



EUROPEAN COLLEGE of VETERINARY EMERGENCY and CRITICAL CARE

Credentials Application Packet (Forms and Instructions)

for
ECVECC[®] residents

Credentials Deadline: February 15th of the Year of Intended Examination
Credentials Fee: 50 €

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The Credentials Process

Application procedure for admission to examination for Diplomate status

All Residents must apply to the Credentials Committee for acceptance of final credentials and approval to take the Certifying Examination. The application should be submitted along with the application fee and required documentation (see Credential Application Checklist) by **February 15th of the year of intended examination**.

1. The application for examination, i.e. the Credentials Application, must be submitted to the ECVECC[®] Secretary (secretary@ecvecc.org) and the Chair of the ECVECC[®] Credentials Committee (credentials@ecvecc.org) on a form provided by the College (attached Credentials Application form: Credential Application Packet, Part 1). Late, incomplete, or incorrectly formatted credentials applications will not be reviewed, and the resident will be required to reapply the following year. Application fees will not be refunded if the resident is determined not eligible to take the examination.
2. All residents must provide certification that they have completed all of their training and credentialing requirements by **July 1st of the year in which they plan to take the examination**, if this certification has not been completed and included with the credentials application. This certification must be submitted to the ECVECC[®] Secretary and the Chair of the ECVECC[®] Credentials Committee and must include:
 - a) a copy of their residency certificate,
 - b) a final progress report documenting completion of all training and credentialing requirements,
 - c) and proof of final acceptance of their two (2) manuscripts (first-authored one and a second one which is not necessary first authored) by **July 1st** of the year of credentials application, if it was not accepted or in print by the time of credentials submission.
3. Residents should refer to the Credentials Application checklist (page 4) and subsequent pages for detailed instructions. Any questions or clarifications should be directed to the Chair of the ECVECC[®] Credentials Committee (credentials@ecvecc.org)
4. Eligibility rulings are made by the Executive Committee on recommendation by the ECVECC[®] Credentials Committee, and residents will be notified whether they are eligible or provisionally eligible for examination by **April 1st of the year of intended examination**.

ECVECC® Credentials Application Checklist

The applicant must submit a single PDF document as a file attachment emailed to the ECVECC® Secretary (secretary@ecvecc.org) and the Chair of the ECVECC® Credentials Committee (credentials@ecvecc.org). The forms provided at the end of this document should be used. They should be filled out, printed, signed and scanned as a single PDF file for submission by email. A hard copy of the credentials packet should be kept by the candidate and may be requested by the committee during the review process.

The following must be included.

1. The completed application form (attached Credential Application Packet, Part 1).
2. A copy of the applicant's residency certificate. Individuals who have not completed their residency at the time of submission may omit the residency certificate, but must forward the certificate to the Secretary and to the Chair of the ECVECC® Credentials Committee **by July 1st of the year of intended examination**. Alternatively, if a residency certificate is not available, a signed Programme Mentor Statement of Certification confirming completion of the programme is acceptable.
3. A signed Program Mentor Statement of Certification (attached Credentials Application Packet, Part 2) confirming successful completion or expected completion of the training program. The statement must be **signed by the applicant's residency mentor (who does not have to be the residency director)**, or the application will not be reviewed. If the program mentor has not supervised 25% of the emergency and critical care supervision, then an explanatory statement by the mentor must be included.
4. A copy of the applicant's preferred first authored publication. If the article is in review or in press, then the applicant must also document its submission or acceptance with a letter from the editor at the time of the application. Emailed confirmations are acceptable. **If confirmation from the editor is not included, the manuscript will not be reviewed.** A copy of the manuscript under consideration must also be submitted. Manuscripts under review at the time of credentials submission must have final acceptance (in press) **documented by July 1st** of the year of intended examination in order for a candidate to successfully fulfil the credentialing requirement.
5. A copy of the applicant's preferred second (not necessary first authored) publication. If the article is in review or in press, then the applicant must also document its submission or acceptance with a letter from the editor at the time of the application. Emailed confirmations are acceptable. **If confirmation from the editor is not included, the manuscript will not be reviewed.** A copy of the manuscript under consideration must also be submitted. Manuscripts under review at the time of credentials submission must have final acceptance (in press) **documented by July 1st** of the year of intended examination in order for a candidate to successfully fulfil the credentialing requirement.
6. A signed waiver, release, and indemnity agreement (attached Credentials Application Packet, Part 3).
7. **Two (2) letters of recommendation** from individuals other than the applicant's programme mentor. Letters should come from certified Diplomates able to attest to the resident's clinical skills/ abilities/experience/involvement in the emergency and critical care arena. The standard ECVECC® Recommendation Form (attached Credentials Application Packet, Part 4) must be used. The letters of recommendation may be included with the application packet OR may be submitted directly to the ECVECC® Secretary and Chair of the ECVECC® Credentials committee if

this is preferred by the referee. In this situation the applicants is responsible for ensuring the referee is aware of the deadline and method of submission.

8. All applicants must provide certification of any externship performed to satisfy their residency program requirements.

The application fee of € 50 should be paid by February 15th. The applicants should contact the ECVECC® Treasurer (treasurer@ecvecc.org) for details on how to pay.

The College suggests that the resident keeps a copy of the email confirming receipt of their submission.

Individuals submitting applications should download the most recent instructions and application packet, which is available on the ECVECC® website (<https://www.ecvecc.org>) as specific application requirements are subject to change, and all applicants must adhere to stipulations for the year of application or re-application.

All questions should be directed to the current Chair of the Credentials Committee (credentials@ecvecc.org).

Credentialed Candidate, Granted Diplomate

Once a Candidate that has had their Credentials accepted by the Credentials Committee and been given permission to sit the Certifying Examination they are considered a Credentialed Candidate until they have:

- ✓ Passed the Certifying Examination
- ✓ Been granted Diplomate status by the ECVECC Executive Board

Rejections and Reapplications

If a Credentials Application is rejected, a complete new application (fee included) must be submitted the next time that the individual submits Credentials. Previous letters from the Credentials Committee pertaining to Credentialing and the final progress report must be included with all submissions.

1. If all other Credentials items (including the final progress report in July) have been accepted and **ONLY** acceptance of the manuscript(s) for publication is/are lacking (not accepted for publication by June 30th of that year), these individuals will be given one (1) additional year to have their manuscript accepted.
 - a) In this instance, the applicant may submit only an updated application form the following February (with current mentor signature and waiver), along with a copy/copies of the manuscript(s) and documentation from the Journal editor (and all pertinent prior correspondence).
 - b) If the manuscript has not been accepted for publication **by July 1st** of the following year, that individual's credentials will no longer be considered accepted and a complete new application must be submitted, along with the Credentials Application fee the following year.
2. Regardless of the status of the manuscript(s), if other significant items are lacking from the Credentials Application or the final progress report **by July 1st of the year of application**, that individual's Credentials will be rejected and a complete new application (including the Credentials Application Fee) must be submitted the next time that individual submits credentials.
3. In order to be eligible to apply to become credentialed after a prior rejection, candidates must maintain an active status. To maintain active status, the guidelines require the candidate to:
 - a) maintain the most current Knowledge requirements;
 - b) maintain the most current Experience and Skills requirements;
 - c) complete all assigned Training Benchmarks with the Programme Mentor;
 - d) submit an annual report to the Credentials Committee (equivalent to the resident's Annual Progress Report) detailing the completion of residency requirements and ongoing engagement with the specialty.

Credentials Application Evaluation Procedure

1. The Credentials Application packet will be reviewed by the Credentials committee. The review will be split into three components.
 - a) basic credentials including continuing professional development (CPD) record,
 - b) publications,
 - c) and letters of recommendation. Each component will be reviewed by at least two (2) members of the Credentials committee; if there is disagreement as to whether the component is acceptable, then that component will be further reviewed by the whole committee and a vote taken to determine acceptability. All three (3) components must be acceptable for the application as a whole to be accepted. Omission of any item on the checklist may cause the application to be rejected.
2. The basic credentials will be evaluated as "acceptable" or "unacceptable". The reviewer will record his/her evaluation on a standard form that will be retained by the ECVECC®.
3. The publications will be evaluated as "acceptable" or "unacceptable" based on the criteria laid out in the "Instruction for Publications" section below. Once the publications are graded acceptable they will remain accepted for five (5) years from publication.
4. Each letter of recommendation will be evaluated on the following criteria.
 - a) Source of recommendation (Evaluator). Letters will only be accepted from those individuals directly familiar with the applicant's scientific and clinical skills.
 - b) Content of recommendation. An unsatisfactory recommendation is one wherein the letter fails to support the candidate's application.
5. The Committee will seek to notify the resident of the acceptance or rejection of his/her credentials **by April 1st of the year of intended examination**. It is the responsibility of the resident to notify the ECVECC® Secretary (secretary@ecvecc.org) and the Chair of the ECVECC® Credentials Committee (credentials@ecvecc.org) in writing of any address or email change, and to ensure that contact information on the ECVECC® website is updated. Failure to notify the above of address changes may cause a significant delay in communicating results.

Instructions for Publications

ECVECC® Residents must have had at least two (2) manuscripts (of which at least one as first (1) author) relevant to ECC medicine accepted for publication in a peer-reviewed international journal before they can attain approval to sit the Certifying Examination.

The two (2) publications must be in print (but cannot be >5 years since publication) or accepted for publication or under review following submission. **Manuscripts that are submitted (under review), but not accepted by the Credentials deadline must be accompanied by a letter from the journal editor verifying submission.** Publications pending acceptance must have **final acceptance by June 30th** of the calendar year for which examination is applied to/planned. **If manuscripts have been submitted or accepted but not yet published, the letter of submission or acceptance must be included with the manuscript or the publication will not be evaluated.** If the applicant is unsure whether a response is considered "acceptance", the Chair of the ECVECC® Credentials Committee should be asked for clarification prior to the credential application or publication acceptance deadline.

Residents are encouraged to submit manuscripts well before November 1st to ensure adequate time for editorial review and revisions. Experience from other Colleges suggests that otherwise strong applicants have not been able to sit for the examination because of failure to achieve final acceptance of their manuscript by the deadline.

The two (2) manuscripts must be published in a peer-reviewed, scientific, medical or veterinary journal that is international and peer reviewed. If you are uncertain of the suitability of a journal, please contact the Chair of the ECVECC® Credentials Committee (credentials@ecvecc.org) for clarification, in writing, well in advance of the application deadline as noted above.

If the resident has several publications, he/she should be careful to select those that meet the stated criteria. **Only two (2) manuscripts may be submitted.** The topic of the articles should be relevant to ECC medicine. The first publication should be an original hypothesis-driven research or a prospective/retrospective study of which the Resident has to be the principal (first) author. The second publication can be a hypothesis-driven research, a prospective or retrospective study, a review article, or a case report. Book chapters, conference proceedings, letters to the Editor, serial articles (e.g. ECG of the month, What's your diagnosis?) and publications in lay journals do not qualify as refereed publications. In order to be considered a journal must be international, double peer reviewed and have a well-defined review process in place. If the journal language is not English, the resident may be required to submit a certified translation of the article (at their own cost) to allow adequate review by the Credentials Committee.

Any questions concerning the acceptability of a publication or journal should be directed to the Chair of the ECVECC® Credentials Committee in writing, at least 6 weeks prior to the credentials deadline to allow for committee review of the candidate's request. We strongly advise contacting the committee if there is any doubt the Journal might not be acceptable. It is considered the responsibility of the applicant to publish in an appropriate journal that fulfils the requirements as set by the College. Any questions should be directed to the Chair of the ECVECC® Credentials Committee (credentials@ecvecc.org).

Part 1: Credentials Application Form

This form must be TYPED.

1. Name

2. Current contact information

Address:

City:

Country:

Postal Code:

Phone:

E-mail:

3. Institution/Hospital where Residency Training occurred

4. Term of Residency

Start date:

End date (or anticipated end date):

5. Name and contact information for your Programme Mentor

Name:

Phone:

E-mail:

6. Species
- | | |
|--------------|--------------------------|
| Small animal | <input type="checkbox"/> |
| Equine | <input type="checkbox"/> |

7. Complete (a) or (b)

a) This is my initial Credentials Application, and

- I am a resident
- I have completed my residency training

b) This is a reapplication to the Credentials Committee

Date(s) of prior Application(s):

(Attach all prior correspondence from the Credentials Committee, as detailed in the instructions.)

8. Title of first authored Manuscript

Journal Name:

Complete (a), (b), or (c):

- a) **The manuscript has been published and is in print.**
- b) The manuscript has been submitted and is in review.

Date submitted

(A copy of the letter from the editor documenting submission must be included.)

- c) The manuscript has received final acceptance for publication

Date accepted

(A copy of the letter from the editor documenting final acceptance must be included)

9. Title of second Manuscript

Journal Name:

Complete (a), (b), or (c):

- 1. **The manuscript has been published and is in print.**
- 2. The manuscript has been submitted and is in review.

Date submitted

(A copy of the letter from the editor documenting submission must be included.)

- 3. The manuscript has received final acceptance for publication

Date accepted

(A copy of the letter from the editor documenting final acceptance must be included)

If you wish, you may provide additional comments or general information on a separate sheet of paper.

Part 2: Programme Mentor Statement of Certification

I hereby certify that I have personally overseen the clinical training programme of and that this training programme has been approved by the ECVECC® Residency Training Committee and meets the standards established by the ECVECC®.

I certify that I have/have not (circle one) acted as the Supervisor for at least 25% of emergency and critical care immersion as outlined by the 2015 Residency Standards.

I hereby certify that has completed the Experience and Skills Requirements as outlined by the ECVECC® Residency Training Committee.

I also certify that has successfully completed / is expected to successfully complete (circle one) their training programme under my mentorship.

(Date/Anticipated Date of programme completion)

(Signature of Programme Mentor)

(Date)

(Please type or print your name)

This form must be signed and returned with the completed application.

Part 3: Waiver, Release, and Indemnity Agreement

I hereby submit my credentials to the European College of Veterinary Emergency and Critical Care for consideration for examination in accordance with its rules and enclose the required application fee. I agree that prior to or subsequent to my examination the Executive Committee may investigate my standing as a veterinarian, including my reputation for complying with the standards of ethics of the profession. I understand and agree that the application fee shall be non-refundable.

I agree to abide by the decisions of the Executive Committee and thereby voluntarily release, discharge, waive and relinquish any and all actions or causes of actions against the European College of Veterinary Emergency and Critical Care and each and all of its members, regents, officers, examiners and assigns from and against any liability whatsoever in respect of any decisions or acts that they may make in connection with this application, the examination, the grades on such examinations and/or the granting or issuance, or failure thereof, of any certificate, except as specifically provided by the ECVECC® Constitution and Bylaws of this organization. I agree to exempt and relieve, defend and indemnify, and hold harmless the European College of Veterinary Emergency and Critical Care, and each and all of its members, officers, examiners and assigns against any and all claims, demands and/or proceedings, including court costs and attorney's fees, brought by or prosecuted for my benefit, extended to all claims of every kind and nature whatsoever whether known or unknown at this time. I further agree that any certificate which may be granted and issued to me shall be and remain the property of the European College of Veterinary Emergency and Critical Care.

I certify that all information provided by me on the application is true and correct. I acknowledge that I have read, understand and agree to abide by the above two paragraphs.

(Signature)

(Date)

(Please type or print your name)

Part 4: Recommendation form for ECVECC® Credentials

Standard Referee Letter for Residents applying for Examination by the **European College of Veterinary Emergency and Critical Care**.

Place, Country

Letter of Assessment for Dr (*resident's name*)

by Dr (*referee's name*) Diplomate of (College's name)

1. Are you a member of the ECVECC®? Yes No
Are you a member of the ACVECC? Yes No
If "No", which specialty college are you a member of?
2. During what time period and capacity did you observe the applicant's clinical, professional and educational activities?
3. Are you aware of any characteristics in professional performance or attitude towards animals or people that would detract from the candidate's ability to perform as a specialist in Emergency and Critical Care?
No Yes If yes, please explain below.
4. Do you feel the above candidate is committed to the specialty of emergency and critical care medicine?
Yes No If no, please explain below.
5. Do you recommend that the above candidate be permitted to take the ECVECC® examination?
Yes No If no, please explain below.

(Signature)

(Date)

(Email and contact information)