



AMERICAN COLLEGE OF THERIOGENOLOGISTS

P.O. Box 3065 • Montgomery, Alabama 36109 • 334-395-4666 • 334-270-3399 FAX • www.theriogenology.org

TO: Applicants pursuing Diplomate status in the
American College of Theriogenologists

FROM: Secretary, American College of Theriogenologists
PO Box 3065; Montgomery, AL 36109
(If submitting by courier the physical address is: 500 East Blvd.
Suite 301 – Montgomery, AL 36117)

Thank you for your interest in becoming a member of the American College of Theriogenologists. This packet includes:

1. A Petition to Candidacy as a Diplomate in the American College of Theriogenologists
2. Curriculum vitae format for applications to the American College of Theriogenologists
3. Letters of instruction for each of your two references
4. Confidentiality Agreement for the Certifying Examination of the American College of Theriogenologists
5. A request for special accommodations for the Certifying Examination, as per the guidelines of the Americans with Disabilities Act of 1990.

The Petition to Candidacy (item 1 above) and all supporting materials mentioned therein must be returned to the ACT office no later than **November 3, 2008** in order for you to be considered for the 2009 examination. All instructions, including those for writing of questions, must be adhered to strictly. Please use the Petition as a checklist and follow its instructions carefully to ensure that your application is complete.

If you submit a complete application, including a \$250 US nonrefundable application fee, for review by the Credentials Committee, you will be notified by March 2, 2009, of your candidacy to take the 2009 Certifying Examination. If accepted as a candidate and you plan to sit for the 2009 Certifying Examination, your examination fee of \$500 US must be received by the ACT office no later than **April 15, 2009**. The 2009 Certifying Examination of the American College of Theriogenologists will be administered in August 2009 in conjunction with the Therio / ACT Annual Conference and Symposia, in Albuquerque, New Mexico.

Please feel free to contact the ACT office if the application materials listed above were incomplete or if you have questions about these procedures.

Thank you.

**A PETITION TO CANDIDACY AS A DIPLOMATE IN THE
AMERICAN COLLEGE OF THERIOGENOLOGISTS**

TO: The Secretary, American College of Theriogenologists

FROM: _____ (please print or type)

I hereby petition for admission to candidacy as a Diplomat in the American College of Theriogenologists (ACT) by one of the two routes described below (**check one**), as provided in Article II, Section 4c, of the Constitution.

- 1. Through the standard route, a candidate shall have completed at least one (1) year of clinical practice, or its equivalent, subsequent to attainment of a veterinary medical degree, and completed a minimum of two (2) years in an established / supervised training program which includes experience in teaching, research, and/or practice of theriogenology. This training program shall be completed following attainment of a veterinary medical degree. This training program shall include a Diplomat of either the American College of Theriogenologists or European College of Animal Reproduction, or a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction).

- 2. In the alternative route, to be eligible to sit for the examination, an individual lacking formal advanced training shall have a minimum of six (6) years of practice experience with a major emphasis in theriogenology, including successful completion of a 2-year pre-approved study and mentorship program. This study and mentorship program shall include a Diplomat of either the American College of Theriogenologists or European College of Animal Reproduction, or a Fellow of the Australian College of Veterinary Scientists (Animal Reproduction). The potential candidate may apply to take the Certifying Examination two (2) years after the onset of approval of the program of study and must apply within four (4) years of approval of the program of study.

I agree to the following stipulations for admission to candidacy:

1. I have read and will abide by the College's Constitution and By-Laws. This document is posted on the ACT website (www.theriogenology.org) under "About ACT."

2. I will furnish with this petition the following documents to the Secretary of the College as part of my application to candidacy. These documents should be provided as hard copy, as well as in electronic form on an IBM formatted diskette or CD using either WordPerfect or Microsoft Word software. (**Letters of reference only need to be submitted as hard copy in sealed envelope**).
 - a. A curriculum vitae in the format provided (see below). (**Include as hard copy and in WordPerfect or Microsoft Word format on diskette or CD**).

 - b. One photocopy of a certificate verifying graduation from a college or school of veterinary medicine or one photocopy of a license to practice

veterinary medicine in some state, province, territory or possession of the United States, Canada or other country. **(Include as hard copy and in PDF format on diskette or CD).**

- c. A one-page typewritten description of the applicant's formal training program (if applying through the standard route) or mentorship program (if applying through the alternative route), submitted and signed by the applicant's advisor (standard route) or mentor (alternative route). A photocopy of a transcript of any graduate studies completed also should be provided, if applicable. **(Include as hard copy and in PDF format on diskette or CD).**

- d. Letters of reference from two (2) Diplomates of the College, addressing the character of the candidate and the qualifications and proficiency of the candidate in theriogenology. The recommending Diplomates each shall place these letters in a sealed business-length envelope and the recommending Diplomate shall sign the sealed envelope flap before returning the letter to the applicant for inclusion in the application packet. **For applicants in the alternative route, one of these Diplomates should be the mentor of record, indicating your level of progress in the study and mentorship program (INCLUDE ONLY AS HARD COPY IN SEALED ENVELOPE).**

Names of Recommending Diplomates:

_____ Diplomate, ACT

_____ Diplomate, ACT

- e. Application fee (to accompany petition – due **November 3, 2008**). \$250 US – Nonrefundable

- f. Two (2) images, three (3) up-to-date essay, and five (5) up-to-date multiple-choice typed written questions, including the correct answer and at least two (2) reference sources for each question, for approval with their applications. Please follow these instructions carefully.

Images should be submitted as digital images and must be accompanied by a written description or identification of the subject. (Include text as hard copy and as WordPerfect or Microsoft Word format on diskette or CD; images should be included electronically on diskette or CD). Images must be original material; they should not be copied from a Web site or textbook. Images (eg, photographs, photomicrographs, radiographs, and ultrasonograms) should be scanned on a flatbed scanner at a resolution of at least 300 dots per inch. Files should be saved as .JPG, .TIF, or .GIF files. Do not send images imbedded into a Microsoft Word Document or as a PDF file. If images were obtained with a digital camera, please submit the electronic file, rather than printing out the image and scanning it.

Questions should follow the format used in the sample questions available on the ACT website (www.theriogenology.org). Essay questions should be organized such that the answer is provided in a table or under specific headings. The answer for each essay question should be at least one page but should not exceed two pages in length.

Notice that multiple-choice questions have five separate and distinct foils (possible answers). It is not acceptable to provide three foils and to use combinations (eg, a and b or a and c) for the fourth and fifth foils. Similarly, it is not acceptable to provide four foils and to use All of the above or None of the above as the fifth foil.

Reference citations shall be complete and shall follow the bibliographical style of the journal, *Theriogenology*. Each question must be accompanied by at least two pertinent references, at least one of which is within the past three years, and no more than one of which can be from proceedings. References shall follow each question rather than being listed together at the end.

When images, questions, or references are deemed by the Credentials Committee to be lacking in sufficient quality, it will necessitate that the applicant improve the materials and make them acceptable before the application can be fully approved.

- g. Submission of a one-half page personal biography. **(Include as hard copy and in WordPerfect or Microsoft Word format on diskette or CD).**
 - h. Candidate's chosen area of emphasis (Select one of the following: bovine, equine, multi-species, porcine, or small animal)
 - i. A signed Confidentiality Agreement for the Certifying Examination (see below).
3. I understand that the deadline for receipt of complete applications will be **November 3, 2008**. When completed applications are received by the Secretary of the College, notices will be sent to the applicants indicating such receipt and indicating whether the application is complete. The College's Executive Board will evaluate only complete applications and applicants will be notified of their candidacy to take a designated examination by the Secretary of the College by **March 2, 2009**.

Following notification of acceptance of my credentials, I agree to take the designated Certifying Examination the year that or the year after my credentials are accepted by the Executive Board; failure to do so will require me to re-apply to take the Examination. If I do not take an Examination in any year my examination fee has been accepted, the American College of Theriogenologists will retain my examination fee. Examination fees for the 2009 Certifying Examination are due to the ACT office by April 15, 2009. The examination fee is \$500 US.

4. At the invitation of the Examining Committee, I will take the practical and written examinations of competence in theriogenology, to be administered by the Examining Committee at such times and place that the Examining Committee designates.
5. The Examining Committee will report the results of my examinations and make recommendations to the Executive Board on my status as a Diplomate candidate. The Executive Board will make the final judgment on my status. I will receive from the Secretary of the American College of Theriogenologists written notification of my examination results no later than ninety (90) days following the examination.
6. If certified as a Diplomate of the American College of Theriogenologists, I understand that my first annual dues are payable the following year.
7. If I fail any examination, I am entitled to take the examination again at the next scheduled time, but may not take the examination more than three (3) times without repetition to the Executive Board. If the examination is not retaken within the next two (2) years after failing the examination, I must repetition to take the examination. Re-examination fees are \$500 US for the Certifying Examination.
8. I understand that I have the right to appeal adverse decisions affecting my credentials or examination results. In the event of any adverse decision by the American College of Theriogenologists, the College shall advise the affected person within thirty (30) days of the decision. An affected party desiring to appeal the American College of Theriogenologists' adverse decision must adhere to the following procedure:

- a. Grounds for Reconsideration or Review

The affected party may petition for reconsideration or review of the American College of Theriogenologists' decision on the grounds that the American College of Theriogenologists has ruled erroneously by: (1) disregarding the American College of Theriogenologists' established criteria for certification, (2) failing to follow its stated procedures, or (3) failing to consider relevant evidence and documentation presented.

- b. Petition for Reconsideration

- i. An affected party may, at his or her option, petition the American College of Theriogenologists to reconsider its decision by filing with the American College of Theriogenologists a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.

- ii. Such petition must be received in the American College of Theriogenologists' office (PO Box 3065, Montgomery AL, 36109) within thirty (30) days of the date on which the American College of Theriogenologists announces its adverse decision.
- iii. The affected party may, at the discretion of the American College of Theriogenologists, be invited to appear at the next regular meeting of the Executive Board of the American College of Theriogenologists.
- iv. The Appeals Committee of the American College of Theriogenologists will meet or discuss the petition by teleconference to reach a final decision. This decision will be delivered in writing by mail to the affected person and to the Executive Board of the College within ninety (90) days after the appeal was received by the College.
- v. Upon completion of the steps (1) through (4) above, if the affected person is not satisfied with the final decision, he or she may request mediation by the American Board of Veterinary Specialties.

Petitioner's Signature

Date

Petitioner's Name (typed or printed) _____

Petitioner's Business _____

Business Address _____

Business Phone _____

Business Fax _____

E-mail _____

Home Address _____

Home Phone _____

Home Fax _____

Which address would you like listed as your preferred mailing address?

Home

Business

Advisor or Mentor's Signature

Date

Advisor or Mentor's Name (typed or printed) _____

**CURRICULUM VITAE FORMAT FOR APPLICATIONS TO THE
AMERICAN COLLEGE OF THERIOGENOLOGISTS**

- I. Name: _____ Date: _____
- II. Address: _____
- III. Date and Place of Birth: _____
- IV. Education:

| COLLEGE ATTENDED | DATES ATTENDED | DEGREE(S) AWARDED |
|------------------|----------------|-------------------|
| | | |
| | | |
| | | |

| THESIS / DISSERTATION TITLE (IF APPLICABLE) | DATE AWARDED |
|---|--------------|
| | |
| | |

- V. Continuing Education Programs in Theriogenology attended:

| TITLE AND SPONSORING INSTITUTION | DATES ATTENDED |
|----------------------------------|----------------|
| | |
| | |
| | |

- VI. Licensures:

| STATE / PROVINCE / COUNTRY | EFFECTIVE DATES |
|----------------------------|-----------------|
| | |
| | |
| | |

VII. Professional Experience: [list most recent first, with job title, employer, dates (mo/yr), positions held, prose description of type and quality of theriogenology work; in this section you must document your devotion to theriogenology, e.g., time spent on formal theriogenology training program and percentage of total time each year devoted to theriogenology training or practice]

Example format for description of theriogenology work (complete new box for each position held):

| DATES | | POSITION HELD | EMPLOYER |
|---------------------------------|---|--|----------------------|
| July 1, 2005 – July 1, 2007 | | Residency – Large animal theriogenology | Texas A&M University |
| <u>Theriogenologic Activity</u> | <u>Species</u> | <u>Description of supervision, training, or consultation relating to activity</u> | <u>Percent time</u> |
| Clinics | Bovine Equine Small ruminants | Participation in theriogenologic management of approximately 1000 dairy cows, 150 beef bulls, 600 mares, 100 stallions, 85 ewes / does, and 25 rams / bucks (routine and referral cases). | 40% |
| Teaching | Bovine Equine Swine Small ruminants Small animals | Participated in two didactic / laboratory courses involving the described species. Contributed to lectures for equine and small animals. Participated in laboratories for bovine, equine, small ruminants and small animals. Participated in clinical teaching of 4 th year veterinary students regarding bovine, equine, and small ruminants (Twelve 2-week clinical rotations). | 40% |
| Research | Equine | Performed a clinical fertility trial with frozen / thawed equine semen. Developed an improved method for cryopreservation of equine semen. | 20% |

VII. Membership in Professional / Scientific Societies:

| NAME OF SOCIETY | DATES OF MEMBERSHIP |
|-----------------|---------------------|
| | |
| | |
| | |

IX. Honors:

| RECOGNITION | SOCIETY / ORGANIZATION | DATE |
|-------------|------------------------|------|
| | | |
| | | |
| | | |
| | | |

X. Oral Presentations at Meetings: (scientific, veterinary, lay public)

| MEETING TYPE | PRESENTATION (INCLUDE PRESENTATION TITLE, ORGANIZATION, LOCATION, DATE) |
|--------------|---|
| SCIENTIFIC | 1. 2. 3. |
| VETERINARY | 1. 2. 3. |
| LAY PUBLIC | 1. 2. 3. |

XI. Publications: (Provide complete citations, using bibliographical format of the journal *Theriogenology*)

- a. Refereed journals
- b. Non-referred journals
- c. Book chapters
- d. Lay articles

CHECK LIST - (A completed application packet consists of the following:)

- ❑ A completed and signed petition.
- ❑ A curriculum vita in the format provided. (**See above – Include as hard copy and in WordPerfect or Microsoft Word format on diskette or CD**)
- ❑ One photocopy of certificate verifying graduation from a college or school of veterinary medicine or one photocopy of license to practice veterinary medicine in some state, province, territory or possession of the United States, Canada, or other country. (**Included as hard copy and in PDF format on diskette or CD**)
- ❑ A one-page typewritten description of the applicant's formal advanced training program (if applying through standard route) or mentorship program (if applying through alternative route), submitted and signed by the applicant's advisor (standard route) or mentor (alternative route). A photocopy of a transcript of any graduate studies completed also should be provided, if applicable. (**Included as hard copy and in PDF format on diskette or CD**)
- ❑ Letters of reference from two (2) Diplomates of the American College of Theriogenologists. (**Included as hard copy only**)
- ❑ Application fee (to accompany petition – due **November 3, 2008**): \$250 US – Nonrefundable
- ❑ Submission of two (2) images, three (3) up-to-date essay, and five (5) up-to-date multiple-choice typed written questions, including the correct answers and at least two reference sources, one of which is within the past three (3) years and no more than one of which is from proceedings, for each question. All multiple-choice questions must have five distinct foils (possible answers). All essay questions must ask for organization of the answer in a table or under specific headings. Include questions and description of images as hard copy and as WordPerfect or Microsoft Word format on diskette or CD; digital images should be included electronically on diskette or CD. (See section 2 f of the petition for additional information about images, essay questions, and multiple-choice questions.
- ❑ Submission of a one-half page personal biography. (**Include as hard copy and in WordPerfect or Microsoft Word format on diskette or CD**)
- ❑ Candidate's chosen area of emphasis (Select one of the following: bovine, equine, multi-species, porcine, or small animal)
- ❑ Submission of a signed Confidentiality Agreement.

**This checklist page should be enclosed with the application packet.
Incomplete applications will not be considered for evaluation.**

Name of applicant: _____

Signature of applicant: _____

TO: Diplomates of the American College of Theriogenologists serving as
References for applicants for candidacy

FROM: Administrator
American College of Theriogenologists

Thank you for agreeing to serve as a reference for an applicant for candidacy to the American College of Theriogenologists. The ACT Credentials Committee, which reviews credentials of prospective candidates, relies to a great extent on letters of reference when determining an applicant's suitability for candidacy in the ACT. Please give a careful description, in your letter of reference, regarding your knowledge of the applicant's devotion to theriogenology (such as percentage time, role in a training program, practice, veterinary teaching hospital, academic or industry setting). Our Constitution specifically states that "certification is open to veterinarians who have demonstrated unquestionable moral character and impeccable professional behavior." As such, please consider this prerequisite when assessing the applicant's suitability for candidacy.

Your letter should be addressed to me or to the Secretary, and placed in a sealed envelope. You should sign the envelope over the sealed flap and then give the letter to the applicant to include with the other application materials that will be forwarded to me. Thank you for your assistance.

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Your letter should be addressed to me or to the Secretary, and placed in a sealed envelope. You should sign the envelope over the sealed flap and then give the letter to the applicant to include with the other application materials that will be forwarded to me. Thank you for your assistance.

**Confidentiality Agreement for the Certifying Examination of the
American College of Theriogenologists**

The examination process, its methodology, and all content of the Certifying Examination questions are the exclusive property of the American College of Theriogenologists and are, therefore, strictly confidential. As an applicant to the American College of Theriogenologists, I hereby agree to abide by its Constitution and By-Laws. Article VII, Section 1 of the By-Laws, states:

“Any Diplomate may be expelled, asked to resign, or otherwise disciplined for nonprofessional or unethical conduct, misstatement, or misrepresentation of facts in his / her application for certification, nonpayment of dues for two years, or other action against the best interest of, or in violation of the provisions of the Constitution of the College in business session. The accused person will be given opportunity to reply to charges in writing or in person to the Board before final action.”

It is the considered opinion of the Executive Board of the College and of the Examining Committee that sharing the content of any of the examination questions or their answers, in any way, manner or method, whether verbally or in written format, prior to, during or at any time following the completion of the Certifying Examination, whether the applicant / candidate was successful or not, constitutes nonprofessional and unethical conduct.

I attest to having read this statement and agree to abide by the spirit of its intent.

Name of Applicant (print or type)

Date

Signature of Applicant

**REQUEST FOR SPECIAL ACCOMODATIONS
FOR THE ACT CERTIFYING EXAMINATION**

The American College of Theriogenologists complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the ACT will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the examination, you must complete this form and return it with your examination application.

Please type or print all information.

| | | |
|------------------|-------------------|-----------------------|
| Last Name | First Name | Middle Initial |
|------------------|-------------------|-----------------------|

Telephone number: () _____ **Anticipated Examination Date:** _____

Have you previously taken the ACT Certifying Examination? Yes No

If yes, on what date? _____

Please identify the disability that substantially limits one or more of your sensory, manual, or speaking skills (e.g., disability that impairs significantly your ability to arrive at, read, or otherwise complete the examination):

Will your disability require a special accommodation in order for you to take the ACT Certifying Examination? Yes No

If yes, please list the special testing accommodation requested. Use a separate sheet if more space is needed.

Note: You must provide the ACT with written documentation from an appropriate health care professional supporting the accommodation you are requesting. This documentation must include a diagnosis of your health condition and a specific recommendation and justification for the special testing accommodation that you require. This documentation must be included with the submission of your examination application. The ACT will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the ACT will pay for any reasonable accommodations that are provided for you.

Signature of Candidate

Date