



Welcome to YOUR AVDC Training Program!

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.

Your training program has been approved by the Board of Directors, following review by the Training Support Committee. Congratulations on completing the first step towards becoming a board-certified veterinary dentist!

You should have already received your AVDC Document Management System (DMS) login information. If you have not received this information or are unable to login, send an e-mail note to the Executive Secretary at ExecSec@AVDC.org. AVDC records and submissions from trainees are all based in DMS – **please be sure to update your information in the AVDC data-base via DMS whenever your personal or contact information changes.**

Make a note of your Program Registration date, which is included in the e-mail note confirming registration of your program and in your DMS listing. This date is used by AVDC in determining the earliest end date of your program and whether changes in AVDC training program requirements apply to your program.

The information in this and related documents is designed to assist you in staying “on track”, and to enable you to make full use of the extensive information and support the AVDC provides for trainees. Check the *Information for Registered Trainees* web page for current information on training, credentials and examination procedures.

Each year, you will receive an invoice for the Annual Training Program fee, as well as a summary of training program updates. Continued registration as an Active Trainee is dependant on payment of the fee and completion of an Annual Report.

The College looks forward to assisting you in successful completion of your AVDC-approved training program, and to welcoming you as a Diplomate!

Available in this document:

- Program Changes – AVDC Policy and Historical Note (page 2)
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- Internal AVDC Processes Relating to Training Programs (page 4)

Program Changes – AVDC Policy and Historical Note

Changes in Individual Training Programs

You successfully complete the *Credentials Application* process by pursuing an AVDC training program that was tailored by and for you. **If you wish to make any changes in your training program, contact the Executive Secretary before you put the changes into effect, to ensure that they will be acceptable to AVDC.**

Changes in AVDC Training Program Requirements

Since 1998, it has been AVDC policy that the required items of a training program for any individual trainee will not be changed during the six years following the registration of the trainee's training program.

The required items of a training program are described in *Requirements for Entry to the AVDC*, which is available from the *How to Become a Diplomate* web page.

Note that, although the required items will not be changed for individual trainees (see 'Major Changes', below), clarifications and changes in the required **format** for submissions may be implemented (see 'Minor Changes', below). Changes are made to ensure that the determination as to whether the high standards expected of a board-certified veterinary specialist have been met is conducted fairly. Trainees and supervisors will be notified when changes are made, typically at the start of each calendar year.

The College distinguishes between **Major** and **Minor** changes in training program and credentials requirements.

Changes affecting the *content* of trainee requirements are **Major Changes**, and are not applicable retroactively (i.e. they do not apply to trainees whose training program was registered prior to adoption of the change by the College).

Minor Changes affect the format of or procedures associated with trainee requirements, and apply to all trainees from the date stated in the notification of the change. Minor changes are made to make requirements as clear as possible, and to make the work required of trainees and the various College Committees as efficient as possible.

When changes are made, the notification of the changes will state which changes are Minor and which are Major.

Examples of possible **Major Changes**:

- Requiring use of the AVDC Excel case log templates.
- Changing the proportion of cases in the MRCL requirement.
- Changing the % of MRCL cases for which the trainee must be the primary dentist.
- Requiring the use of a defined abbreviation list in case logs.

Examples of possible **Minor Changes**:

- Correction of typographical errors and other house-keeping changes.
- Changes in format of case logs.
- Clarification of the case category requirement for case reports.
- Clarification of the definition of MRCL categories.
- Additions to or deletions from the required abbreviation list.

Trainees are encouraged to ensure that the most recent **forms** are used in meeting program requirements. Information documents and forms on AVDC web-site pages always show the current version. Electronic submission is required in many instances - use the file name stated on the form or in the relevant AVDC document to assist the Executive Secretary in file management.

Leave of Absence Policy

A trainee who is temporarily unable to continue her or his training program may request a leave of absence by writing to the Executive Secretary.

During a leave of absence, a trainee may not count any activities (including cases in logs, visitation time, anesthesia-radiology-surgery training time) during the period of leave as meeting AVDC training program requirements.

Time spent on an AVDC-approved Leave of Absence from a training program does **not** count in the total 6 years permitted for case-log accumulation in the Alternate Pathway training program.

Communicating with the College

To support AVDC trainees, to streamline communications and to facilitate the retrieval of information, all submissions to the Training Support Committee, Credentials Committee and Examination Committee are to be sent to the Executive Secretary. If you want assistance, or need an answer to a question, send an e-mail to the Executive Secretary (ExecSec@AVDC.org), who will direct the communication to the appropriate College committee-person.

Assignment of Training Program Responsibilities Among AVDC Committees

There are two committees active in the training and credentialing processes:

The **Training Support Committee (TSC)** shall:

- Review training program registration applications and requested amendments to training programs.
- Review the *Annual Report to TSC* that each registered trainee is required to submit. Note that the deadline for receipt by the Executive Secretary of this required annual report is July 31st.
- Review and recommend action on applications for approved Residency sites.

The **Credentials Committee (CC)** shall:

- Review and recommend certification of *Pre-Approval* of required items.
- Review and recommend action to the Board of Directors of the College on trainees who submit a *Credentials Application* package.