

# **American College of Veterinary Sports Medicine and Rehabilitation**



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Veterinary Sports Medicine  
and Rehabilitation

**Guidelines for Maintenance of Board  
Certification  
January 1, 2020**

## American College of Veterinary Sports Medicine and Rehabilitation

### Guidelines for Maintenance of Board Certification

#### I. Maintenance of Board Certification

Maintenance of American College of Veterinary Sports Medicine and Rehabilitation board certification was initiated on January 1, 2016. All active diplomates will be required to take action to maintain board certification every 10 years from the date of their initial certification. An active diplomate may apply to maintain board certification via one of the following two methods:

- Accumulate 500 credits as outlined in Section II of this document
- Successfully pass the core knowledge and species-specific board-certification examinations in their practice category as outlined in Section III of this document

A diplomate seeking recertification via recertification credits is required to submit recertification materials at years 8, 9 or 10 after initial board certification or last recertification. A diplomate seeking recertification via examination is required to submit an application for examination at years 7, 8, or 9 after initial board certification or last recertification, thus enabling him/her to take the examination at years 8, 9 or 10, respectively.

#### Example Timeline for Maintenance of Board Certification

Event	Dates
Original board certification date (or recertification date)	July 1, 2011
Maintenance of certification is required every 10 years	June 30, 2021
Maintenance of certification by submitting recertification credits:	
Earliest deadline for submitting materials (8 <sup>th</sup> year)	February 1, 2019
Next deadline for submitting materials (9 <sup>th</sup> year)	February 1, 2020
Final deadline for submitting materials (10 <sup>th</sup> year)	February 1, 2021
Maintenance of certification by re-examination:	
Earliest deadline for submitting examination application form (7 <sup>th</sup> year)	October 1, 2018
Next deadline for submitting examination application form (8 <sup>th</sup> year)	October 1, 2019
Final deadline for submitting examination application form (9 <sup>th</sup> year)	October 1, 2020

A diplomate who fails to maintain board certification will forfeit his/her active diplomate status and will not be able to claim board certification by the American College of Veterinary Sports Medicine and Rehabilitation.

As a courtesy, the College Secretary will track and attempt to notify all active diplomates of their upcoming deadline for recertification. However, each diplomate is responsible for being aware of and keeping track of his/her eligibility status and for submitting an application for maintenance of board certification by established deadlines.

All board certifications will expire on June 30<sup>th</sup> of a diplomate's 10<sup>th</sup> year anniversary of initial board certification or recertification date. For example, a diplomate who was originally board certified in 2011 may apply for recertification in years 2019, 2020 or 2021.

Successful recertification will extend active certification for 10 years beyond the last certification date, but not 10 years from the date that the recertification requirement was met. For example,

board certification obtained in 2011 will remain active until 2021 and successful recertification will extend the active certification date to 2031, as long as the recertification requirements are met within the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> years of the recertification period.

A diplomate who fails to successfully apply for recertification within the allotted 3 years of eligibility or does not submit an application for recertification in time to meet the 10-year deadline will have his/her active diplomate status revoked and will be placed on inactive diplomate status. If this occurs, active diplomate status can only be reinstated by submission of a full credentials package for consideration of re-examination for board certification. The diplomate will be required to take the next available board certification examination and to pass both portions (i.e., core knowledge and species-specific) of the board certification examination. If successful, the diplomate's board certification will extend 10 years from the date from which they successfully pass the American College of Veterinary Sports Medicine and Rehabilitation board certification examination.

If a diplomate allows his/her board certification to expire without renewal, diplomate status will be changed to an inactive status. Affected individuals will be required to remove the diplomate title from all marketing and business materials and can no longer claim board certification by this College. The diplomate title must be removed even if a person is planning to re-enter the examination process as a candidate. Once the American College of Veterinary Sports Medicine and Rehabilitation board certification examination has been successfully passed and active diplomate status has been restored, the diplomate title can be returned to all marketing and business materials.

### **Requests for Extension of Recertification**

The 3-year time frame allowed for application for recertification is intended to give diplomates adequate time to complete the recertification process. Therefore, requests for deadline extensions are strongly discouraged. The Board of Directors will consider requests for extensions only for circumstances of extreme hardship such as serious personal illness or military deployment with consideration of related factors such as the duration of the hardship, the diplomate's eligibility to sit for the examination, and importantly, whether application of recertification had been attempted prior to the 10-year deadline for recertification. A diplomate that requests an extension of the recertification deadline may do so by submitting a written request to the College Secretary during the last year of his/her current certification, but prior to the 10-year deadline for recertification (i.e. prior to June 30<sup>th</sup> of the 10<sup>th</sup> year). The diplomate will be notified of the Board of Director's decision about allowing the extension for recertification within 30 days of the request. If approved, an extension for recertification will be provided for a period of one year only, during which time the diplomate must successfully recertify. If recertification is not successful within this 1-year extension, then the active diplomate status will be revoked and the diplomate will be placed on inactive diplomate status.

### **Submission of Recertification Materials**

A recertification credentials submission form (**Appendix 1**) can be downloaded from the College website ([www.vsmr.org](http://www.vsmr.org)). All activities related to recertification over the last 8- to 10-year period (i.e. all activities related to recertification since the date of initial certification or last recertification) must be logged (**Appendix 2**). The recertification application form and master log must be submitted electronically (in pdf format) to the College Secretary ([secretary@vsmr.org](mailto:secretary@vsmr.org)). The recertification packet must be complete, otherwise the materials will be returned for proper completion. The College will use an honor system for compliance, with diplomates self-declaring completion of requirements; however, random audits of diplomate compliance with the recertification requirements and documentation will be performed.

**Notification of Recertification Status**

Diplomates applying for recertification via the credit pathway will be notified of their recertification status within 4 months after recertification materials have been received by the College Secretary and no later than June 1<sup>st</sup> of each year. If recertification is approved, a new time dated diploma will be mailed along with the letter of approval of the recertification application and the submitted supporting documents.

**II. Maintenance of Board Certification by Credit Accumulation**

Diplomates may maintain board certification by accumulating 500 credits over a period of 8 to 10 years. Five hundred recertification credits are needed for maintenance of board certification; however, it is highly recommended that more than 500 credits be submitted in the event that a portion of the submitted credits are not judged acceptable for recertification by the Credentials and Residency Committee. Diplomate activity in multiple categories is encouraged and no more than 400 credits in any one activity category will be allowed.

**For recertification credit, a summary of all activities must be submitted to the College using the following categories.**

<b>Activity</b>	<b>Number of credits per activity</b>	<b>Maximum number of units per activity</b>	<b>Maximum number of credits per activity</b>
<b>Continuing Education* Attendance</b> (sports medicine and rehabilitation topics) *Continuing education credits must be RACE approved			
Sports Medicine and/ or Rehabilitation related meeting*	4/hour	100 hours	400
Successfully complete a sports medicine or rehabilitation certification program	4/hour	50 hours	200
<b>Presentations</b>			
Lectures to veterinarians or veterinary students	10/hour	20 hours	200
Lectures to undergraduate students or veterinary technicians	2/hour	50 hours	100
Poster presentations	10/poster	10 posters	100
<b>Publications</b>			
First author or corresponding author of a peer-reviewed publication	200/publication	2 publications	400
Co-author of a peer-reviewed publication	150/publication	2 publications	300
First author or co-author of a non peer-reviewed publication	10/publication	5 articles	50
First author or co-author of a textbook chapter	50/publication	5 chapters	250

<b>Board-Certification Examination Questions*</b>			
*Recertification credits for this category only allowed prior to the year 2020			
Creation and submission of examination questions	3/question	50 questions	150
Review of examination questions	1/question	50 questions	50
<b>College Service</b>			
Service on the Board of Directors	100/year	4 years	400
Service as a Committee chair	75/year	4 years	300
Service as a Committee member	50/year	4 years	200
<b>Additional Board Certification</b>			
Completion of certification in another ABVS-recognized veterinary specialty	200	Diplomate Status	200

## Explanation of Activities and Recertification Credit Submission Guidelines

### 1. Continuing Education Attendance

Diplomates may earn recertification credits for attending lectures, laboratories and certain other types of continuing education related to sports medicine and rehabilitation within their species of board specialization (canine or equine). Continuing education content must directly pertain to sports medicine and rehabilitation, be high quality and be accredited by the Registry of Approved Continuing Education (RACE). If a continuing education course appears to meet the above criteria but is not RACE approved, the candidate may submit a written appeal with the recertification materials detailing the reasons the course should qualify for credit; the appeal will be considered by the Credentials and Residency Committee. Four recertification credits will be awarded per contact hour up to a maximum of 400 credits. All submitted continuing education attendance must be within the 8- to 10-year recertification period.

### Continuing education recertification credits *will not* be awarded for any of the following activities:

- Continuing education programs on business, management, communication, or other non-scientific topics.
- Informal continuing education such as dinner meetings sponsored by companies about products or services.
- Clinical rounds, in-clinic presentations, journal clubs, consultations with specialists, etc. unless specifically approved by state licensing boards as allowable continuing education.

### To receive continuing education credits for recertification, all of the following information must be included on the recertification application form.

- Date and location of the continuing education program (city, state and country, if outside of U.S.)
- Name of the conference or continuing education program
- Title of the lecture, laboratory or other type of continuing education
- Name of the speaker or presenter
- Number of contact hours. List each hour of lecture or presentation separately, even if an entire session was presented by the same speaker

The above continuing education information and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include or specify any of the above listed requirements will result in disallowance of the submitted continuing education hours.

### **Sports Medicine or Rehabilitation Certification Program**

Credit will be awarded to diplomates who attend and complete post-graduate training or certification programs related to sports medicine or rehabilitation. Examples of qualifying certification programs include certification in canine or equine rehabilitation, certification in veterinary pain management, the International Society of Equine Locomotor Pathology (ISELP), or equivalent. Four recertification credits will be awarded per contact hour up to a maximum of 200 credits per recertification cycle.

## **2. Presentations**

Diplomates who prepare and deliver scientific presentations may earn recertification credits for providing lectures, laboratories and certain other types of continuing education related to sports medicine and rehabilitation in the species of specialization. Ten recertification credits will be awarded per contact hour for presentations to veterinarians or veterinary students, up to a maximum of 200 credits. Two recertification credits will be awarded per contact hour for presentations to veterinary technicians, undergraduate students, or other professionals, up to a maximum of 100 credits. Ten recertification credits will be awarded per poster presentation, up to a maximum of 100 credits. Multiple presentations of the same lecture and/or poster materials will be awarded recertification credit one time only. Presentations must be given within the 8- to 10-year recertification period.

### **Presentation recertification credits will be awarded for the following activities:**

- Continuing education provided to veterinarians in any seminar format.
- Lectures delivered to veterinary students as continuing education or within a veterinary college curriculum.
- Lectures delivered to veterinary technicians or other professionals as continuing education or within an undergraduate college curriculum.
- Poster presentations at scientific conferences.

### **Presentation recertification credits *will not* be awarded for any of the following activities:**

- Presentations given on topics related to business, management, communication, or other non-scientific topics.
- Informal lectures such as dinner meetings sponsored by companies about products or services.
- Participation in clinical rounds, in-clinic presentations, or journal clubs, etc., unless specifically approved by state licensing boards as allowable continuing education.
- Consultations with clients, groups, producers, etc.
- Presentations given on topics or species not related to the species of specialization.

### **To receive presentation credits for recertification, all of the following information must be included on the recertification application form.**

- Date and location of the continuing education program (city, state and country, if outside of U.S.)
- Name of the conference or continuing education program
- Title of the lecture, laboratory or other type of continuing education

- Name of the speaker or presenter (i.e., the diplomate)
- Number of contact hours.

The above continuing education information and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary ([secretary@vsmr.org](mailto:secretary@vsmr.org)). Failure to include or specify any of the above listed requirements will result in disallowance of the submitted presentation hours.

### **3. Publications**

Diplomates may earn recertification credits by submitting scientific articles for publication related to sports medicine and rehabilitation within the species of board specialization. A diplomate can earn 200 credits for each first author publication, 150 credits for each co-authored publication, 10 credits for each non-peer reviewed publication, and 50 points for each authored or co-authored textbook chapter. Publications must be published within the 8- to 10-year recertification period.

#### **Publication credits will be awarded for the following activities:**

- First author, senior author, or corresponding author of peer-reviewed, scientific publications printed within the veterinary or biomedical literature may be awarded a maximum of 200 recertification credits per article. A limit of two first author publications may be submitted for credits per 10-year recertification period. A copy of the publication or proof of acceptance by the publisher must be provided for consideration of recertification credits.
- Second author or co-author of peer-reviewed publications may be awarded a maximum of 150 recertification credits per article. A copy of the publication or proof of acceptance by the publisher must be provided for consideration of recertification credits. A maximum of two second-author publications may be submitted for credits per 10-year recertification period.
- Articles accepted for publication but not yet in print may be submitted for recertification credits. Proof of acceptance by the publisher must be provided for consideration of recertification credits for articles in print.
- Non peer-reviewed articles intended for professional audiences such as veterinarians or veterinary technicians may be awarded a maximum of 10 recertification credits per article if deemed acceptable. A copy of each article must be provided for consideration of recertification credits. A maximum of five non-peer reviewed articles may be submitted for credits per 10-year recertification period.
- Textbook chapters related to sports medicine and rehabilitation within the species of specialization (canine or equine) may be awarded a maximum of 50 recertification credits per chapter, which will be evaluated on a case-by-case basis. A copy of each textbook chapter must be provided for consideration of recertification credits. A maximum of five chapters may be submitted for credits per 10-year recertification period.

#### **Publication credits *will not* be awarded for any of the following activities:**

- Proceedings, abstracts, posters or other informal articles. Recertification credits for some of these activities may be listed under the presentations category. Credits will not be approved for similar activities (e.g., proceedings for an oral presentation) listed within two different categories (i.e., double dipping).
- Lay publications intended for the general public (i.e., trade magazines, etc.)

If a diplomate has any questions related to whether a certain publication will qualify for recertification credits, then he/she can contact the Regent for the species of specialization in advance to ask about whether a specific publication is appropriate for submission and acceptance.

Copies of the above publications and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include copies of the publications will result in disallowance of the proposed recertification credits.

#### **4. Submission of Board Certification Examination Questions**

Starting in year 2020, ACVSMR members will not be able to use submission of ACVSMR examination questions as points towards re-credentialing.

For examination questions submitted prior to 2020, 3 recertification credits will be awarded per submitted examination question for up to a maximum of 150 credits. Board certification examination question submissions must have taken place within the 8- to 10-year recertification period. The examination questions and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include the examination questions will result in disallowance of the submitted board certification examination questions for recertification.

#### **5. Review of Board Certification Examination Questions**

Starting in year 2020, ACVSMR members will not be able to use review of ACVSMR examination questions as points towards re-credentialing.

For examination questions reviewed prior to 2020, 1 recertification credit will be awarded per examination question review for up to a maximum of 50 credits. Board certification examination question reviews must have taken place within the 8- to 10-year recertification period. The list of reviewed examination questions and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include the list of reviewed examination questions will result in disallowance of the reviewed board certification examination questions for recertification.

#### **6. College Service**

Diplomates are encouraged to become actively involved in College and Committee-related activities and to seek election to the Board of Directors. Diplomates may earn recertification credits by service on the Board of Directors or as Committee chairs or members. Recertification credits in this category are contingent upon successfully completing one's assigned function as stipulated by the Board of Directors' or Committee's roles and responsibilities, and by meeting all associated deadlines.

#### **College service credits will be awarded for the following activities:**

- Member of the Board of Directors (100 credits per year of membership and service up to a maximum of 4 years and 400 credits per 10-year recertification period)
- Chair of a College committee (75 credits per year of service up to a maximum of 4 years and 300 credits per 10-year recertification period)
- Member of a College committee (50 credits per year of membership and service up to a maximum of 4 years and 200 credits per 10-year recertification period)

The above College service appointment and activities and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include or specify any of the above listed requirements will result in disallowance of the submitted College service credits toward recertification.

## **7. Additional Board Certification**

Credit will be awarded to diplomates who become board certified in an additional ABVS-recognized specialty. No more than 200 credits can be awarded per recertification cycle. Board certification must have occurred within the 8- to 10-year recertification period.

The above certification activities and any proposed recertification credits must be recorded in the Recertification Master Log and submitted electronically (in pdf format) to the College Secretary (secretary@vsmr.org). Failure to include or specify any of the above listed requirements will result in disallowance of the submitted College service credits toward recertification.

## **8. Provisions for Dual Certification**

In cases of dual certifications within the College, each recertification will be required to meet the current recertification points requirements independently. Species-specific continuing education, presentations, and publications can only apply to the species-specific recertification. However, up to 30% of the total points required can be applied to both certifications due to activities that are not species-specific. Examples include points earned through College service or veterinary sports medicine/rehabilitation continuing education, presentations, or publications that address topics common to both canine and equine disciplines.

## **III. Maintenance of Board Certification by Re-examination**

Diplomates who choose to not collect recertification credits over each 10-year recertification period may elect to sit for the current board certification examination within their species of board certification (canine or equine) within the allotted 3 years of eligibility (i.e., at the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> year after the initial or last recertification). Therefore, application for examination must be submitted by October 1<sup>st</sup> of the 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> year after the initial or last recertification. Recertification will be dependent upon successful competition of both portions (i.e., core knowledge and species-specific) of the board certification examination. If successful, the diplomate's board certification will extend active certification for 10 years beyond the last certification date. A diplomate who fails one or both portions of the board certification examination will be required to successfully pass the related portion(s) within the given 10-year recertification period. Therefore, a diplomate will have up to three attempts to pass both portions of the board certification examination, as long as the requirements are met in the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> year of the recertification period. Diplomates who fail to maintain board certification will forfeit their diplomate status and will not be able to claim board certification by the American College of Veterinary Sports Medicine and Rehabilitation.

Written notification of the diplomate's intent to take the board certification examination for recertification, along with the current examination application fee, must be received by the College Secretary by October 1<sup>st</sup> of the year prior to the examination. For example, sitting for the March 2019 examination will require submission of the examination application and fee by

October 1, 2018. Advanced notice of the exact dates, times, and location of the yearly board certification examinations will be available on the College website ([www.vsmr.org](http://www.vsmr.org)).

The College realizes that unavoidable circumstances such as medical emergencies or unforeseen weather difficulties may prevent a diplomate in the process of recertification from reaching the examination site in time to take the examination(s). If hazardous weather or a personal medical emergency prevents a diplomate from reaching the test site, the diplomate should contact the Chair of the Examination Committee or e-mail the College Secretary ([Secretary@vsmr.org](mailto:Secretary@vsmr.org)).

No refunds of examination application fees will be given. If a diplomate is eligible to retake the examination the following year, the examination application fee will be carried over to the next year's examination. If a diplomate is unable to reach the testing site within the 10<sup>th</sup> year of recertification, then they can appeal to the Board of Directors for a one-year extension of eligibility. Should this extension be granted, the examination application fee will be carried over to the following year. If an extension is not granted, there will be no refund of the examination application fee.

#### **IV. Maintenance of Certification Fees and Deadlines**

Payment of the recertification application fee must be submitted at the same time that the maintenance of certification application form and recertification materials are sent to the College Secretary. Late recertification application payments will not be accepted and recertification applications will be rejected. All fees are subject to change without prior notice.

<b>Recertification Method</b>	<b>Deadline for Submittal</b>
Credit accumulation	February 1 <sup>st</sup> of the 8 <sup>th</sup> , 9 <sup>th</sup> , or 10 <sup>th</sup> years after certification
Re-examination	October 1 <sup>st</sup> of the 7 <sup>th</sup> , 8 <sup>th</sup> , or 9 <sup>th</sup> years after certification

#### **V. Contact Information**

All inquiries and recertification application forms and materials should be directed to the College Secretary ([Secretary@vsmr.org](mailto:Secretary@vsmr.org)). Each species of specialization also has two Regents on the Board of Directors who represent applicants, candidates, and diplomates. Regents are available to answer questions and offer advice about the recertification process and application of recertification credits. Contact information for the respective College Regents is available on the College website ([www.vsmr.org](http://www.vsmr.org)).

#### **VI. APPENDICES**

**Appendix 1.** Recertification application form

**Appendix 2.** Recertification master log