



# ACVS DIPLOMATE MAINTENANCE OF CERTIFICATION POLICIES AND PROCEDURES

All ACVS Diplomates certified in 2016 or later are subject to time-limited certification and must undergo mandatory maintenance of certification (MOC). MOC is an optional process for Diplomates certified in 2015 and earlier. However, Diplomates certified in 2015 or earlier who choose to pursue MOC must comply with all requirements and will then be issued time-limited certificates.

## Certification Cycles

Certificates awarded upon initial certification by ACVS are effective until the 6<sup>th</sup> December 31 after examination (a period of 5+ years; e.g., a Diplomate certified in 2016 has an expiration of December 31, 2021). Certificates show the initial date of certification and the date of expiration.

Certificates awarded upon successful maintenance of certification are effective for a period of 5 years. Diplomates will be issued revised certificates for each subsequent cycle showing the initial date of certification and current expiration date.

## Maintenance of Certification Requirements

In order to maintain ACVS certification, Diplomates with time-limited certificates must adhere to the following requirements:

1. **Achieve a total of 100 activity points.** [Activities](#) must be on the MOC Approved Activities List or have received individual approval from the Maintenance of Certification Committee.
2. Record all maintenance of certification activities in the online system at [www.acvs.org/apply](http://www.acvs.org/apply). Completed MOC records must be submitted no later than 11:59pm EST, **November 1 in the year that the Diplomate's current certificate expires.**  
Note: When November 1 falls on a Saturday or Sunday, all activities must be submitted online no later than the following Monday.
3. Maintain good standing with ACVS (including payment of dues).

Failure to achieve or meet these requirements will result in [loss of certification](#). Policies for reinstatement are detailed later in this document.

Dual certified Diplomates are subject to maintenance of certification policies and procedures for each time-limited certificate obtained in 2016 or later. See [Maintenance of Certification Activities](#) for information about recording activities on two MOC records.

Dual certified Diplomates may opt to relinquish their initial species certificate and maintain only the second certificate. Diplomates must notify ACVS in writing of which species certificate they have chosen not to maintain prior to the November 1 deadline for MOC record Submission. Diplomates who wish to reactivate their initial species certificate must follow reinstatement procedures for [Individuals with Expired Certificates](#).

## Maintenance of Certification Activities

All activities undertaken for the purpose of maintaining certification should result in the acquisition of new knowledge by the Diplomate. The majority of activities submitted by Diplomates as proof of maintenance should be within their certified specialty. However, ACVS recognizes that there is value in some cross-species education. Therefore, a minimum of 70 activity points must be earned within the Diplomate's respective specialty of certification (Small Animal or Large Animal) during the certification cycle (i.e., not more than 30 activity points will be accepted in other specialties or human training). Diplomates maintaining two time-limited certificates may use the same activity on both MOC records, up to the 30-point limit, as long as the activity falls within the certification cycles of both certificates.

The types of activities that qualify for ACVS maintenance of certification points are included in the **MOC Approved Activities List**. This list is maintained on the ACVS website at [www.acvs.org/moc/activities-list](http://www.acvs.org/moc/activities-list) and will be updated annually in January as new activities are approved by the Maintenance of Certification Committee. Activities are grouped into the following categories: Continuing Education (CE), Presentations, Publications, Examination/Specialty Training, ACVS Service, Resident Advisor, and Online Training/Assessment Modules. Activities that are not included in the Approved Activities List are not guaranteed to be accepted by ACVS for maintaining certification. A Diplomate interested in receiving credit for an additional activity should follow procedures to [submit a request for evaluation](#).

## Process for Documenting Maintenance of Certification

Diplomates must use the online system ([www.acvs.org/apply](http://www.acvs.org/apply)) to record proof of maintenance of certification activities completed during their certification period. The required proof varies by activity and is indicated on the [Approved Activities List](#).

**The deadline for Diplomates to submit completed MOC records is November 1 of the final year of their current certification cycle.** Failure to submit proof by this date results in loss of certification at the time of certificate expiration. **There is no grace period for certificate expiration.**

Note: When November 1 falls on a Saturday or Sunday, MOC records must be submitted online no later than the following Monday.

## Audit of Maintenance of Certification Activities

Approximately 10% of the submissions each year are selected for audit by the Maintenance of Certification Committee (MCC). All applications for reinstatement of ACVS certification are evaluated by the MCC.

Individual Diplomates may be contacted to provide additional documentation or answer questions based on the MCC evaluation process. Such **Diplomates will be contacted in early December and will have 7 days to respond to the committee.**

**All Diplomates will be notified by December 20 of their certification status.** Diplomates whose submissions have been approved by the ACVS Board of Regents are issued certificates for an additional five-year period. Diplomates who fall short of the required number of approved activity points are notified of the ACVS Board of Regents' action, the outcome of the committee audit, and that their certificates will expire as of December 31.

## Appeals Process

Formerly board-certified individuals may submit an appeal to the ACVS Board of Regents by submitting a written petition as outlined in the *Protocol for Processing of Appeals* for reconsideration only on the grounds that the determination: (a) disregarded the established criteria; (b) failed to follow the stated procedures; or (c) failed to consider relevant information and documentation presented. Appeals must be submitted within 30 days of notification by ACVS of an adverse decision.

## Loss of Certification

Loss of certification occurs when a Diplomate fails to maintain good standing with ACVS, fails to submit proof of maintenance by the deadline, or fails to satisfy the required number of MOC activity points.

Diplomates will be notified by ACVS following the loss of good standing with ACVS, the MOC record submission deadline, or by December 20, depending on the reason for loss of certification.

Diplomates who have lost certification are subject to the following:

- They can no longer refer to themselves as an ACVS Diplomate, as a board-certified veterinary surgeon, or as a specialist in veterinary surgery.
- They will not receive the journal *Veterinary Surgery*.
- They cannot register at the reduced Surgery Summit rate.
- They cannot supervise surgery residents in any capacity.
- They will be removed from directories and lists of active Diplomates that ACVS provides.

Formerly board certified individuals who wish to reinstate certification must follow the applicable procedures either for [reinstatement within the certification cycle](#) or [reinstatement of individuals with expired certificates](#).

## Reinstatement of Individuals Within the Certification Cycle

Formerly board-certified individuals who failed to maintain good standing with ACVS (including not paying their dues) during their certification cycle and desire reinstatement must notify ACVS of their intent prior to the November 1 deadline to submit their existing MOC record and pay a reinstatement fee along with dues for the current year. Back dues are not collected.

Once the reinstatement fee and ACVS dues for the current year are received, individuals will be returned to Active Diplomate status with access to their existing MOC record. The following apply:

- The Diplomate must complete and submit their existing MOC record by November 1 prior to their certificate expiration date to maintain certification.
- No additional time to complete maintenance activities will be added to the existing certification cycle.
- Failure to meet this deadline results in loss of certification and requires the individual to follow procedures for formerly board-certified individuals with expired certificates as described below.

## Reinstatement of Individuals with Expired Certificates

Formerly board-certified individuals with expired certificates who desire reinstatement must notify ACVS of their intent and pay a reinstatement fee. The reinstatement fee must be received before individuals will be allowed access to the ACVS online system for MOC records or Phase II Surgical

Competency Examination registration. After the reinstatement fee is received, individuals must complete one of two paths:

1. **Accumulate missing and additional points during the one-year period immediately following certification expiration** to reinstate certification without reexamination.
  - **Diplomates must make up missing points from the previous certification cycle and accumulate 20 additional points for the current year.** All missing points and additional points must be earned from new activities after the last date that proof of maintenance was required (e.g., November 1). “Backdating” or submission of activities from the prior cycle is not permitted.
  - All required reinstatement points must be completed and submitted by November 1 immediately following certificate expiration. Failure to meet this one-year deadline requires a formerly board-certified individual to take the Phase II Surgical Competency Examination.
  - Missing and additional points are reviewed by the MCC. If approved, certification is reinstated effective as of the next certification date (i.e., January 1), which is listed on the certificate as the date of initial certification.
2. **Successfully pass the Phase II Surgical Competency Examination.**
  - Individuals who pass the Phase II examination are issued a new certificate. The certificate will be effective until the 6<sup>th</sup> December 31 after examination.

Formerly board-certified individuals who have successfully met the requirements for reinstatement, as described in the two paths above, must remit ACVS dues for the effective reinstatement year to complete the reinstatement process and return to Active Diplomate status. Back dues are not collected.

### Hardship Extension Request

The time frame for maintenance of certification can be extended for circumstances of extreme hardship such as serious personal illness or military deployment. Hardship extension requests must be submitted in writing and be accompanied by documentation of the nature of the hardship and the duration. Requests for extensions should be submitted to [MOC@acvs.org](mailto:MOC@acvs.org) to the attention of the Chair of the MCC for committee consideration and recommendation of action by the ACVS Board of Regents.

### Request for Evaluation of an Additional Activity by a Diplomate

Diplomates may request consideration for additional activities to count toward their individual maintenance of certification points. Approved additional activities are for a one-time use by the requesting Diplomate. **All such requests may be submitted to the MCC any time prior to the activity or not later than 90 days after the activity concludes. Requests submitted more than 90 days after the activity will not be considered for individual activity points.** Requests should be submitted to [MOC@acvs.org](mailto:MOC@acvs.org) to the attention of the Chair of the MCC and should include the following:

- a detailed description of the activity,
- expected learning outcomes, and
- expected Diplomate time and effort expended (e.g., preparation in advance of the proposed activity, duration of the activity, etc.).

Note: Diplomates certified in 2016 have until July 31, 2018, to submit requests to the MCC for evaluation of additional activities completed in 2016 (prior to publication of the *Maintenance of Certification Policies and Procedures* and the *Maintenance of Certification Approved Activities List*).

## Additions to the Approved Activities List

Individual Diplomates or organizations may request that new items be added to the Approved Activities List for use by all Diplomates maintaining certification. Requests should be submitted to the attention of the Chair of the MCC at [MOC@acvs.org](mailto:MOC@acvs.org). All requests must include a written description of the proposed activity to be included on the Approved Activities List, justification for including the activity on the Approved Activities List, and a representative conference/meeting program (if CE based) or other appropriate literature about the activity. The MCC considers the request and makes an annual recommendation to the ACVS Board of Regents for final determination of additions to the list and point values for activities. The Approved Activities List is updated annually in January with any approved changes. All requests received by September 1 will be considered.

## Questions

Address all questions regarding MOC requirements to Sarah Donnelly, staff liaison to the Maintenance of Certification Committee, at 301-916-0200 x120 or [MOC@acvs.org](mailto:MOC@acvs.org).

## Appendix: Summary of Changes

ACVS Diplomate Maintenance of Certification Policies and Procedures were initially published January 6, 2017. Changes to these policies and procedures are effective for all Diplomates subject to maintenance of certification unless otherwise specified.

Changes published in 2018.

- Included policies for dual certified Diplomates subject to maintenance of certification
  - Maintaining two time-limited certificates
  - Maintaining only one certificate
- Added guidance for dual certified Diplomates recording activities on two MOC records
- Clarified effects of a loss of certification (former section name: Expired Certificates)
- Added procedures for reinstatement of individuals within the certification cycle
- Updated reinstatement procedures to include reinstatement fee language
- Revised deadline for submission of a request for evaluation of an additional activity by a Diplomate