



## European College of Veterinary Surgeons

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### ECVS STANDARD OPERATING PROCEDURE:

## Credentials Committee Meetings

The Credentials Committee meets three times per year in

- **February**, during the week of the board-certifying examination.
  - The timing of the meeting is to be set so that the CC can deliver their report to the BoR on the Thursday of the [Board meeting](#).
  - The meeting takes place at the location of the exam and [Board meeting](#).
  - Deadline for all items to be discussed at the February meeting is 15<sup>th</sup> January.
  - Both CC Chairs (SA and LA) meet the BoR and report on the CC meeting and business.
- **July**, during the week of the ASM.
  - The timing of the meeting is to be set so that the CC can deliver their report to the BoR on the Wednesday of the [Board meeting](#).
  - The meeting takes place at the location of the ASM and [Board meeting](#).
  - Deadline for all items to be discussed at the July meeting is 15 June.
  - Both CC Chairs (SA and LA) meet the BoR and report on the CC meeting and business.
  - The CC Chairs propose for ratification by the BoR the new incoming CC member(s) to join the committee from September onwards.
- **September**, during the week of the [Board meeting](#).
  - The timing of the meeting is to be set so that the CC can deliver their report to the BoR on the Thursday of the [Board meeting](#).
  - The meeting takes place the location of the [Board meeting](#) (at the ECVS headquarter in Zurich or a location deemed appropriate and agreed by the BoR).
  - Deadline for all items to be discussed at the September meeting is 15 August.
  - Both CC Chairs (SA and LA) meet the BoR and report on the CC meeting and business with special focus on credentials and ratification of candidates to be accepted to sit the board-certifying examination.
- The CC circulates an agenda for each meeting within 7 days before the meeting via the ECVS Office. A final agenda is circulated within 24 hours prior to the start of the meeting.
- The CC Chairs submit a copy of the written report to the BoR to the Operations Manager for the minutes of the meeting.

**Annual work schedule of the Credentials Committee:**

	<b>February</b>	<b>July</b>	<b>September</b>
Applications for new SVSRPs and AVSTPs	X	X	X
Applications for new residents to start in an existing SVSRP	X	X	X
Applications of ACVS Diplomates applying for ECVS membership via reciprocity	X	X	X
<a href="#">Credentials</a> to sit the certifying examination			X
<a href="#">Annual reports</a> of SVSRP and AVSTPs residents in training			X
Revisions of <a href="#">annual reports</a> requested by the CC	X	X	X
Publications for potential inclusion in a credentials submission that are submitted to the CC for review (see <a href="#">Training Brochure</a> , Element 8)	X		