



# Maintenance of Certification Handbook

Revised: January 16, 2025

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# MOC Committee

## QUESTIONS ABOUT MAINTENANCE OF CERTIFICATION

<b>MOC Chair</b>	<a href="mailto:mocchair@abvp.com">mocchair@abvp.com</a>
<b>Avian</b>	<a href="mailto:avianmoc@abvp.com">avianmoc@abvp.com</a>
<b>Beef, Dairy, Food Animal</b>	<a href="mailto:foodbeefdairymoc@abvp.com">foodbeefdairymoc@abvp.com</a>
<b>Canine and Feline</b>	<a href="mailto:caninefelinemoc@abvp.com">caninefelinemoc@abvp.com</a>
<b>Equine</b>	<a href="mailto:equinemoc@abvp.com">equinemoc@abvp.com</a>
<b>Exotic Companion Mammal</b>	<a href="mailto:ecmmoc@abvp.com">ecmmoc@abvp.com</a>
<b>Feline</b>	<a href="mailto:felinemoc@abvp.com">felinemoc@abvp.com</a>
<b>Fish</b>	<a href="mailto:fishmoc@abvp.com">fishmoc@abvp.com</a>
<b>Reptile and Amphibian</b>	<a href="mailto:ramoc@abvp.com">ramoc@abvp.com</a>
<b>Shelter</b>	<a href="mailto:sheltermoc@abvp.com">sheltermoc@abvp.com</a>
<b>Swine</b>	<a href="mailto:swinemoc@abvp.com">swinemoc@abvp.com</a>

## Glossary

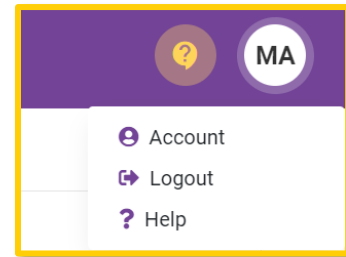
<b>ABVP</b>	American Board of Veterinary Practitioners
<b>ABVS</b>	American Board of Veterinary Specialties
<b>Appeals</b>	A formal request to a higher authority requesting a change in or confirmation of a decision
<b>AVMA</b>	American Veterinary Medical Association
<b>BOD / AC</b>	Board of Directors / Advisory Council (governing body of ABVP)
<b>MOC</b>	Maintenance of Certification
<b>Portal</b>	Prolydian online portal used to log points for MOC
<b>RACE</b>	Registry of Approved Continuing Education
<b>RVS</b>	Recognized Veterinary Specialty (e.g., Avian Practice, Feline Practice, etc.)
<b>RVSO</b>	Recognized Veterinary Specialty Organization (e.g., ABVP, ACVIM, etc.)



Prolydian Terminology	ABVP Equivalent or Definition
My Achievements	Overview of Diplomate Status
CECs (continuing education credits)	MOC Points
Submit CE	Start an Application for MOC Points
Applications / My Applications	MOC point requests
Certificant	Diplomate
Category	One of the three broad categories needed to MOC: <ol style="list-style-type: none"> <li>1. Additional MOC Points</li> <li>2. Journal Club</li> <li>3. Required CE per 10-year MOC cycle</li> </ol>
Activity	Specific item within each Category

## Prolydian Technical Help

1. Click the yellow question mark in the upper right corner of the screen for **chat**.
2. Email (support+abvp@prolydian.com)



## Eligibility Requirements

1. All ABVP diplomates are required to maintain certification every 10 years. If you fail to complete maintenance of certification, you forfeit your ABVP status and can no longer claim to be ABVP-certified.
2. Diplomates must be in good standing with the American Board of Veterinary Practitioners.
3. 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.

## No Time-Stamped Certification

1. Should an ABVP diplomate allow their certification to expire, they are required to remove the diplomate title from any and all marketing and business materials immediately. They can no longer claim or reference current or previous ABVP certifications.
2. No time stamping of status in the use of the title is allowed (i.e., DABVP [Feline 2010 to 2020]) is not allowed and considered unethical.
3. The use of the title must be discontinued even if one is planning to re-enter the examination process as a candidate by 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.

4. If certification has expired and a diplomate does not remove their specialty title, ABVP may report a diplomate to the appropriate licensing board(s).

## Notification of Results

1. MOC is an ongoing process. Diplomates are expected to upload items throughout the 10-year period.
2. It may take up to four months for the Vice Chairs to review MOC applications and materials submitted. You will be notified of results by email. No results will be given over the phone. Please plan accordingly for uploading materials four months prior to the deadline.

## Ethical Considerations

1. ABVP applicants, candidates, residents, and diplomates are held to high ethical standards. 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 and Board of Directors.
2. Complaints against an ABVP applicant, candidate, resident, or diplomate may be submitted to the Executive Director by telephone, email, or mail.

## 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 follow the ABVP guidelines for using their title for listing in directories, advertising, stationery, signage, websites, *et cetera*. Current guidelines are available on the ABVP website or by contacting the ABVP office. Failure to follow these guidelines is considered an ethical violation.
3. Should an ABVP diplomate allow certification to expire, the diplomate title must be removed immediately from all marketing and business materials, and that person 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 by sitting for both the specialty and practical exam. Only once all 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. A diplomate who has allowed 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.
  - b. If certification has expired and a diplomate does not remove their specialty title, ABVP may report a diplomate to the AVMA Judicial Council and / or the appropriate state licensing board(s).

## Maintenance of Certification Pathway

1. Diplomates are required to maintain certification through the accumulation of points. The points method has been developed to be consistent with ABVP's core values. Diplomates must meet four requirements every 10 years to maintain certification: Continuing Education, Additional Points (specified below), Journal Club, and valid license to practice.
2. There is no extension given if MOC is not completed by the end of year 10. If the diplomate has not fulfilled the requirements by year 10, diplomate status will expire, and all claims and references to board-certification must be removed from any and all business and marketing material, even if the former diplomate intended to recertify. In order to maintain certification, it is required to pass the exam in year 11, 12, or 13 to regain status. Only after the exam is passed and notification received may claim of diplomate status be used again. (See section on Eligibility and Use of Specialty Title.)

## Four Requirements Every 10 Years to Maintain Certification

Check Prolydian for the dates of your MOC cycle. All items MUST occur within your MOC cycle to count! If Prolydian allows an out-of-cycle item to be approved, it will be removed when the final review is done which could affect your maintenance of certification process:

### 1. REQUIRED CONTINUING EDUCATION: 250 HOURS

- a. Diplomates should average 25 hours of continuing education hours per year to meet this requirement at the end of 10 years.
- b. Applicants must have a minimum of 165 hours within their RVS (66% of 250 total). The remaining 85 points may be in any RVS.
- c. Lectures in the "Cross species track" at the ABVP Symposium are accepted for RVS hours.
- d. CE certificates must be uploaded:
  - i. Multiple day conferences must be entered using the date that the conference began and the name and year of the conference in the description.
  - ii. A list of each lecture attended, with number of CE credits for each lecture, must be uploaded with the CE certificate. The Vice Chair reviewing your submission may request the name of the speaker. You are able to upload multiple documents in the same application.
  - iii. If both RVS and non-RVS lectures were attended at the same conference:
    - Upload a copy of the same CE certificate in separate Prolydian requests for RVS-specific and non-RVS MOC points applications.
    - Upload a list of lectures and CE credits being requested.

- Clearly note which lectures are RVS and which are non-RVS within the list of lectures and speakers.
- iv. For quantity, enter the exact amount of CE hours. Do not round.
- e. CE hours may be audited. Retain proof of CE until after MOC is complete and final confirmation is received at the end of your 10-year cycle. Proof should be available in the form of official attendance certificates and include itemized lecture lists with hours attended as appropriate.

**2. ADDITIONAL POINTS: 250 POINTS BY ANY OF THE SPECIFIED METHODS IN THIS SECTION**

**a. ABVP Volunteerism: 25 points / committee / year:**

- i. You may earn 25 points per committee per year for active service in an official ABVP committee or position.
- ii. Duties may vary and will be established by the committee chair or vice chair. Complete the ABVP "[I want to volunteer!](#)" Form at [ABVP "I want to volunteer!" Form](#)
- iii. The volunteer year is from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the following year (not the calendar year). Diplomates who have volunteered will receive an email from the MOC Chair once all the Committee Chairs have submitted their lists.
- iv. Application for MOC Points may be submitted via Prolydian by the diplomate once the diplomate receives confirmation of participation (attach a copy of the email from the MOC Chair).

**b. ABVP Symposium attendance: 25 points per year:**

- i. These points are in addition to any points submitted for actual lectures attended.
- ii. Attendance will be confirmed by uploading the certificate.

**c. Publication in peer reviewed journals: 25 points per publication:**

- i. Topic must be in your RVS.
- ii. First authorship is not required.
- iii. Guidelines are acceptable if published in a peer reviewed journal.
- iv. Letters to the editor are not acceptable.
- v. Book chapters are not acceptable.

**d. Lectures given to veterinarians / veterinary students or veterinary technicians / technician students: 25 points per year:**

- i. One Lecture = 25 points.
- ii. Lectures must be in your RVS.

- iii. Lectures to non-medical audiences such as breeders, farriers, etc., are not acceptable.
  - iv. Documentation of the lecture must be uploaded (certificate from organizing body, official class syllabus, etc.). Do not upload PowerPoints.
  - v. The same lecture, or substantially the same lecture, may not be submitted more than once. New lectures, or substantially different lectures, may be submitted in subsequent years for a total of 250 points over a 10-year period.
- e. **Continuing Education: Two MOC points per CE hour over the 250 Required Continuing Education points:**
- i. Do NOT upload continuing education in Additional Points until the "Required CE" requirements are met! The system does not automatically do this for you. Look at the points bar.
  - ii. There is no limit to additional hours submitted.
  - iii. Extra hours can be RVS or non-RVS.
  - iv. Follow the instructions for how to upload documentation as described previously in this document.
- f. **Successfully mentored ABVP applicant: 125 points:**
- i. The ABVP encourages mentoring of those going through the certification process.
  - ii. The mentee can only identify one diplomate as their mentor. Points cannot be split between more than one (1) mentor.
  - iii. For the diplomate to obtain volunteer points for mentoring, the mentee (after successfully passing the exam and becoming a diplomate) must fill out this form: **Identify My Mentor** at [Identify My ABVP Mentor](#). Contact your RVS MOC Vice Chair or MOCchair@abvp.com with any questions.
  - iv. Once the mentee (new diplomate) identifies their mentor and the MOC Committee verifies standing, the mentor will receive an email to upload to Prolydian with the points application.
- g. **Second specialty board certification: 75 points:**
- i. This applies only to new board certification.
  - ii. This applies only to AVMA-recognized veterinary specialty organizations™ and AVMA-recognized veterinary specialties™.
- h. **Passing the exam in year eight or nine: 250 points:**
- i. Passing the exam in one of these years ONLY provides points.
  - ii. Maintenance of Certification by exam only is no longer allowed.



- i. **Carry-Over Points: Diplomates may “carry-over” up to 50 points into the next cycle:**
  - i. Once you have all your points approved, take a screenshot of your total points showing the number of points over the required 500, or export your points for the appropriate cycle to Excel.
  - ii. This screenshot must be attached to the application, and dated, after the beginning of your next MOC cycle.
  - iii. Points over the required 250 can only be added to the Additional Points Category for the Diplomate’s next MOC cycle.

### 3. JOURNAL CLUB: 40 QUIZZES

- a. Successfully complete an average of four of the six journal article quizzes per year (66% of presented journal article quizzes over the 10-year MOC period).
- b. Six articles will be presented each year.
- c. Each article will have a corresponding quiz with at least five questions.
- d. A score of 80% is required to receive credit.
- e. Diplomates may take the quiz up to three times.
- f. Diplomates will receive emails notifying them of available articles; however, it remains the responsibility of the diplomate to check for new journal articles and complete them. A direct link to the Journal Club page is available from your Diplomate Login.
- g. Articles and quizzes will expire 12 months after original posting and will no longer be available for credit. It is important to complete these in a timely manner.
- h. Each diplomate is required to enter their successful Journal Club completion in the MOC portal (Prolydian). You must save a screenshot of your score as proof of passing. Attach this screenshot to your application for points. Follow the instructions carefully at the beginning of each quiz.
  - i. The MOC portal will display 0.01 points for each Journal Club entry. These are counted separately from the 500 points required to complete Maintenance of Certification.
  - ii. When entering “name” in the Prolydian portal, indicate YEAR and MONTH of the quiz to aid in tracking.
- i. Contact [info@abvp.com](mailto:info@abvp.com) to join the Google Group Listserv (optional). Participation in Journal Club discussions is encouraged to foster collaboration between ABVP diplomates.

### 4. VALID, CURRENT VETERINARY LICENSE

- a. If the diplomate is not required to maintain a valid license for current employment, documentation attesting to this is required.

- b. Proof of license will be uploaded **after all other points requirements have been met and the applicant starts the renewal and payment process.**
- c. This can only be done in Year 9 or 10.
- d. If all requirements have been met by Year 9, diplomates may submit for Maintenance of Certification in Year 9.
- e. You may be contacted by your RVS MOC Committee Vice Chair after year five if you have not begun the process of uploading your documents. Uploading items in real time will allow your RVS Vice Chair on the MOC Committee to monitor your progress and help ensure your MOC success.

## Fees, Deadlines, and Links

1. Payment for MOC must be submitted once during a 10-year certification period, after you have accumulated the required points in all categories.
  - a. Checks and credit cards are accepted, and all funds must be in U.S. dollars from U.S. banks.
  - b. All fees are subject to change without prior notice.
2. Deadline For Point Accumulation: July 15 of the year of expiration.
  - a. **Although your certificate expires in December, the deadline for MOC Points submission being complete is July 15<sup>th</sup>.**
    - i. For example, if your expiration date is December 30, 2030, then your material needs to be uploaded by July 15, 2030.
    - ii. If deficiencies are found by your RVS Vice Chair, this will allow time to attempt to correct these deficiencies before your certification expires.
    - iii. MOC is an ongoing process. Applications for points should be uploaded throughout the individual's MOC cycle. Once MOC is complete and notification is received, no items should be uploaded until the beginning of the next cycle. This may be six to 18 months depending on if you complete MOC in Year 9 or 10.
  - b. The previous deadline was January 15<sup>th</sup> of the year of expiration, so this gives an additional six months.
  - c. It is **STRONGLY** recommended that you upload continuing education and journal club quiz results every year to allow time for VCs to review applications and identify any deficiencies before expiration.

## Maintenance of Certification Portal

1. Submission and logging of Maintenance of Certification items will be done via the online portal, Prolydian. You may enter items at any point during the 10-year MOC period. **It is strongly encouraged to enter items as they are completed.** Do 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. All items MUST occur within your MOC cycle to count! If Prolydian allows an out-of-cycle item to be approved, it will be removed when the final review is done which could affect your maintenance of certification process. **For this reason, newly certified Diplomates should not begin uploading MOC points until January 1<sup>st</sup> of the next calendar year after they pass their certification examination. (e.g., exam passed November 2024, then MOC points awarded beginning January 2025)**

2. The ABVP MOC webpage has examples, tips, and videos.
  - a. <https://abvp.com>
  - b. <https://abvp.com/diplomates/moc>
  - c. <https://abvp.com/diplomates/journal-club/>
3. From your MOC portal's "Main Dashboard," click "View Details" or "Credentials" then "My Certifications" to view your "Diplomate Dashboard."
  - a. Click on "Apply for CECs." (CECs = MOC Points)
  - b. Enter the date of the activity.
  - c. Click "I want to enter the details of the activity," unless you have a pre-approval code (rare).
  - d. Choose one of three Categories:
    - i. Required CE Hours per 10-year MOC cycle.
    - ii. Additional MOC Points.
    - iii. Journal Club.
  - e. Read the section instructions carefully.
  - f. Choose the Activity in the pull-down menu.
  - g. Enter a Name for the Activity. Please be sure to name the Activity clearly and as directed. Incorrect labeling may result in delays or the items not being reviewed.
  - h. Enter the Activity units. (Do not use up / down arrows. Click in the box, and type exact number, e.g., 1.5.)
  - i. Attach and upload all necessary documentation at the end and click "Submit."
  - j. Note that Transition Points have already been added to MOC records for Diplomates whose expiry dates are between 2020 and 2029. The Transition Chart can be found on the ABVP website at [1. 2025 MOC Overview.pptx](#) (slide 23).

## Appeals Process for Maintenance of Certification

1. If you believe you have been adversely affected by an ABVP MOC decision, you may petition for reconsideration.
2. You are encouraged to contact your RVS MOC Vice Chair and the MOC Committee Chair first, as many of these situations may be resolved with additional information.

3. If this does not resolve the concern, please follow the process described in the Appeals section of this document.

## Contact Information

Management Office  
American Board of Veterinary Practitioners  
P.O. Box 1868  
Mount Juliet, TN 37121  
800-697-3583  
[info@abvp.com](mailto:info@abvp.com)

