



## European College of Veterinary Surgeons

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### GUIDELINES AND CHECK LIST FOR

## ACVS Diplomates Applying for ECVS Membership

Before applying for ECVS membership, ACVS Diplomates are asked to read

- the information on the ECVS website in the [Become a Diplomate section](#)
- the relevant chapter 6.I. ACVS Diplomates wishing to obtain ECVS Diplomate Status in the [ECVS Book of Procedures](#)
- the information on the EBVS website ([Policies & Procedures](#))

**Terminology:** According to EBVS Policies & Procedures (B.2. Policies on Diplomates of non-EBVS Recognised Colleges), the term “temporary membership” must be used for non-EBVS Diplomates who have been granted college membership by virtue of qualifications equal to those of Diplomates of EBVS-recognised colleges. A diploma which is awarded to a Diplomate of a non-EBVS recognised college without sitting the college’s examination is no longer valid when the conditions under which the diploma was awarded no longer exist.

While these conditions remain intact, the Diplomate has the same rights, obligations, and standing as an ECVS Diplomate who has achieved the title by undergoing the ECVS training and passing the ECVS board-certifying examination.

### Application Process and Timeline

Applications are to be submitted via email to [credentials@ecvs.org](mailto:credentials@ecvs.org). All elements of an application (see [appendix 1](#)) must be sent in PDF format, ideally joint into one single PDF file following the order of the check list below.

Applications will be reviewed by the ECVS Credentials Committee and Board of Regents at their February, July, and September meetings. Applications must be submitted by the 15<sup>th</sup> of the month preceding the respective meeting; that is

- 15<sup>th</sup> January for the February meeting
- 15<sup>th</sup> June for the July meeting
- 15<sup>th</sup> August for the September meeting

Applications received after these deadlines will be postponed to the next meeting.

The Board’s decision will be communicated within two weeks of the meeting at which the application has been reviewed. The meeting dates are announced the ‘Dates for your Diary’ section on the [ECVS website](#).

## ECVS Membership Fee

From the time of being accepted as a temporary member of the ECVS, a Dipl. ACVS is due to pay the annual membership fee. Further information and the current ECVS membership fees are available from the [SOP Annual Membership Fee](#).

- Dipl. ACVS accepted at the Board's February meeting pay 75% of the regular annual fee for the remainder of the year
- Dipl. ACVS accepted at the Board's July meeting pay 50% of the regular annual fee for the remainder of the year
- A late payment penalty of EUR 30 applies for payments after 31 March and once more for payments after 30 June.
- Dipl. ACVS accepted at the Board's September meeting do not need to pay an ECVS membership for the remainder of the year.
- From the second year onwards, the regular membership fee applies.

**Note:** The ECVS diploma is sent when the first annual membership due has been fully paid; that is for Dipl. ACVS accepted at the Board's September meeting, the diploma will only be sent when the membership fee of the following year has been received.

- Appendix 1: [Application checklist](#)
- Appendix 2: [Application fee and payment form](#)
- Appendix 3: [ECVS recertification application form](#)

## Appendix 1: Application Check List

For a complete application please check that your submission contains each of the following elements and ideally join them into one single PDF file in this order:

	Element	Further information
	letter of intent	<a href="#">Book of Procedures</a> , chapter 6.I.
	updated CV	
	copy of the ACVS diploma	
	two letters of reference by ACVS or ECVS Diplomates	<a href="#">Book of Procedures</a> , chapter 6.I.
	the self-declaration form required for ECVS recertification purposes	<a href="#">self declaration form</a> <a href="#">ECVS recertification</a> <a href="#">ECVS Professional Conduct</a>
	copy of the graduation certificate from a European veterinary school	
	<i>OR</i> copy of the graduation certificate from their veterinary school with a request to the Board of Regents to be relieved of the obligation to be a graduate of a European veterinary school	<a href="#">ECVS Constitution, article V: Membership</a>
	two peer-reviewed publications from after the start of the ACVS residency training programme in accepted journals (please refer to the ECVS <a href="#">Training Brochure</a> )	<a href="#">Book of Procedures</a> , chapter 6.I.
	payment of the application fee (non-refundable)	<a href="#">ECVS payment form</a> (appendix 2)
<b>Additionally, if the Dipl. ACVS has been a Diplomate for more than 5 years</b>		
	proof of the last ACVS maintenance of certification (MOC)	
	<i>OR</i> a completed ECVS recertification form. Please note that all applicants must comply with the ECVS recertification requirements at the time of application, even if they are not required to complete the ACVS MOC.	<a href="#">ECVS recertification form</a> (appendix 3) <a href="#">Recertification for Diplomates</a> on ECVS website (and related documents)

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## Appendix 2: Application Fee for ACVS Diplomates

The application fee of **EUR 120.-** must be paid simultaneously with the submission of the application. The fee is non-refundable.

The application fee can be paid via one of the following means:

**By credit card** (please complete below)

Charge to     Visa         Mastercard         American Express

Visa and Mastercard charges will be effected in EUR. American Express charges can only be effected in CHF. Conversion of the due amount will be carried out by the ECVS Office at the daily rate.

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security code: \_\_\_\_\_

(last 3 digits in signature field)

Card holder's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### By bank transfer to

European College of Veterinary Surgeons,  
Union Bank of Switzerland (UBS),  
8050 Zurich-Oerlikon, Switzerland

BIC/SWIFT: UBSWCHZH80A

IBAN: CH07 0026 9269 8001 3802 M

Bank payments must be carried out in EUR (not CHF), indicating the applicant's full name, and all banking charges must be fully covered by the sender.

### Appendix 3: ECVS Recertification Requirements

Dipl. ACVS who have been a Diplomate for more than five years who cannot provide proof of the last ACVS maintenance of certification (MOC) must complete the ECVS Recertification form. Minimum 100 credit points must be accumulated over a five-year period. For further information, see the [SOP Recertification Application Procedure](#). Please read these guidelines carefully as the criteria for meetings, presentations and publications are clearly defined.

#### Applicant

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Year of passing ACVS exam: \_\_\_\_\_

	CY-4	CY-3	CY-2	CY-1	CY (current year)		
Activity						Max.	Total
Supervision of Resident (max 2 residents per supervisor, 10 pts/resident) Please attach supporting evidence with the name(s) of the resident(s) and residency start date(s).						50	
Attendance at ECVS/ACVS Meetings (10 pts per meeting)						60	
Attendance at major international meetings (2 pts per meeting) Please attach a list of meetings attended and an attendance certificate for each.						10	
Presentations at national and international meetings (5 pts per presentation at national and 10 pts per presentation at international meetings; max. 50 pts per meeting) Please attach a list of meetings attended, along with the programme for each.						60	

Publications Please provide verification of each, by submitting the title page or equivalent.						<b>60</b> for a-d	
a) first-authored (peer reviewed) (20 pts / publication)							
b) non-first-authored (peer reviewed) (10 pts / publication)							
c) case reports (peer reviewed) (10 pts for first-authored, 5 pts for co-authored)							
d) recent (within the past 5 years) surgery textbook chapters (10 pts / chapter)							
Case logs Minimum of 200 surgical cases per year, 10 pts for each year's log. Equine logs may include 50 surgical cases and 150 cases of lameness work-up. Please attach completed logs. Case logs should be in the accepted format of a resident case log,						<b>50</b>	
Reviewer of Journal papers (5 pts / reviewed paper in any journal on the list of accepted journals in the <a href="#">Training Brochure</a> ). Please attach confirmation from the Editor.						<b>30</b>	
<b>Total points accumulated</b>							

I certify that I have been practising (through practice, teaching and research) the speciality of veterinary surgery for at least 60% of my time (based on a 40 hrs working week), for the last 5 years.

Signature: \_\_\_\_\_