



**CREDENTIALS**  
**APPLICATION**  
**INSTRUCTIONS**

**This version is current for the 2008 Credentials cycle**

*Items shown in underlined italic font* are available on the AVDC web site, by links from the *Information for Registered Trainees* page unless otherwise stated.

This document is intended for use by trainees in AVDC-registered training programs who are completing their training programs and are considering applying for Credentials Review in the current year.

Trainees who are not ready to consider applying for credentials review in the current year are welcome to review this document; however, it is important to review the Credentials Application Instructions that will be in effect for the year in which you intend to apply. These Credentials Application Instructions are reviewed each year and updated as necessary.

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## Introduction

Entry to the College is by successful completion of credentials review and examination processes. A trainee will be admitted to the College examination only after he or she has produced satisfactory evidence that he or she has met the General Requirements and has completed one of three types of Approved Training Program. Be sure to review the *Requirements for Entry to the AVDC* (click the *How to Become a Diplomate* link on the *Information for Veterinarians* page).

**The deadline for receipt by the AVDC Executive Secretary of the complete package (including letters of reference) is July 15.**

### Review of Files by Supervisor

**AVDC recommends that applicants submit their files in a DMS Credentials Application document prior to the July 15<sup>th</sup> deadline, so that their Supervisor can read the files on-line and suggest corrections or additions – applicants can delete files and upload revised files only prior to the July 15<sup>th</sup> deadline. Supervisors then have a two week period to read the final set of files and submit their Supervisor Report by July 31<sup>st</sup>. Files can be submitted by applicants from July 1<sup>st</sup> onwards.**

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**Application packages that are incomplete or that are received after the July 15<sup>th</sup> deadline will be returned to the trainee and will not be considered further.**

### **Electronic submission via DMS is required.**

When **naming electronic files**, note that **{\*\*\* }** indicates that you are to enter a specific item described in the **{ }** – do not include the **{ }** brackets in the actual file name. Note also that the file name for items in the Credentials Application document is to include a specific letter of the alphabet assigned to each item as the first notation in the file name after your name (e.g. **CLAUS,Santa B. ....**). When you see **{year}**, insert the year of credentials application.

The signed application form and payment of the fee are to be mailed to the Executive Secretary. No part of the application may be submitted by fax, except for letters of reference (item O) - letters of reference sent by fax or E-mail are to be followed by signed, mailed copies from the writer of the letter.

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## Items to be Included in a Credentials Application Document

**No part of the credentials application will be returned.** The only exception is if original radiographs, study models etc. were submitted as part of the medical records of six cases selected by the Credentials Committee for authentication (see item L, below).

**A completed application consists of all of the following required items, to be received by the AVDC Executive Secretary on or before the deadline.**

- A. Completed and signed **Application Form** (available in the Credentials Application section on the *Information for Registered Trainees* web page), with a photograph of the trainee in the space provided. A check for the **Application fee** of US\$850 made out to “AVDC”. \$250 of this fee is the credentials review fee, and \$600 is the examination fee. The examination fee portion will be returned to trainees whose credentials are not accepted. Note: **The Credentials Application will be returned un-reviewed if the Training Program Annual Fee due January 1<sup>st</sup> is in arrears.**
- B. Head shot photograph of the applicant is to be submitted as a digital image in .jpg format via DMS. Name the photo image file ***{TraineeLASTNAME,FirstName} B. Photo {year}.***
- C. A copy of the trainee’s **Veterinary School Graduation Certificate**. This may be submitted as a scanned or photographed digital image, or a printed copy of the license may be sent with the application form and check. If submitted electronically, name the file ***{TraineeLASTNAME,FirstName} C. VetSchool {year of AVDC credentials application}.***
- D. A copy of the trainee’s **Current License to Practice Veterinary Medicine**. This may be submitted as a scanned or photographed digital image, or a printed copy of the license may be sent with the application form and check. If submitted electronically, name the file ***{TraineeLASTNAME,FirstName} D. License {year}.***
- E. **Curriculum vitae** of the Trainee, including an account of all professional activities since graduation from veterinary school, all publications, all educational programs both attended by and presented or created by the trainee, and the names of and contact information for individuals whom you have asked to send letters of reference directly to the College. The AVDC format for the curriculum vitae is described in the *Curriculum Vitae* document. Name the file ***{TraineeLASTNAME,FirstName} E. CV {year}.***
- F. Documentation of **Training in Related Specialty Disciplines** in Anesthesia, Radiology and Surgery. Details and forms are available from links in the *Anesthesia, Radiology, Surgery* section of the *Information for Registered Trainees* page. Item F is **not** required if Pre-Approval certification is included in the application package (view the *Pre-Approval* document for more information). If you are submitting Pre-

Approval certificates, name the file *{TraineeLASTNAME,FirstName} F. Spec {Anes or Rad or Surg} {year}*. If you are submitting the original ARS form(s), do not submit the forms as part of the Credentials Application document - submit the forms as separate ARS Specialist Hours document(s).

**G. Documentation of AVDC Diplomate Supervision:**

**For trainees in Alternate Pathway training program**, documentation of at least 12 weeks (480 hours) of direct supervision ('visitation') by the Mentor or other AVDC Diplomate is required. The completed Visitation Form is to be included as a scanned or photographed image. Name the file *{TraineeLASTNAME,FirstName} G. Visit {year}*. For more information, review the *Visitation and Residency Supervision Information* page.

**For trainees in a Residency training program**, documentation of completion of 78 weeks of clinical supervision by the Residency Program Director or other supervising AVDC Diplomate(s). **Confirmation of completion of this clinical service requirement will be included in the Supervisor's letter confirming completion of the program**, so no separate form submitted by the resident is required. For more information, review the *Visitation and Residency Supervision Information* page.

H. The **Oral-Dental Chart Record Forms** used by the Trainee. Minimally, dental charts suitable for dogs and cats are required; records for other species may also be included. Read *Dental Charts* for more information about the Dental Chart requirement.

Item H is **not** required if the trainee is a resident at an AVDC-approved residency site, **or** if certification of Pre-Approval has been obtained and is included with the application (read *Pre-Approval* for more information).

If you are an AP trainee and are submitting a Pre-Approval Dental Chart certificate, name the file: *{TraineeLASTNAME,FirstName} H. Charts {year}*.

If you are submitting original dental charts at the time that you are submitting a credentials application, submit the Dental Charts in a separate DMS Dental Charts document.

I. List and photographs of Veterinary Dental **Equipment, Instruments, and Supplies** currently available to the trainee, arranged as described in the *AVDC Equipment List* document.

Item I is **not** required if the trainee is a resident at an AVDC-approved residency site **or** if certification of Pre-Approval of this item has been obtained and is included with the application (read *Pre-Approval* for more information).

If you are submitting the Equipment List files at the time that you are submitting a credentials application, submit the files in a separate DMS Equipment List document. If you are an AP trainee and are submitting a Pre-Approval Equipment List certificate, name the file: *{TraineeLASTNAME,FirstName} I. Equipment {year}*.

J. **Four Case Reports**, or certification that Pre-Approval of four case reports has been obtained. Read *Case Report Information* for more information on Case Report requirements and guide-lines. Read *Pre-Approval* for information about the Pre-Approval Process.

Submit Pre-Approval Certificate(s) and list the code number (available on the Approval certificate that was sent to you by the Executive Secretary) and category for each approved case report in the check-list in the Application Form. Name the Pre-Approval case report certificate files as:

***{TraineeLASTNAME,FirstName} J. {Code Number} {year}.***

**OR**

If you are submitting one or more **original** case reports at the time of the application, write **only Original** on the relevant line on the check list in the Application Form. **Case Reports submitted as part of a Credentials Application package will be reviewed blindly**, as for the *Pre-Approval* system. **Submit case reports electronically via DMS using the Case Report document process (see *Case Report Requirements* page) – do not** include case report files in the Credentials Application document.

K. Canine and Feline **Dental Radiograph Sets**: Complete sets of dental radiographs of a dog and a cat, or certification that Pre-Approval of the radiograph set requirement has been obtained. For a detailed description of the radiograph set requirements, read *Radiograph Set Information*.

**If you are submitting Pre-Approval certificates for one or more radiograph sets**, list the code number (available from the Approval certificate that was sent to you by the Executive Secretary) on the check-list at the end of the Application form. Name the Pre-Approval radiograph set certificate files as:

***{TraineeLASTNAME,FirstName} K. {Code Number-canine or feline} {year}.***

If you are submitting one or more **original** radiograph sets with the application, write **only Original** on the relevant line on the check-list on the application form. **Radiograph sets submitted with the Credential Application will be reviewed blindly**, as for the *Pre-Approval* system. **Submit radiograph sets electronically via DMS as Radiograph Set documents (see *Radiograph Set Requirements* page) – do not** include radiograph sets in the Credentials Application document.

L. **Case Log, MRCL Case Review Forms and Cadaver Procedure Log.**

Case Log requirements and information on submission of the log are described in detail in *Case Log Requirements*. A completed dental record must be available for all logged cases. Submit the **complete Excel case log** electronic file, naming the file: ***{TraineeLASTNAME,FirstName} L. Caselog {year}.***

Submit the **MRCL diplomate case review forms** that were completed and reviewed by a diplomate since the most recent TSC Annual Report submission. Name the individual MRCL diplomate case review forms as described in the *Case Log* document.

**Note:** The case log is to be continued until June 30<sup>th</sup> of the year of the trainee's credentials application, even if the planned training program is completed prior to June 30<sup>th</sup>. When an unsuccessful application was submitted in a previous year, the trainee is to continue to log cases until June 30<sup>th</sup> of the year in which a new application is submitted.

**Validation of Case Logs – ‘Six Cases’ requirement**

***Promptly following receipt of a completed Credentials Application, the Executive Secretary will request (by e-mail) submission of dental records and associated documentation of six cases selected by the Chairman of the Credentials Committee from the MRCL log or the log of the most recent 12 months of clinical activity, to validate the case log entries.***

*This material is to be sent to the AVDC Executive Secretary within 10 days of the date of the request.*

**Submission of the ‘Six Case’ materials.**

Electronic submission is permitted provided that the electronic document includes the medical record, dental chart, radiographs and digital images of any materials such as models made from impressions, and provided that the images of models etc. include identification of the patient. The Credentials Committee reserves the right to request submission of the original materials.

For electronic submission, submit the files associated with each of the six cases in a separate DMS Miscellaneous document. Title the Miscellaneous document Six Cases – {Caselog #} and name the individual files:

**{TraineeLASTNAME,FirstName} SixCases {Caselog #} {Patient Name} {Medical record or dental chart etc.}**.

If you plan to submit the original materials instead of electronic images, contact the Executive Secretary first by e-mail at [ExecSec@AVDC.org](mailto:ExecSec@AVDC.org).

*The trainee is either to be available to comply with this request, or to inform the AVDC Executive Secretary by July 15 of appropriate arrangements by which the Credentials Committee can obtain the ‘six case’ materials.*

*No exceptions to or extensions of the dead-line for this requirement will be permitted because of the tight time-line under which the Credentials Committee works. Failure to supply requested records at this stage of the process may result in denial of the credentials package for the current application year.*

*At the time of submission of these materials, the trainee may request that any original materials submitted are to be returned to her/him following completion of the Credentials Committee report. No other Pre-Approval or Credentials materials will be returned to the trainee.*

**Cadaver Procedures Log** may be submitted (trainee's choice); however, the cadaver procedure log must be separate from the case logs, and no cadaver procedures are to be included in the Minimum Required Case Log, with the following exception: Under direct supervision of and including review of the specimen by the Supervisor or other AVDC Diplomate, **one cadaver case may be performed by the trainee in lieu of a clinical case**, if an indication for such a

procedure has not been presented to the trainee and if the trainee has completed all other training requirements and is otherwise ready to submit a Credentials Application. The cadaver case must be documented on a Cadaver Substitution Form that is scanned or photographed and included in the DMS Credentials Application document. Name the file: **{TraineeLASTNAME,FirstName} Cadaver {year}**.

M. **Additional Materials**. Trainees are encouraged to submit any additional documentation that will help substantiate their qualifications; for example, copies of published or accepted papers related to veterinary dentistry authored or co-authored by the trainee. Electronic files in Word or Acrobat .pdf format are preferred; however, printed copies of publications are acceptable if received by the Executive Secretary prior to the July 15<sup>th</sup> deadline. Name the electronic files: **{TraineeLASTNAME,FirstName} AddMat {brief description of item} {year}**.

The following additional items are **required**, and **are to be sent directly to the AVDC Executive Secretary by the writer of the form or letter**.

N. **Supervisors's Report**. The Credentials Application Supervisor's Report, which includes certification of satisfactory completion of the training program, is to be **submitted by the Supervisor by July 30th**. This form is separate from the letters of reference for the applicant (item O). The Supervisor's Report form is available in the Credentials Application section of the Information for Registered Trainees page of the web site and a link to the form is included on the DMS Credentials Application document page. E-mail notification that the Supervisor's report is due will be automatically sent to your supervisor when you submit your Credentials Application document to DMS.

O. **Letters of Reference** (minimum of two). The letters are to be sent directly to the Executive Secretary of the College by the writer of the letter, and must be received (**not postmarked**) on or before the **July 15<sup>th</sup> application deadline**. Submission to the Executive Secretary by e-mail or by fax by the deadline is acceptable, provided that a printed, signed copy is also sent by mail. Electronic submission is not required for letters of reference.

**See page 8 of this document for detailed information regarding letters of reference.** A letter of reference from the trainee's AVDC Supervisor is recommended, and is to be separate from the Supervisor's Report (item N). When an trainee has submitted an unsuccessful application in a prior year, either new letters of reference are required or copies of reference letters supporting a previous application may be submitted if accompanied by a note from the writer of the letter stating that s/he approves inclusion of the original letter in the current year's package.

All information supplied in the Credentials Application Package must be correct.  
**Falsifying information will result in immediate denial of credentials.**

The AVDC has adopted the Guidelines for Use of Specialty Titles, prepared by the Advisory Board on Veterinary Specialties of the American Veterinary Medical Association. According to the Guidelines, an individual submitting an application for entry to the AVDC may not use the terms “board eligible”, “board qualified”, “veterinary dental specialist” or “veterinary dentist”, and no connection with AVDC may be implied. An individual who identifies their professional credentials using any of these terms may be eliminated from the credentials and/or the examination procedure, and the State Board of Veterinary Medical Examiners may be informed.

In internal AVDC documents and committee work, trainees who successfully complete the Credentials Review process are known as “candidates” until they successfully complete the examination. Trainees are not permitted to identify themselves to others as an “AVDC Candidate” or as “AVDC board-eligible”.

### Fees

The fee for credential review is US\$250, and for examination US\$600.

The annual training program fee is not included in the Credentials Application fee, and the application will not be considered if the annual training program fee is in arrears at the time of submission of the application.

The combined credentials application fee of US\$850 is to be submitted at the time of submission of the application. These fees include the AVDC membership dues for the calendar year in which the examination was successfully completed.

The examination fee of US\$600 will be refunded to trainees who fail to fulfill the credential requirements.

No refund will be made to trainees who complete the credentials process but fail to pass any portion of the examination.

Fees accompanying grossly incomplete applications will be returned less a US\$50 administrative fee.

### Application Submission Process and Deadline

The signed application form and fee payment are to be submitted by mail. Letters of reference are to be submitted by mail by the writer of the letter directly to the Executive Secretary.

**All other items are to be submitted electronically via DMS, as part of a Credentials Application document.**

For your convenience in uploading the files, assemble all of the items that you wish to include in your Credentials Application into one folder on your computer, including individual MRCL case review forms (scan or digitally photograph hand-written MRCL forms if necessary). Do **NOT** use a **ZIP** file or similar option to compress your files.

**File naming:** Identify all of the files submitted to DMS as:

{*Trainee*LASTNAME,FirstName} followed by a space and **then the file type as stated in the individual item instructions, above.**

**Submitting files:** Log in to DMS and click the [Begin a New Document](#) link on the right side of the **Welcome** screen. From the Document Type drop-down menu, Select **Credentials Application**. Click , which brings up the screen on which you select which files to submit in your Credentials Application document. **(Note: If you are submitting case reports or radiograph sets at the same time as your credentials application package, submit them as separate Case Report or Radiograph Set documents).**

To attach your Credentials Application files, click [Attach Multiple Files](#) (on the menu line at the top of the screen). The Attach/Upload Multiple Files screen appears and, after a moment, a window requesting permission to use the Attach Multiple File applet appears; click , then click . A window appears listing the drives available on your computer; browse to the folder that contains the files to be included with your application. Highlight the files to be included (either click each file individually while holding down the Control key, or click the file at the top of the list then click the file at the bottom of the list while holding down the Shift key). When the files you want to upload are all highlighted, click the  box. You can also drag-and-drop highlighted files – open Windows Explorer, highlight the files and then drag and drop into the Files to Upload window. Click the  box on the bottom left of the screen to confirm selection of the files. Click  in the window that appears, then allow time for the files to be uploaded. **Be patient when you are uploading your document files to DMS – it may take a minute or two.** When the file up-loading process is completed, the Credentials Application screen re-appears. You can check that the files have uploaded correctly to DMS - look in the file list below the wide blue line. You can attach additional files as necessary. **When the package is complete to your satisfaction, check the Submit this document box in the yellow panel on the right of the screen ( a check mark appears in the box) and then (VERY IMPORTANT!) click the [Save Changes](#) command in the menu line at the top of the screen.**

The next screen shows the submitted document with the submission date and with the attached files listed below the wide blue line.

The [View Existing Documents](#) link on the right of the DMS Welcome screen allows you to check your documents whenever you wish to – just click on the individual document name.

**While you are logged in to DMS to upload your document, be sure to check and update your personal information in the DMS data-base if necessary** (click on [View/Edit Your Personal Information](#) on the menu on the right side of the main page).

***Credentials Applications must be received by the Executive Secretary on or before July 15<sup>th</sup>.*** Electronically submitted items are to be sent via DMS.

Send mailed items to: Colin Harvey

Executive Secretary, American Veterinary Dental College,  
Ryan-VHUP 3113, 3900 Delancey Street,  
Philadelphia, PA 19104-6010

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### **AVDC Process Following Receipt of Credentials Applications**

- Applications received by the deadline are processed by the Executive Secretary, and case reports and radiograph sets are assigned code numbers and sent to Credentials Committee review teams for blinded consideration.
- Applications received after the July 15 deadline will not be considered.
- The case logs are sent by the Executive Secretary to the Credentials Committee chair for selection of the “six selected cases” (see item L).
- The list of six cases selected by the Credentials Committee Chair is sent to each applicant by the Executive Secretary, together with a note requiring return of the requested documentation within 10 days of receipt of the e-mailed list. Upon receipt by AVDC, these items are distributed to the Credentials Committee primary reviewer.
- The letters of reference are scanned by the Executive Secretary and included with each application before the application sets are posted electronically to the Credentials Committee members.
- Case reports and radiograph sets submitted at the same time as an application packages are sent to a Credentials Committee review team for blinded review, as for a Pre-Approval submission. Completed *Credentials Committee Evaluation Reports* are sent by Committee members to the chair, and a blinded decision to approve or disapprove each case report and radiograph set is made. Following completion of the anonymous review process, the Executive Secretary sends a list of code numbers and matching trainee names to the chairperson, to permit matching of code numbers of individual items with the application packages.
- The Credentials Committee meets to consider the applications. For otherwise-acceptable applications that may be deficient in minor ways, the applicant, at the discretion of the Credentials Committee, may be given the opportunity to make up deficiencies within a two-week grace period.
- The Credentials Committee sends a final report to the Board of Directors in time for consideration of the report at the Fall meeting of the Board of Directors of the College.
- Applicants are informed of the decisions of the Board as soon as possible following the Board meeting, and in no case later than November 30. All decisions are sent to applicants on the same day.

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### **Appeal of AVDC Credentials Decisions**

Adverse decisions made by the Board of Directors of the American Veterinary Dental College can be appealed. The *Appeals Procedure* is available on the *Information for Reregistered Trainees* page on the AVDC web site.

## Letters of Reference

The Application Package considered by the Credentials Committee is to include **Letters of Reference** (minimum of two). **Please share this information with the individuals who have agreed to write the letters on your behalf.**

**The letters are to be sent directly to the Executive Secretary of the College by the writer of the letter**, and must be received on or before the July 15<sup>th</sup> application deadline. Submission to the Executive Secretary by e-mail or by fax by the July 15<sup>th</sup> deadline is acceptable, provided that a mailed signed copy is also sent. The Executive Secretary will insert each letter in the trainee's package before forwarding the packages to the Credentials Committee members for consideration.

The letters are to be written by knowledgeable and appropriately qualified individuals who are familiar with the trainee's training and/or current activities in veterinary dentistry, and/or the trainee's character and professional integrity. Ideally, the letters will be from individuals who have worked with the trainee and have observed the trainee working on veterinary dental cases. Letters from AVDC Diplomates are encouraged. The letters are to:

State how long the writer has known the trainee and in what capacity.

Describe any personal strengths and weaknesses of the trainee.

In particular, describe the trainee's knowledge and abilities to diagnose and treat veterinary dental conditions based on the writer's own observations.

State whether the writer considers the trainee qualified for entry to the College.

The letters are to be marked "Confidential" and addressed directly to the College Executive Secretary at the address below. **All letters of reference must to be accompanied by a signed "Waiver of Access" form.** (To the trainee: This form is available for down-load from the *Information for Registered Trainees* web page. Send or give a copy of the form to each of the people who have agreed to write letters of reference for you.)

Mail letters of reference to: Colin E. Harvey  
Executive Secretary, American Veterinary Dental College  
VHUP 3113, 3900 Delancey Street,  
Philadelphia, PA 19104-6010  
Telephone: 215-898-5903 Fax: 215-898-9937  
E-mail: [ExecSec@AVDC.org](mailto:ExecSec@AVDC.org)

**Waiver of Access to Confidential Letters of Reference**

**TO THE APPLICANT:** The American Veterinary Dental College requires a minimum of two letters of recommendation as part of its application process. If you prefer that any of the letters of recommendation being requested are to be considered confidential, you may waive your rights to inspect and review the letter(s). Such waivers are voluntary and are not required as a condition of admission to the College.

For each waiver of access that you elect to make, you must complete, and sign a separate *Waiver of Access to Confidential Letter of Recommendation*. Forward this form (whether or not access has been waived) to the reference with your request for his or her letter of recommendation. Letters of recommendation will not be considered unless accompanied by this form. Please send a copy of this form to each individual from whom you are requesting a recommendation letter.

In the spaces provided, please print both the name of your reference and your own name:

Name of reference:

Your name:

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**TO THE PERSON PROVIDING THE REFERENCE:** The above-mentioned individual is applying for admission to the American Veterinary Dental College. If the *Waiver of Access to the Confidential Letter of Recommendation* has been completed and signed by the candidate, the confidentiality of your letter of recommendation can be maintained. If the Waiver has not been signed, the applicant will have the right of access to your letter. Please sign on the line provided indicating that you have read and understand this paragraph, and submit it together with your letter of recommendation irrespective of whether the candidate has signed or not.

Reference’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**WAIVER OF ACCESS TO CONFIDENTIAL LETTER OF RECOMMENDATION**

I understand that the letter of recommendation from . . . . . concerning me is to be received and maintained in confidence by the American Veterinary Dental College. The principal purpose for requesting this letter of recommendation is to facilitate the processing of my application for admission to the College. With respect to this letter of recommendation, I hereby voluntarily and expressly waive any and all rights that I may have under all applicable laws, regulations, and policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_