



## European College of Veterinary Public Health

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### **Bylaw\* on the procedures of the Credentials Committee in the European College of Veterinary Public Health (ECVPH)**

#### **Article 1. Membership of the Credentials Committee**

The Credentials Committee shall be appointed by the Council for a term of three years. The numbers of members within the Credentials Committee will be proportionate to the numbers of Diplomates seeking re-accreditation or wishing to sit for the examination so that there will be sufficient resilience to ensure that documentation is always assessed by at least two Diplomates. There will always be at least 3 members of the Credentials Committee at any given time. Additional Diplomates may be co-opted by the Committee to assist in the process of approving the credentials in a subcommittee on Food Science and one on Population Medicine. Such appointments are for one year only, although they may be renewed annually. These appointments must be approved by the Council. Credentials Committee members must be active members of the College. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Council decides otherwise.

#### **Article 2. Duties of the Credentials Committee**

The duties of the Credentials Committee will be as follows:

- 2.1. Assessment of residents credentials
  - 2.1.1. To establish guidelines to assist applicants applying to sit the diploma examination;
  - 2.1.2. To receive, review, and approve the candidacy of applicants;
  - 2.1.3. To forward credentials of approved applicants to the Examination Committee.
- 2.2. Assessment of re-evaluation of Diplomates for re-accreditation.

#### **Article 3. Re-evaluation of Diplomates for re-accreditation.**

A letter will be sent to all Diplomates to request re-evaluation documentation. The dates for

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Bylaw in accordance with Article 9 of the Constitution. This bylaw was passed by the ECVPH Council on its meeting of 01 February 2016 and was edited on the 26<sup>th</sup> of September 2016 and the 3<sup>th</sup> of July 2017

submission of re-evaluation documentation are described below in Article 4. All documentation will be assessed by two members of the Credentials Committee. Food Science (FS) dossiers will be assessed by the FS Credentials Committee members, and Population Medicine (PM) dossiers by PM members.

#### **Article 4. Process of re-evaluation of Diplomates for re-accreditation**

The Documenting Secretary sends out a letter to all Diplomates due to be re-accredited informing them of that fact and indicating what deadlines need to be observed before 1<sup>st</sup> of March of the year the re-accreditation has to take place.

The deadline for Diplomates to submit their portfolios is 1<sup>st</sup> of April of the year the re-accreditation is taking place. The Diplomates are required to use the formats for self-declaration and logbook that are published on the ECVPH website.

After receipt of the portfolios the Chairperson of the Credentials Committee distributes the portfolios received among the members and co-opted members of the Committee. Each portfolio needs to be assessed by two members of the Committee. The members of the Committee need to be informed of the criteria that are to be used for the re-evaluation of the portfolio. The members of the Committee will submit their conclusions before 15<sup>th</sup> of June.

The Chairperson of the Committee will compile the results of the re-evaluation and inform the Hon. Secretary, who will inform the Diplomates concerned about the decision of the re-evaluation before 1<sup>st</sup> of July.

#### **Article 5. Documents required for re-evaluation of Diplomat re-accreditation portfolios.**

Each Diplomat must:

1. Submit every 5 years, starting with the year of obtaining the ECVPH Diplomat status, to the College a request for re-evaluation. This request must be accompanied by the Diplomat's list of activities over those past 5 years (activity log book or CV). A valid Diploma will be re-issued at the ECVPH AGM and will be valid for a period of 5 years (until October AGM). In special circumstances, some Members who received their Diplomas prior to 2015 may face re-accreditation after 4.5 years if the Diploma is only valid until December.

Exceptionally, when requested by a Diplomat and if subsequently approved by the Council, the normal five-year re-evaluation period may be extended, in case of and for duration of longer absence from normal work place (e.g. sick leave or maternity leave).

2. Supply the College with evidence of his/her ongoing commitment to the specialty and his/her continued fulfilment of the College's membership requirements within five years of the issue of his/her last Diploma.
3. Declare that during the period of five years at least 60 percent of working time has been devoted to Veterinary Public Health activities, such as research, further training, policy making, control and/or teaching.

4. Declare that during the period of five years at least 5 multiple choice questions, 2 short answer questions and 1 problem solving question including model answers (in the format proposed by the education committee) were submitted.
5. Obtain a score of at least 100 credit points over the past 5 years. The form for self-declaration of credit provided in Appendix 1 shall be used. It is not mandatory that the scoring includes all of the categories enlisted, but the total must be at least 100. All activities considered for scoring must be listed in the Diplomate's activity logbook. Enough details must be provided to allow for verification.

All documents must be submitted in electronic format no later than April 1 of the year following the year in which the 5-year period since obtaining the ECVPH Diplomate status is completed. For example, if the Diploma was awarded in 2001, the documents for re-evaluation are due by April 1, 2007.

Diplomates have to be in good standing with all annual fees paid at the time of re-evaluation. Diplomates not in good-standing will not be evaluated until they have paid all fees.

#### **Article 6: Evaluation and decisions**

The submitted activity logbook and the self-declaration form on credit points are evaluated by the Credentials Committee of the ECVPH regarding the acceptability and the scoring values of the submitted evidence.

The Credentials Committee is entitled to conduct random checks on portfolio information and to request original documents from Diplomates for verification.

The Credentials Committee concludes on one of the following recommendations to the ECVPH Council:

- a) Acceptance and issuing of a new diploma, valid for the next five years
- b) Non-acceptance and re-setting the Diplomate's status to "non-practicing". The recommendations are considered and formally confirmed by the Council.

If re-evaluation documents are not submitted, submitted late or incomplete, the status of the Diplomate is automatically set to "non-practicing".

If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. If they do not succeed, or if any Diplomate does not submit re-certification documents, they will be made non-practicing Diplomates by their College.

#### **Article 7: Communication and appeals procedure**

The Secretary shall deliver in writing the Council's decision no later than by June 30 after receipt of the documents.

If the Diplomate is not satisfied with the decision, he/she may appeal to the Council of the ECVPH within ninety (90) days of receiving the outcome of the re-evaluation. The Council shall deliver its final decision within ninety (90) days after receipt of the appeal.

If the Diplomate is not in agreement with this final decision, he/she may appeal to the representatives of European Board of Veterinary Specialisation (EBVS). The request for such an appeal must be submitted in writing and be accompanied by proof of payment of € 1000 to EBVS. In the case of a positive outcome of the appeal, this amount will be reimbursed by the ECVPH.

During the time of the appeal-process, the status of the Diplomate is set to “non-practicing”.

**Article 8: Reversion to status “active”**

Diplomates can revert to an active status after evidence of the fulfilment of all criteria set-out in Art. 1 is submitted and accepted by the Council.