

1 **MAINTENANCE OF CERTIFICATION DOCUMENT**

2 **Accepted 12/6/2015 by the Board of Governors**

3 **Committee Members:**

4 Dr. Dmitriy V. Volokhov (US.FDA/CBER), Chairperson

5 Dr. Patricia A. Payne (College of Veterinary Medicine, Manhattan KS)

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9 **The American College of Veterinary Microbiologists has established a program of maintenance of**
10 **certification (MOC) for Diplomates.**

11 **Purpose:** To assist active Diplomates in maintaining the quality of educational expertise and the
12 recognition of such qualifications.

13 **Rationale:** The purposes of formal maintenance of certification (MOC) can best be met by consistent,
14 documented participation in a combination of scholarly activities, professional development, and service to
15 veterinary medicine, the laboratory microbiology, immunology and parasitology specialties, and the
16 biomedical community.

17 **MOC Committee Membership:** Six members of the College each with 3 year appointments. The Board of
18 Governors will each year appoint two new members to the committee. In addition, the Board of Governors
19 will select one of the senior members of the committee to serve as Chairperson. The duties of this
20 committee shall be to address the issue of diplomate MOC as detailed in the ACVM By-Laws.

21 **MOC Interval:** MOC of Diplomates will be required at eight (8) year intervals, commencing with the first
22 calendar year following initial certification. The MOC periods will be staggered so that approximately 1/8 of
23 the College membership will be considered for MOC during any year.

24 Maintenance of Certification may be obtained in two (2) ways:

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26 1. Passing the current complete ACVM board certification examination (specialty exam). A Diplomate
27 may attempt the examination the year before, the year after, or during the year of required MOC
28 evaluation. The number of attempts allowed at the examination is declared by the current ACVM
29 Procedure for Certification.

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31 2. Documenting continuing professional development (credits) activities in veterinary medicine,
32 particularly Veterinary Microbiology, Bacteriology, Immunology, Parasitology, Virology, and

33 Infectious Diseases or related areas (biomedical research, vaccinology, biotechnology, infectious
34 pathology, preventive medicine, etc.), during the current MOC period.

35 **Exemption from MOC:** Emeritus and Honorary Diplomates are exempted from the MOC process. All
36 Diplomates certified in 2016 and beyond must go through the MOC process. Diplomates certified prior to
37 2016 are encouraged to participate in the process. The selection of Diplomates for the first MOC will be
38 based on the issue dates of their original Certificates.

39 **“Late” Recertification:** If insufficient credits are earned in 8 years then recertification could be achieved in
40 the subsequent year by completing the requirements for the 8 years plus an additional 1/8 of the
41 requirements. In other words, recertification could be achieved in the 9th year by earning 9/8 of the credits
42 necessary in 8 years. The opportunity for late certification would be limited to one additional year beyond
43 the normal recertification date.

44 **“Early” Recertification:** The MOC Committee will examine credits for all candidates who request early
45 recertification. The Diplomates must accrue the total number of credits for MOC AND request in writing that
46 they wish to be considered for early recertification. In cases of requests for early recertification, all
47 decisions of the MOC Committee approved by the Board of Governors will be final. (There will be no appeal
48 process for failure to grant early recertification.) For those Diplomates who successfully recertify early, the
49 “MOC clock” will not restart the year of approval; the candidate will still recertify eight years following the
50 date of last certification.

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52 **Establishment of Accrued Credits for MOC:** A total of 400 MOC credits must be attained during each 8
53 year MOC period. A maximum of 400 credits each 8 years will be permitted for the Continuing
54 Education/Professional Development section. However, only 300 total credits over 8 years will be allowed
55 for scholarly activities, and a maximum of 200 total credits allowed for service activities.

56 In the case where a diplomate acquired >400 credits during the current 8 year MOC period the remaining
57 credits, if received within last three (3) year of the end date of current certification, can be transferred to the
58 next 8 year MOC period.

59 **Accounting Procedure:** Credit submission will be based on the honor system. The MOC Committee shall
60 assist in the maintenance of an online system for documentation of Continuing Education, Scholarly Activity
61 and Service Credits, and establish/revise the criteria for auditing these credits. ACVM shall provide the
62 standardized format for submission of the Diplomate’s MOC credits (i.e. the database). Each Diplomate will
63 be responsible for entry and submission of MOC credits, which will undergo evaluation by the MOC
64 Committee. Diplomates should submit accrued credits at least annually and a running tally of credits for the
65 8-year MOC will be available to the Diplomates on an ongoing basis via the online system. Diplomates
66 should round up when calculating a partial hour of service or meeting attendance. The deadline for annual
67 submission will be December 30th, and the credits submitted up to that point will be reviewed. The MOC
68 Committee will consider any worthwhile activity that demonstrably contributes to an individual’s professional
69 development or maintenance of currency in the ACVM (bacteriology/mycology, immunology, parasitology
70 and virology) specialties. The committee will make their recommendations to the Board of Governors for
71 final approval. Approval of the credits will be reflected on the database by February 28th. The Diplomate

72 will be notified by the MOC Committee regarding any questions on the credit submissions by January 30th.
73 A new record will be created for each new MOC cycle.

74 **Process:**

- 75 1. ACVM shall provide guidelines pertaining to acceptable scholarly and service activities, and
76 instructions for submission of the candidate's MOC through the online submission process. The
77 Diplomate is encouraged to submit accrued credits annually to confirm the acceptability of those
78 credits, thereby reducing the potential number of appeals. The credits accrued during each MOC
79 cycle will be available through the online system.
- 80 2. The MOC Committee will establish/revise the criteria for the evaluation of the MOC credits
81 submitted by the Diplomate. If any of the Diplomate's proposed credits are rejected, the MOC
82 Committee will inform the Diplomate of which credits were unacceptable and the reason(s) that they
83 were not accepted. If the Diplomate retains sufficient credits to be recertified, notification of the non-
84 acceptance of some credits shall be sufficient, and no further action is required. In those cases
85 where the rejection of credits leaves the candidate with fewer credits than required for MOC, the
86 Diplomate will be notified by email, certified mail, or by the method considered most expedient by
87 the College.
- 88 3. Following notification of non-acceptance by the MOC Committee the Diplomate will be given 45
89 days to:
- 90 a. provide additional justification and information supporting reinstatement of the rejected
91 credits, or
92 b. submit information on substitute credits.

93 **Appeals Process:**

94 If the rejection of the candidate's submitted credits results in a failure to qualify for MOC, the
95 Diplomate may appeal the decision of the MOC Committee by submitting an appeal in writing to the
96 Board of Governors. The Board will appoint an appeals committee consisting of not less than three
97 members, none of whom may be members of the MOC Committee, to evaluate the merits of the
98 appeal and the findings of the MOC Committee. The Appeals Committee shall make a final decision
99 on the appeal and report the decision to the Board of Governors. The decision shall be reported to
100 the Diplomate by certified mail.

- 101 1. During any appeal process, any College publications, membership directories, etc. in which the
102 certification status of the members is listed shall list the member as "Active Diplomate."
- 103 2. In the event the Diplomate is rendered unable to fulfill the MOC requirements on schedule due to
104 an incapacitating illness, the MOC Committee may vote to extend the deadline for MOC.
- 105 3. There will be no appeals process for those Diplomates who request early MOC. There will be no
106 appeals process for determining the suitability of submitted ACVM examination material.

107 **Status of Recertified Diplomates/Directory Listing:** In accordance with the American Board of
108 Veterinary Specialties (ABVS) Policy and Procedures, ACVM diplomates certified in 2016 and beyond are
109 required to recertify/maintain certification, according to the ACVM MOC document approved by the ACVM
110 BOG. The ACVM Diplomates who certified prior to 2016 are not mandated to participate in the MOC
111 program.

112 A diplomate whose application for maintenance of certification is rated as insufficient shall receive notice of
 113 the decision with reason(s) for the refusal. The diplomate may appeal the decision as described in this
 114 MOC Document.

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 116 Those diplomates required to maintain certification and whose certification has lapsed or whose MOC
 117 application has been denied will be classified as “Inactive” by the ACVM.

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 119 For diplomates whose application for maintenance of certification was denied, “Inactive” classification shall
 120 not be applied until either the deadline for lodging an appeal has passed or until a decision on an appeal
 121 has been made by the Appeals Committee and approved by the Board of Governors, whichever comes
 122 later.

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 124 Those classified as “Inactive” may apply for renewal of certification at any time. The new application is to
 125 conform to the maintenance of certification requirements current at the time the new application is
 126 submitted.

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 128 Those individuals classified as “Inactive” are not considered by the ACVM to be board-certified in veterinary
 129 bacteriology/mycology, immunology, parasitology and/or virology, and his or her listing will be removed
 130 from the ACVM membership directory, from the public website listing of ACVM diplomates, and from the list
 131 of ACVM diplomates reported to AVMA annually.

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 133 Those classified as “Inactive” are not eligible to serve as a member of any ACVM standing or ad hoc
 134 committees, nor may he or she serve as a representative of the ACVM to an external organization.

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 136 **Retired/Emeritus Diplomates:**

- 137 • When an active diplomate elects to retire, he or she must submit to the ACVM official notification of
 138 his or her retirement. Upon receipt of such notification, the Secretary will promptly inform the MOC
 139 Committee. The diplomate will subsequently be exempted from all MOC requirements and will be
 140 listed as “Retired” or “Emeritus” status. The status options of a retired diplomate will be granted by
 141 the MOC Committee and approved by the Board of Governors based on a case-by-case basis
 142 taking in account the wishes of a retired diplomate and his or her good moral and professional
 143 standing in the ACVM.
- 144 • In the event a “Retired” individual elects to re-enter the speciality, he or she must meet the MOC
 145 criteria accepted by the ACVM or “Active” or “Emeritus” status can be granted by the MOC
 146 Committee and approved by the Board of Governors based on a case-by-case basis taking in
 147 account the wishes of a retired diplomate and his or her good moral and professional standing in
 148 the ACVM. The MOC Committee may vote and decide, with the approval of the Board of
 149 Governors, to set up the deadline for MOC or to grant “Active” or “Emeritus” status in these events
 150 on a case-by-case basis.

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 152 **List of Credits for MOC:** (400 credits required over 8 year period - with at minimum 40 credits over every
 153 two years)

154 A. **Professional Development/Continuing Education** (Maximum 400 credits per 8 years with 100
 155 Credits required in this category).

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1. Attendance at veterinary speciality meetings: focused meetings (i.e. ACVM, American Association of Veterinary Laboratory Diagnosticians (AAVLD), Conference of Research Workers in Animal Disease (CRWAD), American Association of Veterinary Parasitologists (AAVP), American Association of Veterinary Immunologists (AAVI)) - 3 Crs/hr
 2. Attendance at other acceptable meetings (Other Animal Disease and Microbiology Organizations in the United States and the rest of the World: United States Animal Health, American Veterinary Medical Association, American Society of Microbiology, American Society of Virology, American Association of Immunologists, American Society for Parasitologists, Infectious Diseases Society of America, etc (e.g. special meetings on diagnostic, taxonomy, treatment, prevention, i.e. relevant to the ACVM specialties); other Speciality Societies - ACVIM, AAVPT, ACLAM, ACVP, ABVP, ACVPM; State and Regional Meetings; Species groups - AAHA, AAFP, AABP, AASV) - 2 Crs/hr.
 3. Preparation of ACVM approved examination and/or continuing education materials for ACVM - 2 Crs/hr. Maximum of 30 Crs per year.
 4. Attendance at acceptable educational seminars, educational training or courses that are related to the ACVM specialties - 1 Cr/hr. If the educational seminar, educational training or course is approved by RACE (Registry of Approved Continuing Education of the American Association of Veterinary State Boards) the RACE approved hours will be used.

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175 **B. Scholarly Activities** (Maximum **300** Credits per 8 years with no minimum required)

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1. Publication in veterinary microbiology, bacteriology, immunology, parasitology and/or virology focused media (peer-reviewed journals, books, etc.): 100 Crs First Author /75 Crs Corresponding Author /60 Crs Other Author. If an author is also the Corresponding Author, the higher selected Crs will be granted, combination of Crs is not allowed.
 2. Publication in other media on areas related to veterinary, medical, biomedical, environmental or fundamental aspects of microbiology, bacteriology, immunology, parasitology and/or virology: 90 Crs First Author / 65 Crs Corresponding Author/ 50 Crs Other Author. If an author is also the Corresponding Author, the higher selected Crs will be granted, combination of Crs is not allowed.
 3. Presentation, abstract/poster presented at any local, regional, national, international meeting: 30 Crs First Author / 20 Crs Other Author.
 4. Teaching/lecturing - 2 Crs/hr. Maximum of 80 Crs per year. List of lectures and training program activities, a short description of the details and relevance to the ACVM specialties must be provided. Partial Crs may be claimed for lectures and training program activities if only part of a lecture/training was given (e.g. 0.5 hr) or if only the part of a lecture/training was related to the ACVM specialties.
 5. ACVM Continuing Education Webinar- present in the ACVM CE Webinar Series: 80 Crs/presentation
 6. Reviewer/editorial board for journal: 3 Crs per reviewed manuscript (proof of manuscript reviewed must be submitted. Maximum of 60 Crs per year for the manuscript reviewers) or 30 Crs per year of documented service as an editor (or associate editor/editorial board). If manuscript reviewer is also an editor (or associate editor/editorial board), the higher selected Crs will be granted based on the proof submitted.
 7. Development and coordination of online graduate classes: 100 Crs if class is presented.

200 Residency or Ph.D. fellowship Mentor: 20 Crs per documented resident or Ph.D. student per
 201 year. Maximum 3 resident trainees or Ph.D. students per year. List names of trainees and
 202 training program description and registration start date for each trainee must be provided.
 203 Partial Crs may be claimed for training programs registered for only part of a reporting year.

204 **C. Service Activities** (Maximum 200 Credits per 8 years with no minimum required)

- 205 1. Effort devoted to veterinary microbiology, bacteriology, immunology, parasitology and/or
 206 virology science organizations - 1 Cr/hr. Maximum of 30 Crs per year. Proof of the activity
 207 is required.
- 208 2. Organizations include but not limited to: AAVI, AAVPT, ACVM, CRWAD, ASM, AAI, AAVP,
 209 etc.) This also includes veterinary microbiology, bacteriology, immunology, parasitology
 210 and/or virology activities in broader organizations such as AVMA, NIH, FDA, USDA-
 211 APHIS, EPA, CDC and scientific and professional organizations at state, national, and
 212 international levels.
- 213 3. Professional Supervisor (laboratory chief, director, etc.): 5 Crs per one supervised
 214 person/year. Maximum of 40 Crs per year. The position description for the professional
 215 supervisor and list of names/positions of the supervised staff, and the supervising activity
 216 dates must be provided and confirmed by a higher supervisor of the institution. The
 217 supervision of professional staff (e.g. veterinary/animal care technician, veterinarian,
 218 biologist, chemist, M.S., M.D. or Ph.D.) is required to claim in this category. Partial Crs
 219 may be claimed for the professional duty registered for only part of a reporting year or
 220 partial supervising of person.
- 221 4. For all other employees (not supervisors) routine job responsibilities in veterinary
 222 microbiology, bacteriology, immunology, parasitology and/or virology for their employers
 223 are not considered as service activities.
- 224 5. Participation as a member of a veterinary disaster response team (proof of training and/or
 225 deployment in support of an operation are required; membership on a team alone does not
 226 qualify for credit; 5 Crs per training and 5 Crs per hr of response effort in a veterinary
 227 disaster response team).

228 **Exceptional Circumstances:**

229 In exceptional circumstances (as a result of disability or other personal or professional circumstances that
 230 may significantly interrupt or prevent activities that would result in accumulation of Crs) and with the prior
 231 approval of the MOC Committee, Crs may be accumulated in other ways such as purchase and reading of
 232 relevant textbooks and journals, completion of self-assessment questions, and/or other self-assessment
 233 programs. In the event the diplomate is rendered unable to fulfill the MOC requirements on schedule due to
 234 an incapacitating illness or other problems, the MOC Committee may vote and decide, with approval of the
 235 Board of Governors, to extend the deadline for MOC on a case-by-case basis.

236 **Definitions**

237 **Veterinary Microbiology, Bacteriology, Immunology, Parasitology and/or Virology (VMP) Focused**
 238 **Meetings include:** ACVM, American Association of Veterinary Laboratory Diagnosticians (AAVLD),
 239 Conference of Research Workers in Animal Disease (CRWAD), American Association of Veterinary
 240 Parasitologists (AAVP), American Association of Veterinary Immunologists (AAVI). The Diplomate will

241 decide if it is focused on VMP or not. The MOC Committee may ask for clarification or decrease the credits
242 if the meeting is not determined to be VMP focused.

243 **“Other” Acceptable Meetings include:** local, state, national meetings on veterinary clinical medicine,
244 biomedical sciences, medical, environmental or fundamental aspects, or other subjects deemed valuable to
245 the veterinary microbiology and/or parasitology (may include: pathology, microbiology, physiology,
246 pharmacology, genetics, teratology, toxicology, neuroscience, cellular biology, molecular biology, etc.)

247 ACVM Approved Continuing Educational Materials are those approved for self-study and MOC credits by
248 the ACVM Continuing Education Committee.

249 **Self Study of CE Material:** When requesting credit for self study of continuing education materials, include
250 the names of the specific journals/publications or materials.

251 **Acceptable Educational Seminar, Educational Training or Course include:** Acceptable educational
252 seminars, educational training or courses (online or traditional classes) are reserved for postgraduate level
253 or equivalent formal educational seminars or courses in any subject that enhances the Diplomate’s direct or
254 ancillary knowledge in Microbiology, Bacteriology, Immunology, Parasitology and/or Virology, and Clinical
255 or Laboratory Veterinary Medicine. Acceptable educational seminar or coursework may include: resource
256 management, OSHA/regulatory courses, pathology, microbiology, biotechnology, physiology, epidemiology,
257 public health, infectious diseases, vaccinology, pharmacology, cellular biology, molecular biology, etc.

258 **Veterinary Microbiology and/or Parasitology (VMP) Focused Publications include:** Veterinary
259 Microbiology, Veterinary Immunology and Immunopathology, Preventative Veterinary Medicine, Vaccine,
260 Journal of Bacteriology, Infection and Immunity, Journal of Virology, American Journal of Veterinary
261 Research, Journal of American Veterinary Medical Association, Journal of Veterinary Diagnostic
262 Investigation, Journal of Immunology, Journal of Clinical Microbiology, Applied and Environmental
263 Microbiology, Clinical Microbiology Reviews, Antimicrobial Agents and Chemotherapy, Clinical and Vaccine
264 Immunology, Infection and Immunity, International Journal of Systematic and Evolutionary Microbiology,
265 etc.

266 **“Other” Publications include:** The Bovine Practitioner, Swine Health and Production, clinical reports in
267 JAVMA, etc.

268 **“Author” includes:** author of manuscript in refereed journal as well as book editor, chapter author, or
269 author of autotutorial slide set, video, etc. The submission is left to the discretion of the Diplomate.

270 **Teaching/Lecturing includes:** Acceptable teaching is generally reserved for college or professional level
271 teaching. However, other examples may include continuing education courses where practitioners received
272 CE credit or training sessions/courses provided for professional staff.

273 **Service Activities include:** Effort devoted to microbiology/parasitology science organizations including
274 AAVI, ACVM, CRWAD, ACM, AAI, AAVP, etc. This also includes microbiology/parasitology science
275 activities in broader organizations such as AVMA, NIH, FDA, USDA-APHIS, EPA, CDC and scientific and
276 professional organizations of state, national and international levels.