Companion Mammal Practice
   d. Specializing (or Specialist) in reptiles and amphibians

   However, the American Board of Veterinary Specialties does not recommend these terms for use. Therefore, ABVP strongly suggests that terminology in #2 above be used for all listings.

4. The terms "board eligible" and "board qualified" are misleading to the public and should not be used in any public communications, advertising, or listings.

5. ABVP Diplomates are not permitted to list any qualifications, disciplines, services, etc. that would mislead the public. It is unethical for a listing to imply specialization other than the certification earned. For example, a Diplomate certified only in Avian Practice cannot advertise, "specializes in birds, ferrets, rabbits, and pocket pets". Another example of an unethical listing is "John Smith, DVM, DABVP (Canine and Feline Practice) offers services in dermatology, dentistry, surgery, etc." because this may mislead the public into thinking that Dr. Smith is a board certified dermatologist, dentist, and/or surgeon. A practice that employs an ABVP Diplomate along with non-ABVP Diplomates cannot advertise or imply that it is a "specialty" practice or offers "specialist" services unless the Diplomate personally sees all cases or if it is clearly designated that only one veterinarian is board certified.

6. The following are common errors found on actual ABVP Diplomate websites:

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomat</td>
<td>Diplomate</td>
</tr>
<tr>
<td>Avian</td>
<td>Avian Practice</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>Specializing in canine and feline medicine</td>
<td>Specializing in Canine and Feline Practice</td>
</tr>
<tr>
<td>Avian Specialty</td>
<td>Avian Practice</td>
</tr>
<tr>
<td>Exotic animal expertise</td>
<td>(unethical)</td>
</tr>
<tr>
<td>Canine and Feline Specialty</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Feline medicine</td>
<td>Feline Practice</td>
</tr>
<tr>
<td>Dairy Practice Specialty</td>
<td>Dairy Practice</td>
</tr>
<tr>
<td>Canine and feline medicine</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Canine and feline medicine and surgery</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Canine and feline (or C/F)</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Companion Animal Practice</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Avian medicine and surgery</td>
<td>Avian Practice</td>
</tr>
<tr>
<td>Companion animal specialty</td>
<td>Canine and Feline Practice</td>
</tr>
<tr>
<td>Companion animal veterinary medicine</td>
<td>Canine and Feline Practice</td>
</tr>
</tbody>
</table>

7. Should an ABVP Diplomate allow his/her certification to expire, he/she is required to remove the Diplomate title from all marketing and business materials and can no longer claim ABVP certification. The title must be removed even if one is planning to re-enter the examination process as a candidate thereby sitting for both the specialty and practical exam. Only once both sections of the exam are successfully passed and ABVP certification has been restored, may the Diplomate title be returned to all marketing and business materials. A Diplomate who has allowed his/her certification to expire does not pay Diplomate fees while attempting to regain certification by taking both the specialty and practical exam unless past fees are owed. If past Diplomate fees are owed, the Diplomate must pay them before being allowed to sit for the examinations to regain certification.

8. If certification has expired and a Diplomate does not remove his/her title, ABVP may report a Diplomate to the AVMA Judicial Council and/or the appropriate state licensing board.
VIII. Special Submission Requirements

The following items, which are highlighted in teal, in the April 2017 MOC Handbook will require different submission processes until further notice. The following is a guideline of how those items highlighted in teal will need to be submitted.

If you have questions about these new directions, please direct them to abvp@navc.com

Exam Items
- The April 2017 MOC Handbook states the following:
  - Acceptable time window: Items may be submitted throughout your entire 10 (ten)-year certification window. PLEASE NOTE: THE ONLINE SYSTEM IS STILL BEING CONFIGURED TO ACCEPT ITEMS THROUGHOUT YOUR 10-YEAR CERTIFICATION WINDOW AS OF APRIL 2014. ONCE COMPLETE, WE WILL HAVE AN ANNOUNCEMENT AT THE TOP OF YOUR ‘HOME’ SCREEN ONCE LOGGED IN TO YOUR ONLINE ACCOUNT.
  - UPDATE: We will not have any way to submit items throughout your 10-year certification window until the necessary changes are made to the online system. This will NOT affect those who are submitting a normal MOC application with exam items in years 8-10 of their certification window. This ONLY affects those in years 1-7 of their certification window wanting to submit items as they go along.

Continuing Education
- The April 2017 MOC Handbook states the following:
  - No points are awarded for:
    - Rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by your state licensing board. You are responsible for providing proof that these types of CE are accepted by your state.
  - UPDATE: If you need to provide proof that the aforementioned CE type(s) is approved by your state licensing board as acceptable CE, please e-mail proof to abvp@navc.com OR send it to ABVP via www.transferbigfiles.com. Directions for how to use TransferBigFiles are below.

Lectures
- The April 2017 MOC Handbook states the following:
  - Points awarded for each accepted lecture:
• **Fifty (50) points for preparation per lecture hour.** To earn fifty (50) points for preparation, the PowerPoint presentation of the lecture or notes from the lecture MUST be submitted.

• **Ten (10) points per actual hour of lecture time.**

• **MAX points per each lecture hour is 100 (including both preparation and delivery).** For example, creating a lecture and presenting it one (1) time is sixty (60) points (50+10). Creating a lecture and presenting three (3) times is eighty (80) points (50+10+10+10).

  o **No points are awarded for:**
    • Rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by your state licensing board. You are responsible for providing proof that these types of lectures are accepted by your state.
    • Lectures are recorded via an onscreen, fillable form that becomes available to you once you begin your MOC application. A link will also be available to upload the PowerPoint presentation or lecture notes as applicable.

• **UPDATE:**
  o Points will be correctly calculated manually. You will not see correct points in your online account.
  o If you need to provide proof that the aforementioned lecture type(s) is approved by your state licensing board as acceptable, please e-mail proof to abvp@navc.com **OR** send it to ABVP via www.transferbigfiles.com. Directions for how to use TransferBigFiles are below.
  o PowerPoint presentations or lecture notes will need to be sent to abvp@navc.com **OR** sent to ABVP via www.transferbigfiles.com. Directions for how to use TransferBigFiles are below.

**How to Use TransferBigFiles**

1. Any and **ALL** documents sent via TransferBigFiles must include your ABVP ID number.

2. Go to [https://www.transferbigfiles.com/](https://www.transferbigfiles.com/)

3. Your screen will look like the following. Add documents via the “Add Files” button circled in RED. It is NOT necessary to create an account or login.
4. After clicking on “Add Files”, a window will pop up where you can navigate to find the correct file. Click on the file and select “Open”.

5. After selecting **ALL** the files you need to send to ABVP, your screen will look like the following. The red numbers denote the steps you need to follow before completing the transfer.
   a. Be certain **ALL** files you need to send to ABVP are in this list. If they are not, continue adding files via the “Add Files” button.
   b. Enter ABVP’s e-mail address. abvp@navc.com
   c. Click “Send Transfer”.

   ![Image of TransferbigFiles interface]

   ![Image of file selection process]
TransferBigFiles

The easiest way to send large files fast... and it's Free!

Create an Account  Login
Or check out the features tour

1. Add files to begin your transfer
2. Add recipients to your transfer
3. Send Transfer

This transfer will expire in 5 days

While you're waiting for the upload to complete, Create an Account (your file will continue to upload). With a paid account, you get permanent storage, received notifications, transfer history and ability to receive large files.