



**ABVP**  
AMERICAN BOARD OF  
VETERINARY PRACTITIONERS

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# MOC Handbook

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## Glossary

ABVP	American Board of Veterinary Practitioners
ABVS	American Board of Veterinary Specialties
Appeals	A formal request to a higher authority requesting a change in or confirmation of a decision
AVMA	American Veterinary Medical Association
COR	Council of Regents (governing board of ABVP)
MOC	Maintenance of Certification
RACE	Registry of Approved Continuing Education
RVS	Recognized Veterinary Specialty (eg, Avian Practice, Feline Practice, etc.)
RVSO	Recognized Veterinary Specialty Organization (eg, ABVP, ACVIM, etc.)

## **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.

You are responsible 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.

### **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 the exam. Only once the exam is 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.

### **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](mailto: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 Pathway

Diplomates are **required** to maintain certification through the accumulation of points. There is no extension given if points are not accumulated by the end of year 10. If the Diplomat has not fulfilled the requirements by year 10, Diplomat status will be revoked, and the Diplomat will be required to pass the exam in year 11, 12, or 13 to regain status. Should an ABVP Diplomat allow his/her certification to expire, he/she is required to remove the Diplomat title from all marketing and business materials and can no longer claim ABVP certification. If certification has expired and a Diplomat does not remove his/her title, ABVP may report a Diplomat to the AVMA Judicial Council and/or the appropriate state licensing board.

The points method has been developed to be consistent with ABVP's core values:

- To set the highest standards in veterinary care and encourage kindness and compassion for animals and mankind
- To nurture a spirit of curiosity and continuous learning and advancement through our exclusive, intensive certification process and by sharing expert knowledge and ideas through the veterinary society
- To foster a strong sense of community among our Diplomates by distinguishing and connecting the most trusted and committed practitioners in the profession
- To hold ourselves and others to the highest ethical standards by standing behind our mission, enforcing commendable policies, and being the example.

### **DIPLOMATES WILL NEED TO MEET FOUR (4) REQUIREMENTS EVERY 10 YEARS TO MAINTAIN CERTIFICATION**

1. Diplomates must show valid veterinary license, or documentation that they are not required to have one for current employment.
  - a. This documentation must be uploaded during year 10 of your certification window (or year 9 if you are submitting one-year early). You may not, for example, submit this documentation in 2021 when your certification does not expire until 2027.
2. Diplomates must average 25 hours of continuing education per year, and acquire 250 hours of continuing education over a 10-year period. This standard is being phased in; please reference the MOC chart (later in this handbook) to determine your prorated CE hour requirement based on your certification date.
  - a. Must have minimum of 165 hours within the RVS (66%)
  - b. Cross species lectures at ABVP Symposium are accepted for RVS hours

- c. Upload CE certificates
  - d. CE hours may be audited
3. Diplomates must average 25 points per year, and acquire 250 points over a 10-year period. There are a variety of options to earn points. This standard is being phased in; please reference the MOC chart (later in this handbook) to determine your prorated points requirement based on your certification date.
- a. 25 points per year for ABVP volunteerism. You may earn more than 25 points per year for involvement in more than one (1) committee. Points are awarded by the committee vice chair for:
    - Membership and contribution to a standing committee.  
Examples include:
      1. Exam Committee – write items, develop exam, etc.
      2. Credentials Committee – review credentials submissions
      3. Maintenance of Certification Committee – journal club development and maintenance
      4. Finance Committee
      5. Continuing Education Committee – Symposium development and execution
      6. Appeals Committee – (may or may not have work every year)
    - COR service
    - Duties may vary and will be established by the committee vice chair
    - Committee vice chairs are responsible for submitting names annually for point credit
  - b. 25 points per year for ABVP Symposium attendance
    - You may claim these points for attendance as well as take the continuing education credit
    - Attendance will be confirmed by the ABVP office
  - c. 25 points per publication in peer reviewed journals
    - Guidelines are acceptable if published in a peer reviewed journal
    - First authorship is not required if publication is in a peer reviewed journal
    - Letters to the editor are not acceptable
    - Book chapters are not acceptable
  - d. 25 points per year for lectures given to veterinarians/veterinary students or veterinary technicians/technician students
    - Lectures to non-medical audiences such as breeders, farriers, etc., are not acceptable
    - Do not upload lectures
    - Documentation of the lecture should be uploaded (certificate from organizing body, class syllabus, etc.)

- e. 2 points per extra hour of CE over 250, no limit. Extra hours can be in any RVS
  - f. 125 points for a successfully mentored ABVP applicant. This will be identified by the applicant to the ABVP office. Successful applicants may only choose one mentor to receive points. Successfully mentored means the applicant has made it through the credentialing process and passed the exam
  - g. 75 points for a second specialty board certification. Specialty boards are those recognized by the [AVMA](#)
  - h. 250 points for passing the exam in year 8, 9, or 10. Passing the exam in one of these years **ONLY** provides points. The other requirements **MUST** still be met to MOC by points
4. Diplomates must complete an average of four (4) of six (6) journal articles per year, or 80% of presented journal articles over the 10-year MOC period. Please reference the MOC chart (later in this handbook) to determine the number of journal articles you will need based on your maintenance of certification date.
- a. 6 articles will be presented each year, with 5-10 questions to follow each article. Must correctly answer 80% of questions to receive credit, and Diplomates may take the quiz up to three (3) times
  - b. Diplomates will receive emails notifying them of available articles
  - c. Article quizzes will expire 12 months after original posting, and will no longer be available for credit
  - d. Once quizzes are answered, there will be an option to be redirected to a chat area for colleagues to discuss the article, pose questions, etc. This discussion is purely optional
  - e. **Journal club does not start until January, 2021 for 2022 MOC submissions**

If all requirements have been met by year 9, Diplomates may submit for Maintenance of Certification in year 9.

### **Maintenance of Certification Diplomat Portal**

Submission and logging of maintenance of certification items will be done via an [online form](#). You may enter items at any point during the 10-year MOC period. Ideally, you will enter items as they are completed, and not wait to upload all items in your final year. Uploading items in real time will allow your RVS MOC Committee to monitor your progress and help ensure your MOC success.

On your MOC portal, you will see that there are several sections. You will need to pay the MOC fee once in your MOC cycle.

You will be able to upload necessary items at the bottom of the main page. Please be sure to label uploads as directed. Failure to label items correctly may result in the items not being reviewed and counted.

File names should be written in the following format. Failure to follow protocol may result in the file not being reviewed. ID number refers to your personal ABVP ID number.

Type of Document\_ID Number\_Year Earned/Given

Examples:

CE Certificate\_1234567\_2018

Additional Board Certification\_1234567\_2014

Lecture\_1234567\_2020

Publication\_1234567\_2019

Symposium Attendance\_1234567\_2017

License\_1234567\_2020

There is an option at the bottom of the page to have a copy of what you've submitted sent to you. We recommended using this feature to keep track for yourself. You will not be able to see everything you have uploaded once you submit the form.

You will likely be contacted by your RVS MOC Committee after year five (5) as a check in if you have not begun the process of uploading your documents. By uploading your information in a timely fashion, the MOC Committee can help ensure that you are on track to successfully achieve your Maintenance of Certification.



## MOC Chart

If you originally took your exam/recertified in year:										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 & beyond
You were originally scheduled to complete the 10-year MOC application by Jan 15 <sup>th</sup> in the year...										
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029+
Due to the extension that was granted in 2019, you must complete your MOC registration by January 15 <sup>th</sup> of the year...										
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2029+
Proof of Licensure or Equivalent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Total CE Hours Required	90	115	140	165	190	215	240	250	250	250
# of above hours required in RVS of applicant:	16	16	33	50	125	142	158	165	165	165
Additional Required Points (over a 10 year period):	25	50	75	100	125	150	175	200	225	250
<ul style="list-style-type: none"> <li>• <b>Volunteerism</b> 25 points/position/year</li> <li>• <b>Symposium Attendance</b> 25 points/year</li> <li>• 2 points per <b>CE hour over total CE</b> required above</li> <li>• 25 points per <b>publication</b></li> <li>• 25 points per year for <b>lectures</b></li> <li>• 125 points for <b>successfully mentored applicant</b></li> <li>• 75 points for <b>additional board certification</b></li> <li>• 250 points for <b>passing exam in years 8-10</b> (must be passed by the year above)</li> </ul>										
CE & additional items will be accepted from date:	1/15/10	1/15/11	01/15/12	1/15/13	1/15/14	1/15/15	1/15/16	1/15/17	1/15/18	1/15/19+
RVS Journal Club Articles (must complete 80% of available articles to MOC by points)	0	4	8	12	16	20	24	28	32	32

May carry 50 points over into next cycle.

In order to MOC, diplomate must meet the above requirements:

**Proof of License or Equivalent + CE Hours + Additional Required Points + Journal Club = MOC**

### III. Fees, Deadlines and Links

Payment must be submitted once during a 10-year certification period. 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.

	<u>Fee</u>	<u>Deadline</u>
Maintenance of Certification	\$512	January 15 (point accumulation) September 1 (exam)

- Pay your MOC fee online [HERE](#)
- MOC online upload form [HERE](#)

#### IV. 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:
  - Board certified in Food Animal Practice
  - Feline specialist
  - Certified in Exotic Companion Mammal Practice
  - Specializing (or Specialist) in reptiles and amphibians

However, these terms are not recommended for use by the American Board of Veterinary Specialties. 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:

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

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.

## **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 online [here](#).

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