

## Guidelines on how to fill in the recertification documentation - avoiding common mistakes

Without full details and clarity in the submission form, it can be difficult and very time-consuming for the members of the recertification committee to establish the validity of the information provided.

The Recertification committee would therefore ask all those submitting their recertification documents to carefully fill in the recertification form, ensuring there is complete information in all areas.

### Guidelines for applications:

- applicants should add up the number of activities correctly
- confirm listings of activities under each topic and points allocated for each listing, total number of listings, and total number of points
- ensure you use the correct forms on the ECVN website
- the **minimum** required for successful reaccreditation is **100** over 5-years; please stop adding information once you have achieved a **maximum of 200 points**

When adding **Publications or peer-review work**:

- supply full citation: Title, Journal name and citation details
- include all authors and listing order; don't just add 'et al'
- ensure that paper is in the correct category
- 'What is your Diagnosis' counts as a case report
- example:

	Score per item	Total points for Section
<b>Publications or peer-review work (maximum 60 points)</b>		
Scientific papers / international journal (first, second or last author only) <ul style="list-style-type: none"><li>• <b>Super Mario</b>, Luigi, Bowser. The fight for Peaches Castle. <i>The Super Mario Collection</i> 2020; 3: 21-27</li><li>• Rosalina, Daisy, Bowser Jr, <b>Super Mario</b>. Escaping Bowser. <i>The Super Mario Collection</i> 2021; 19: 197-203</li></ul>	9 points per paper	18

<p>Scientific papers / international journal (co- author)</p> <ul style="list-style-type: none"> <li>Luigi, Samus, <b>Super Mario</b>, Donkey Kong. Super Mario 3D World – an experiment. <i>The Super Mario Collection</i> 2018; 6: 763-8</li> <li>Peach, Diddy Kong, <b>Super Mario</b>, Daisy. Bowser's Fury. <i>The Super Mario Collection</i> 2019; 2: 234-9</li> </ul>	6 points per paper	12
<p>Reviews for international journal</p> <ul style="list-style-type: none"> <li><b>Super Mario</b>. Super Mario Kart – a review of the literature. <i>The Super Mario Collection</i> 2019; 1: 15-29.</li> </ul>	6 points per review	6
<p>Case reports (first, second or last author only)</p> <ul style="list-style-type: none"> <li>Yoshi, <b>Super Mario</b>, Gumba. Two cases of piranha plant poisoning. <i>The Super Mario Collection</i> 2017; 2: 112-3.</li> </ul>	5 points per paper	5
<p>Text book chapter or book editor</p> <ul style="list-style-type: none"> <li><b>Super Mario</b>. 2019. The Super Mario Empire. In: Bower ed <i>Super Mario and Friends</i>. London; Nintendo Switch Press, pp 23-41.</li> </ul>	12 points per chapter or book (if editor)	12
<p>Peer reviews for scientific journals</p> <ul style="list-style-type: none"> <li>Luigi's Mansion. For: <i>The Super Mario Collection</i>. Review completed in 11/12/2018</li> <li>Super Mario Party Superstars. For: <i>The Super Mario Collection</i>. Review completed in 17/04/2019</li> </ul>	5 points per review	10

- 

When adding **Presentations/Communications**:

- supply name of presentation, name of authors and meeting where it was presented
- If the presentation was in a non-English language, provide English translation of the title
- example:

<b>Presentations / Communications (maximum 50 points)</b>		
<p>At college / society annual meeting (presenting, second or last author)</p> <ul style="list-style-type: none"> <li>Leia Organa, <b>Luke Skywalker</b>, We are family. 31<sup>st</sup> ECVN/ESVN Annual Symposium 2018, Copenhagen</li> <li><b>Luke Skywalker</b>. May the force be with you. 32<sup>nd</sup> ECVN/ESVN Annual Symposium 2019, Wroclaw</li> </ul>	7 points per presentation	14

International congress (presenting, second or last author) <ul style="list-style-type: none"> <li>• <b>Luke Skywalker.</b> Star wars, the next generation. 2019 ACVIM Forum, Phoenix, Arizona</li> <li>• <b>Luke Skywalker.</b> Coming back from retirement; Taking on a trainee; Does the Force win? WSAVA Congress 2018, Singapore</li> </ul>	5 points per presentation	10
National congress (presenting, second or last author) <ul style="list-style-type: none"> <li>• <b>Luke Skywalker.</b> Light sabers; The Force; Jumping. BSAVA symposium 2020</li> </ul>	3 points per presentation	3
Poster (presenting, second or last author) <ul style="list-style-type: none"> <li>• Han Solo, <b>Luke Skywalker</b>, Obi-Wan Kenobi. Jedi training guidelines. 31<sup>st</sup> ECVN/ESVN Annual Symposium 2018, Copenhagen</li> </ul>	2 points per poster	2
Continuing Education (international) <ul style="list-style-type: none"> <li>• <b>Luke Skywalker.</b> How to be an efficient Jedi. Improve International, Mallorca, Spain, July 2018 (5h of lectures)</li> </ul>	3 points per 1h presentation	15
Continuing Education (national) <ul style="list-style-type: none"> <li>• <b>Luke Skywalker.</b> How to beat the Sith training day. CPD Solutions, Manchester, March 2019 (4h of lectures)</li> </ul>	2 points per 1h presentation	8
Meeting organisation (research) <ul style="list-style-type: none"> <li>• British Veterinary Neurology Society (BVNS) symposium 2021 – Neurometabolic disorders (President of BVNS)</li> </ul>	7 points per meeting	7

When adding **Congresses/Meetings**:

- include full citation of conference – conference name (not abbreviations), date, location
- teaching undergraduate students is not continuing education
- example:

<b>Attendance of Congresses / Meetings (maximum 60 points)</b>		
International congresses / meeting (per day) <ul style="list-style-type: none"> <li>• WSAVA Congress 2018, Singapore</li> <li>• ACVIM Forum 2019, Pheonix, Arizona</li> </ul>	4 points per day	24

National congresses / meeting (per day) <ul style="list-style-type: none"> <li>BSAVA Symposium 2018, Birmingham UK</li> <li>London Vet Show 2020, London UK</li> </ul>	2 points per day	8
College congress <ul style="list-style-type: none"> <li>30<sup>th</sup> ECVN/ESVN Annual Symposium 2017, Helsinki</li> <li>31<sup>st</sup> ECVN/ESVN Annual Symposium 2018, Copenhagen</li> <li>32<sup>nd</sup> ECVN/ESVN Annual Symposium 2019, Wroclaw</li> </ul>	8 points per congress	24
College workshop <ul style="list-style-type: none"> <li>Correlation of Neuropathology and Diagnostic Imaging – Residents Day (30<sup>th</sup> ECVN/ESVN Annual Symposium 2017, Helsinki)</li> </ul>	4 points per workshop	4
Attending advanced training courses <ul style="list-style-type: none"> <li>ESVN-ECVN Brain Camp 2018 – Bologna (10 days)</li> <li>Wetlab – Integrated approach to the lumbosacral spine, BBraun Centre, Germany 2017 (1 day)</li> </ul>	3 points per day	33
PhD (award of PhD to yourself or award of PhD to a student supervised by you) <ul style="list-style-type: none"> <li>Supervisor of Hermione Granger in PhD “Non-invasive biomarkers for prognosis in potion mistakes” awarded by the University of Hogwarts in 2020</li> </ul>	18 points per PhD	18
Masters degree (award of Masters degree to yourself or award of Masters degree to a student supervised by you; if Master student is also a resident, should only add in one category)	9 points per Masters	

•

When adding details of **Involvement in College Activities:**

- when adding details as a supervisor: add the residents name – full or co-supervisor count as full / primary supervisor and state years of supervision for each resident
- please include full name of committee and state years of committee membership
- example:

<b>Involvement in College Activities (maximum 60 points)</b>		
Supervisor (per resident per year) <ul style="list-style-type: none"> <li>Supervised Harry Potter between 2017-2020 – 24 points</li> <li>Co-supervised Ron Weasley (alongside Albus Dumbledore) between 2019-2021 – 10 points</li> </ul> <p><u>Shared supervision:</u> Either as named co-supervisor on training programme or clinical supervision only.</p>	8 points per resident per year if sole supervisor <b>or</b> 4 points per resident per year if shared supervision	34

Member of the College Board	8 points per year	
Examination committee / examiner / exam supervisor	8 points per year	
Member of other College Committee <ul style="list-style-type: none"> <li>Member of the recertification committee between 2019-2021</li> </ul>	8 points per year	24
Principal organiser of the annual ECVN symposium	8 points per year	
Assistant organiser of the annual ECVN symposium	4 points per year	
Principal organiser of the bi-annual brain camp	15 points per year	
Assistant organiser of the bi-annual brain camp	8 points per year	
Submitted questions for exam sessions ( <a href="#">see guidelines on website</a> ) <ul style="list-style-type: none"> <li>2021 : 2 MCQ + 1 case based question</li> <li>2022 : 2 MCQ + 1 SAQ</li> <li>2023 : 4 MCQ</li> </ul>	5 points per question (case-based or SAQ) 2 point per question (MCQ) (Max 30 points)	18
Auditor	2 points per year	
Examination invigilator for another EBVS college	5 points per activity	

When adding information regarding **Committees**:

- please include full name of committee and state years of committee membership
- professional societies like ECVN and national bodies that require membership in order to practice veterinary science do not accrue points
- example:

<b>Other Boards &amp; Committees (maximum 40 points)</b>		
National editorial board <ul style="list-style-type: none"> <li>• Editor for Australian Veterinary Journal 2018-2020</li> </ul>	3 points per board per year	6
Advisory boards <ul style="list-style-type: none"> <li>• Advisory consultant for Hills nutritional company (2018/2019)</li> </ul>	8 points per board per year	16
Board member of professional society <ul style="list-style-type: none"> <li>• British Veterinary Neurology Society (BVNS) between 2018-2021 (member of scientific committee and later president)</li> </ul>	4 points per society per year	12
International editorial board <ul style="list-style-type: none"> <li>• Editor for Frontiers Veterinary Science Journal 2020</li> </ul>	7 points per board per year	7

- Failure to fulfil any of the mandatory requirements will result in unsuccessful recertification.

<b>MANDATORY REQUIREMENTS</b>	<b>NO</b>	<b>YES</b>
Practiced the speciality of veterinary neurology for at least 60 % of normal working time (i.e. more than 24 hours a week).		
Attendance to at least 2 ECVN annual general meetings within the past 5 years		
Annual ECVN Membership paid in the last 5 years		
<b>Total of Points Accrued in All Sections:</b>	Minimum required is 100	

## What happens next?

Once you have submitted your application, it will be reviewed by 3 independent members of the ECVN recertification committee. If there are any concerns or queries about your application, you will be contacted by the chair of the ECVN Credential and Recertification committee to ask for further information. If your application is successful, your recertification will be renewed for a further 5 years on the EBVS website. If you require a **certificate**, you can log in the **EBVS website**, and this will be available for download there.

The deadline for applications is **the 1<sup>st</sup> of October** of each year to allow time for the members of the Recertification committee to review all applications before the end of the year; earlier submissions are encouraged to allow the panel more time for review.