

European Veterinary Dental College Training, Credentialing and Exam document

Approved Training Programs

1 Introduction

- 1.1 Individuals applying for admission to the European Veterinary Dental College (EVDC) are required to have completed an Approved Training Program that provides them with comprehensive in-depth knowledge of the specialty (veterinary dentistry, oral pathology and oral surgery) and supporting disciplines.
- 1.2 During this program Applicants are referred to as Residents. Once the credentials application package has been reviewed and found to be satisfactory, applicants are referred to as Candidates that are eligible to sit the EVDC entrance examination.
- 1.3 Approval by the EVDC must be obtained before commencing a training program.

2 Critical Standards for Admission to Membership

2.1 Education, Training and Experience

To undertake training for the College entrance examination, all candidates must meet the following criteria:

- 2.1.1 The applicant must be of high ethical, moral and professional standing.
- 2.1.2 The applicant must be a veterinarian that graduated from an accredited European school of veterinary medicine or be a graduate of an equivalent non-European educational body recognized by the EVDC unless relieved of this obligation by the EVDC Executive Committee.
- 2.1.3 Be qualified to practice veterinary medicine in Europe.
- 2.1.4 Shall have spent a minimum of 1 year in a rotating internship or equivalent as approved by the Credentials Committee.

3 Completion of a Standard or Alternative Residency

- 3.1 Individuals applying for admission to the European Veterinary Dental College (EVDC) are required to have completed an Approved Training Program that provided

them with comprehensive in-depth knowledge of the specialty (veterinary dentistry, oral pathology and oral surgery) and supporting disciplines.

- 3.2 Approval by the EVDC must be obtained before commencing a training program. An EVDC Training Program may be either a Standard Residency (based at a Specialist Centre with full-time on-site supervision by the Residency Director), or an Alternative Residency (a part-time training program undertaken at either a Recognized Training Centre or Specialist Centre with the part-time on-site or off-site supervision of a Supervisor).
- 3.3 During this program, Residents are referred to as Standard Residents or Alternative Residents depending upon the type of training program. Once the credentials application package has been reviewed and found to be satisfactory, Residents are referred to as Candidates that are eligible to sit the EVDC entrance examination.
- 3.4 Alternative Residents are responsible for developing and funding their own training programs in collaboration with a Diplomate of the European Veterinary Dental College (EVDC) who has agreed to act as their Supervisor.
- 3.5 In EVDC Standard Residency programs, the EVDC Diplomate responsible for overseeing the training program at a Specialist Centre is called the Residency Director. Residency Directors are responsible for setting up, funding and monitoring the Standard Residency program.
- 3.6 Direct supervision is defined as: The Residency Director / Supervisor and Resident are present at the Specialist Centre in which both the EVDC Diplomate and Resident are on duty, interactively and concurrently managing patients.
- 3.7 All training programs at which training is undertaken, are assessed annually. Each year all Residents must submit a detailed Annual Report to the EVDC on the training they have undertaken and experience they have obtained, outlining their plans for the forthcoming year. ([Link to EVDC EdC review form for annual report document](#)).
- 3.8 Supervisors and Residency Directors must also submit an Annual Review for each Resident ([Link to EVDC EdC review form for annual report document](#)).
- 3.9 The EVDC charges a fee to cover administration costs involved in annual assessment of training programs ([Link to Current Fees document](#)).

4 Approved Training Programs: Terms & Conditions

- 4.1 For application procedure for approval of a training program, please read the Applying for training program approval document ([Link](#))
 - 4.1.1 Applications for approval of an EVDC training program and related correspondence must be submitted electronically to the EVDC Secretary via the College DMS.

- 4.1.2 All correspondence and documents must be in English or, if the original is in another language, be accompanied by an English translation. Translations need not be certified unless specifically requested by the EVDC.
 - 4.1.3 Applications for initial approval of training programs may be submitted up to 6 months prior to the proposed program commencement date and no later than 6 weeks before the proposed commencement date. Applications cannot be submitted between review periods (1st. July – 31st. August, see EVDC important dates and deadlines document) ([Link](#))
 - 4.1.4 The applicant will be notified of the result of the assessment within 6 weeks following the start of the review period. ([Link to Deadlines Document](#))
 - 4.1.5 In the case of an incomplete application, a resubmitted application may not be assessed until the next review period.
- 4.2 Objectives of EVDC Approved Training Programs:
- 4.2.1 The program should provide comprehensive, state-of-the-art expertise and clinical proficiency in veterinary dentistry, oral pathology and oral surgery, and should include but not be limited to the following major aspects:
 - 4.2.1.1 Oral embryology, histology and anatomy.
 - 4.2.1.2 Oral pathology.
 - 4.2.1.3 Oral medicine.
 - 4.2.1.4 Periodontics.
 - 4.2.1.5 Endodontics.
 - 4.2.1.6 Prosthodontics.
 - 4.2.1.7 Restorative dentistry.
 - 4.2.1.8 Orthodontics.
 - 4.2.1.9 Oral and maxillofacial surgery.
 - 4.2.1.10 Oral and maxillofacial diagnostic imaging.

- 4.2.2 The program should provide a review of the basic sciences of veterinary medicine as they pertain to dentistry, oral pathology and oral surgery.
- 4.2.3 The program should provide formal instruction through attendance at dedicated courses of instruction, scientific meetings and seminars.
- 4.2.4 The program should provide extensive supervised practical experience while in clinics, the dental laboratory and dental operator.
- 4.2.5 The program should provide hands-on experience using a comprehensive range of dental products and instrumentation.
- 4.2.6 The program should provide opportunities to receive tuition from a range of Supervisors so that the Resident is exposed to varied opinions and practices.
- 4.2.7 The program should provide opportunities for the resident to make case presentations and actively participate in clinical discussions and case conferences.
- 4.2.8 The program should provide opportunities for clinical and research presentations at scientific meetings and publications in the veterinary and other scientific literature.
- 4.2.9 The program should provide opportunities to instruct others while engaged in veterinary dental activities.
- 4.2.10 The program should assist the Resident in preparation of the credentials application package.
- 4.2.11 The program should provide the Resident the opportunity to gain the knowledge base required to pass the EVDC entry examination.

4.3 Definition of working time

- 4.3.1 One year is 12 months.
- 4.3.2 One month is 4 weeks.
- 4.3.3 One week is 5 days (40 hours).
- 4.3.4 One day is 8 hours.

4.4 Facilities and equipment requirements for an Approved Training Program

- 4.4.1 Location requirements
- 4.4.1.1 Approved Training Programs must be based at one or more Recognized Training Centres.
- 4.4.1.2 At least 80% of the clinical training must be obtained at Recognized Training Centres.
- 4.4.2 Requirements for Training Centre recognition by the EVDC
- 4.4.2.1 The Centre must fulfil the definition of a Recognized Training Centre ([Link to EVDC EdC Assessment Form for Approval of a Training Centre](#))
- Seeking approval of a Training Centre is the responsibility of Residents, Supervisors and/or Residency Directors.
- 4.4.2.2 The Centre must have sufficient veterinary and appropriately trained staff to handle the Centre's case load.
- 4.4.2.3 The Centre must be located within a building of suitable size and design to handle the Centre's case load.
- 4.4.2.4 The Centre must be adequately equipped for provision of specialist-level veterinary services.
- 4.4.2.5 Direct or internet access with reprint and borrowing facilities to an academic or equivalent library must be available from the Centre.
- 4.4.2.6 An application for approval of an EVDC Training Centre and a detailed description of the Centre's facilities and equipment, including photographs, as outlined in the Training Centre Approval application, must be submitted for each Training Centre. ([Link to EVDC EdC Assessment Form for Approval of a Training Centre](#)) ([link to TP application form](#))
- For already approved Training Centres only the application form and the letter of approval of the Training Centre need to be submitted. ([Link to EVDC EdC Assessment Form for Approval of a Training Centre](#))
- 4.4.3 Requirements for approval as a Specialist Centre
- 4.4.3.1 The Centre must fulfil the definition of a Recognised Training Centre as outlined in Assessment Form for

Approval of a Training Centre ([Link to EVDC EdC Assessment Form for Approval of a Training Centre](#)).

4.4.3.2 A Diplomate of the European Veterinary Dental College (EVDC) must work at the Centre on a full-time basis.

4.5 Approved Training Program case load requirements

- 4.5.1 There must be a broad range of case procedures covering all disciplines of veterinary dentistry, oral pathology and oral surgery.
- 4.5.2 The chronological case log must consist of a minimum number of at least 500 case procedures for all approved training programs, with specified minima for certain categories (Minimum Required Case Load, MRCL). ([Link to Case Log Instructions](#)) The chronological case log and MRCL log must be logged online in veterinary dental Document Management System, (DMS).
- 4.5.3 Medical and dental records, radiographs, models etc. for all cases listed in the Minimum Required Case Load (MRCL) log must have been reviewed within a year of the date for the procedure by an EVDC Diplomate; a MRCL Diplomate Assessment Form is generated via vet.dent DMS and must be completed before the procedure can be included in the MRCL log ([Link to Supervisor MRCL Assessment Form](#))

4.6 Approved Training Programs, duration, titles and supervision

- 4.6.1 An EVDC Training Program can be classified as:
 - 4.6.1.1 Standard Residency
 - 4.6.1.2 Alternative Residency
- 4.6.2 An EVDC Standard Residency Program:
 - 4.6.2.1 Is a full-time approved Training Program.
 - 4.6.2.2 Is based at a Specialist Centre. While a majority of the training and experience should be obtained at this Specialist Centre, it is appropriate that clinical training is also performed at other Recognized Training Centres.
 - 4.6.2.3 Is supervised full-time by one or more practicing EVDC Diplomates who are readily available to meet with the Resident in person on a frequent (normally daily) basis.

4.6.2.4 Approved Standard Residency Training Programs require a minimum of 36 months dedicated to the full-time training program.

A minimum of 108 weeks of the training program must be directed to clinical training in the specialty, of which at least 76 weeks must be directly supervised by an active EVDC Diplomate.

Up to 36 weeks of a 36 months training program may be spent pursuing non-clinical training activities.

4.6.2.5 Appropriate designation

Resident, Veterinary Dentistry

Resident, Department of Veterinary Dentistry

Resident, Dentistry Service

4.6.3 An EVDC Alternative Residency Program:

4.6.3.1 Is a part-time approved Training Program.

4.6.3.2 Is based at a Recognized Training Centre or a Specialist Centre.

4.6.3.3 Has part-time or full-time supervision by one or more practicing EVDC Diplomates who are either readily available to meet with the Resident in person or are easily contactable by telephone, fax and/or e-mail.

4.6.3.4 Approved part-time Training Programs (Alternative Residency) may be undertaken providing that 50% or more of the residents working time is devoted to the training program. Part-time training programs require a minimum of 3 years dedicated to the training program, following approval. Part-time Training programs can have a maximum duration of 6 years. Therefore, the case logs submitted for credentialing can only include case procedures performed during the last six years, and all requirements must be met during the last six years of the training program. At least 80% of the training must be undertaken at approved training centres.

4.6.3.5 Includes 86 weeks of visitation and direct supervision by an EVDC Diplomate, ideally arranged in blocks of no less than two weeks in length and a minimum of four weeks per year.

Out of these 86 weeks (430 days, 3440 hours), a maximum of 8 weeks (40 days, 320 hours) can be approved attending hours in practical training supervised by an EBVS approved EVDC diplomate during continuing education courses.

Furthermore, a maximum of 2 weeks (10 days, 80 hours) can be approved as direct supervision, when the resident is working as a co-instructor in practical sessions together with an EBVS approved EVDC diplomate.

Lecturing, attending lectures (other than specified above) and discussion groups does NOT count as direct supervised hours.

4.6.3.6 Appropriate designation

Alternative Resident, Veterinary Dentistry

4.6.4 Levels of supervision

4.6.4.1 Direct supervision requires the presence and active involvement of the supervising Diplomate during consultations and procedures.

4.6.4.2 Indirect supervision requires that the supervising Diplomate is aware of the activities of the Resident and is available, directly or indirectly, to give advice when requested by the Resident.

4.7 Outline of Approved Training Programs.

4.7.1 Specialist Hours: Supervision must be performed by an EBVS recognized Diplomate of the appropriate specialty college.

4.7.1.1 Anaesthesiology: 40+ hours

4.7.1.2 Diagnostic imaging: 40+ hours

4.7.1.3 General and oral surgery: 40+ hours

4.7.2 A maximum of 25% (36 weeks) of time in a training program can be devoted to non-clinical activities.

- 4.7.2.1 Obtaining additional relevant knowledge and skills.
 - 4.7.2.1.1 Scientific reading (Residents are expected to devote personal time to reading in addition to any training program time spent on reading).
([Link to recommended reading list](#))
 - 4.7.2.1.2 Attending national or international level continuing education courses, seminars, conferences and/or scientific meetings related to veterinary or human dentistry, and related basic or clinical sciences.
 - 4.7.2.1.3 Performing procedures on models and cadaver material.
 - 4.7.2.1.4 Participating in a graduate program.
- 4.7.2.2 Performing research.
 - 4.7.2.2.1 Scientific studies.
 - 4.7.2.2.2 Clinical investigations.
- 4.7.2.3 Writing, presenting and teaching.
 - 4.7.2.3.1 Preparation of required manuscripts.

Residents must have published or have received acceptance for publication as first author, two scientific papers on veterinary dentistry, oral pathology or oral surgery in a peer-reviewed journal during the training program. These materials can be submitted to the Credentials Committee for pre-approval during the training program.

In special cases, the acceptance of publications can be postponed to after the entry exam, see section 6.7.2 for details.

For further details on the publications, see supporting document: ([Link to Credentials Committee and Education Committee Recommendations for the EVDC Board about required published papers](#))
 - 4.7.2.3.2 Preparation of other manuscripts.

- 4.7.2.3.3 Preparation of presentations.
- 4.7.2.3.4 Giving presentations.
- 4.7.2.3.5 Teaching.
- 4.7.2.4 Preparation of case logs. The chronological case log must consist of a minimum number of at least 500 case procedures, with specified minima for certain categories (Minimum Required Case Log, MRCL). The chronological case log and MRCL log must be logged online in the college document managing system (DMS). ([Link to Case Log Instructions](#))
- 4.7.2.5 Residents must submit sets of full-mouth series dental radiographs of an adult dog and an adult cat as part of the credentials application package. ([Link to Radiographic Dental Set Template, Radiographic positioning Dog and Cat, Radiographic Submission Requirements Dog and Cat.](#))

These materials can be submitted to the Credentials Committee for pre- approval during the training program. Residents are encouraged to submit the radiographic sets for pre-approval early in their training programs.

4.8 Annual report

- 4.8.1 Training programs are reviewed annually. The annual review form must be submitted via the college document managing system (DMS) to the Educational Committee by the deadline given in the EVDC important dates and deadlines document every year of the residency, unless a credential package is to be submitted that year. For programs that started less than 6 months prior to the deadline, a review is not needed until the following years deadline. ([Link to Important Deadlines Document and review document](#))

The Annual Report with its supporting documents must be uploaded as one PDF-file via DMS. The College's Secretary will then automatically be notified, and the documents will be made available to the Education committee. The results of training reviews are expected within 3 months. If a Resident will be unable to meet the deadline, the Resident may submit to the Secretary prior to the deadline a written request for a one-

time 60-day postponement, which is to include the reasons for the requested delay and an accompanying letter from the Supervisor or Residency Director supporting the request. Examples of acceptable reasons for an extension include family deaths or medical problems. Residents who intend submitting a credentials application package are not required to submit an annual report that year, but must inform the EVDC Secretary by the deadlines outlined in the EVDC important dates and deadlines document. ([Link to Deadlines Document](#))

4.8.2 Documents required in the annual report:

4.8.2.1 The Annual Report should begin with an Index page.

4.8.2.2 Application for annual assessment. ([Link to Annual Assessment Report](#))

4.8.2.3 Evidence of payment for annual assessment. The fee is payable to the EVDC bank account (all banking fees to be paid by the resident) ([Link to Guideline for EVDC fees and payment](#))

4.8.2.4 Resident's Self-Assessment Report signed by Supervisor or Residency Director, including any details of any changes which have affected the training program, and/or details of any intended changes to the training program, in particular those necessary to make up for a deficit in the previous years' training. ([Link](#))

4.8.2.5 An updated curriculum vitae (use layout provided on the EVDC web site). ([Link to Curriculum vitae Template](#))

4.8.2.6 Approval of any new / additional Training Centres.

4.8.2.7 Chronological MRCL case log, categorized case logs and cadaver case log for the previous 12 months as specified in the Case Log instructions, and corrected case logs from previous years, if requested by the Education Committee.

4.8.2.8 Activity log for the previous year:

4.8.2.8.1 Supervisor Visitation Log ([Link to Supervisor Visitation Log "Appendix III"](#)). This form is to be submitted by all Residents.

All Residents must submit their total number of weeks of Supervision in the Resident Log Summary ([Link to Resident Log Summary, "Appendix VII"](#)).

4.8.2.8.2 Specialist Hours

4.9 Monitoring of EVDC training programs

4.9.1 EVDC

4.9.1.1 The responsibility for assessment and monitoring of training programs is delegated to the EVDC Education Committee and the EVDC Credentials Committee as outlined in the Bylaws.

4.9.1.2 All correspondence regarding training programs must be sent to the EVDC Secretary via DMS and addressed for the attention of the EVDC Education Committee or the EVDC Credentials Committee.

4.9.1.3 The EVDC may alter training program requirements at any time but major changes are not effective retrospectively. Residents will be required to amend their programs to conform to the requirements current at the time of annual assessment of their training programs. Any changes made by the EVDC will be to comply with the requirements of the EBVS.

4.9.2 Program supervision

4.9.2.1 All approved Training Programs must be supervised by an EVDC Diplomate who has accepted responsibility for:

4.9.2.1.1 Overseeing the program.

4.9.2.1.2 Providing a defined portion of the clinical training.

4.9.2.1.3 Monitoring the progress of the Resident during the training program.

4.9.2.1.4 Completing EVDC Minimum Required Case Load (MRCL) review forms.

4.9.2.2 Supervisors and Residency Directors must be actively involved in the tuition of Residents.

4.9.2.3 A supervisor shall have no more than two (2) residents; in exceptional cases three (3) such residents can be allowed for a restricted period of time.

- 4.9.2.4 Direct supervision of Residents should be performed whenever possible by the Supervisor or Residency Director. However, other EVDC Diplomates may be delegated to perform some of the direct supervision.
- 4.9.2.5 The Supervisor or Residency Director must ensure that the Resident provides information regarding all clinical work and training activities that are not directly supervised.
- 4.9.2.6 The Supervisor or Residency Director must evaluate and approve the Resident's records and reports on a regular basis, and without undue delay. If records and reports are inadequate, the Resident should be given guidance on the measures needed to obtain approval.
- 4.9.2.7 The Supervisor or Residency Director should check all records and reports of the Resident.
- 4.9.2.8 The Supervisor or Residency Director must submit an annual review of the Resident's progress and conformity via the College document managing system (DMS) ([Link to Training Program Annual Report – Review by Supervisor, “Appendix IX”](#)) that must be received by the appropriate deadline ([Link to Important Deadlines Document](#))
- 4.9.2.9 At the completion of the training program, the Supervisor or Residency Director must send a letter documenting the satisfactory completion of the training program directly to the EVDC Secretary that must be received by the appropriate deadline. ([Link to Important Deadlines Document](#)) ([Link to completion form?](#))
- 4.9.3 Standard and Alternative Residents
 - 4.9.3.1 All Residents must ensure that they are on schedule with their training program. If problems arise, they should be discussed with the Supervisor or Residency Director.
 - 4.9.3.2 All Residents must keep full, accurate and appropriate records of all clinical and non-clinical training activities.
 - 4.9.3.3 All Residents must keep their Supervisor or Residency Director informed of their activities and present their records (including materials for MRCL case review) and reports for assessment on a regular basis. For Alternative Residents, suggested intervals for reporting are:

* Weekly - verbal reports at a case conference, or a brief written report

* Monthly - written report including the relevant section of the case log

* Quarterly - formal assessment report by Alternative Resident and Supervisor

4.9.3.4 All Residents must keep detailed records of the visitation time with their Supervisor or other EVDC Diplomates.

Credentialing Information and Application for Membership

5 Introduction: Requirements for entry to the EVDC

Entry to the European Veterinary Dental College (EVDC) is by favourable review of the applicant's credentials and successful completion of the EVDC entry examination. Applicants will only be admitted to the EVDC examination after they have produced satisfactory evidence that they have met the credentials requirements.

For exceptions to the above, please refer to the Constitution of the EVDC, Section 4.2

5.1 Credentials requirements

5.1.1 The applicant must have completed an EVDC Residency Programme.

5.1.2 The applicant must be of high ethical, moral and professional standing.

6 Application procedure

Submission of the credentials application package will be on the College Document Management System (DMS)

6.1 .

6.2 All correspondence and documents must be in English or accompanied by an English translation.

6.3 Please refer to the EVDC important dates and deadlines document for details of the submission deadline for Credentials Application Packages. ([Link](#))

6.4 .

6.5 Incomplete applications will not be assessed. In such situation the application fee will not be returned, and a supplemental fee will be payable before another application will be assessed.

6.6 Applicants who submitted a complete credentials application package will be contacted within 30 days after the submission deadline regarding submission of

documentation of six selected cases. This documentation must be received by the EVDC Secretary within 10 days upon date of request.

- 6.7 Items should be submitted for pre-approval at any time except for during certain busy time periods for the Credentials Committee during the year; please refer to the EVDC important dates and deadlines document for more detail ([Link](#)). The applicant will be notified about the result of the pre-approval assessment within two months of receipt on the DMS. Anonymous submissions must not be submitted within 5 months of the intended date for submission of an application for College membership. The following materials must be submitted to the EVDC Credential Committee via DMS for review and pre-approval:
- 6.7.1 The two sets of full-mouth dental radiographs of an adult dog and an adult cat. These radiographs will be evaluated anonymously, therefore check that they do not identify the applicant or the facility where they were prepared. Guidance documents are available on the EVDC website detailing the requirements of the dental radiograph sets and their submission. ([Link to radiographic set requirement and examples](#))
 - 6.7.2 Two peer-reviewed journal publications. Please refer to the EVDC Publication Requirements Document for more detail. ([Link](#)) In special cases, the resident can sit the EVDC entry exam without fulfilling the publication requirements. The publications requirement must then be fulfilled within 2 years of the first attendance at the part 1a and 1b of the EVDC entry exam. The candidate will only become a diplomate of the EVDC after successfully passing the exam (part 1a, 1b and 2) and fulfilling the publications requirement.
 - 6.7.3 The veterinary Specialist Hours (40 hours each discipline) in anaesthesia, diagnostic imaging and surgery. Pre-approval will be granted only when the 40 hours of training for the respective speciality have been completed.

7 Credentials application package contents – Resident’s Check List:

7.1 General contents

- 7.1.1 A completed and signed application form
- 7.1.2 Fee payment and evidence of payment
- 7.1.3 An updated letter from the applicant’s licensing body verifying that he/she is a member in good standing.
- 7.1.4 An updated list of any grievances and ethics infractions and the details associated with any such events.
- 7.1.5 An updated curriculum vitae (use the template provided on the website [Link](#)), including an account of all professional endeavours since graduation from veterinary school. This also includes a list of dental courses, seminars and wet labs attended and a list of all presentations given.
- 7.1.6 Minimum publication requirement: Two peer-reviewed publications; for details please refer to the EVDC Publication Requirement Document [Link](#). Also see section 6.7.2 for possible postponement.
- 7.1.7 Veterinary Specialist Hours (40 hours each) in anaesthesia, diagnostic imaging and surgery.

- 7.1.8 Pre-approved sets of dental radiographs of an adult dog and an adult cat.
- 7.1.9 Supervisor visitation log.
- 7.1.10 Case Logs as described in the Case log document ([Link to Case log document](#))

7.2 Supporting evidence

- 7.2.1 A letter confirming the satisfactory completion of an EVDC Residency Programme must be submitted by the Supervisor/ Residency Director directly to the EVDC Secretary and must be received no later than the specified deadline. The applicant is strongly advised to remind their Supervisor/ Residency Director of this requirement in good time prior to the intended submission of the Credentials Application Package.
- 7.2.2 A list of names, titles, telephone numbers, e-mail addresses and postal address of three individuals who have agreed to write letters of reference. ([Link to “Application Form – Reference Request”.](#))

7.3 Additional supporting evidence

- 7.3.1 Following submission of a Credentials Application Package, applicants will be contacted by the EVDC Secretary within 30 days after the submission deadline and asked to submit thorough documentation of six cases chosen from the chronological case log. The documentation must include copies of dental, medical and anaesthetic records plus associated documentation and their English translation/summary (if applicable), including radiographs and clinical pictures. The applicant should retain originals except if study models and impressions are part of the case; these can be returned to the applicant if a request for their return is made to the EVDC Secretary upon submission.
- 7.3.2 The EVDC Secretary must receive all requested materials and documents from the six cases with 10 days following the date of request.
- 7.3.3 Additional case documentation or clarification of aspects of the Credentials Application Package may also be required before the final evaluation of the package.

8 Outcome of the review process

- 8.1 Applicants are notified of the outcome of the Credentials Application within four months of the submission deadline.
- 8.2 Successful applicants will be given details of the next EVDC entry examination and will be addressed as “Candidates” from there-on until the successful passing of the EVDC entry examination.
- 8.3 If an application has not been approved, the applicant will be informed of the right to appeal the decision.
- 8.4 Submitted Credentials Application Packages become the property of the EVDC. No part of the Credentials Application Package will be returned to the applicant, with the

exception of study models and impressions, if requested by the applicant (if those had been part of the six cases).

- 8.5 The Credentials Committee may, at its discretion, request clarification if there are specific issues that prevent approval of a set of radiographs. A final decision will be withheld until the applicant's response to the request for clarification has been received.
- 8.6 Resubmission of a non-approved set of radiographs is not permitted unless specifically requested by the Credentials Committee.

9 Adverse College decision and the option to appeal

An applicant adversely affected by a decision of the College may consider entering the appeals process. Details are outlined in the Bylaws of the EVDC under Section 10.

EVDC Certifying Examination

10 Description of the examination and requirements for entry to the EVDC examination

- 10.1 Entry to the European Veterinary Dental College (EVDC, the College) is by successful completion of the College certifying examination.
- 10.2 Applicants will only be admitted to the EVDC certifying examination after they have produced satisfactory evidence that they meet the College's credentials requirements. Thereafter they are referred to as candidates.
- 10.3 Candidates are allowed a first attempt plus three retakes at each part of the examination within eight years after completion of the training programme. Exemptions or extensions will be considered by the Board on an *ad hoc* basis (e.g. pregnancy, major change in family circumstances, etc.).
- 10.4 Examinations will be offered annually provided there is sufficient number of candidates to justify the expense. However, if there are candidates awaiting an examination, they will not normally be required to wait longer than two years before being examined.
- 10.5 Fees are charged for reviewing applications and for sitting the examinations. ([Link to Current Fees](#))

11. Examination format

- 11.1 Any candidate found to be dishonest in the course of the examination will be reported to the Executive Committee of the College by the Examination Committee and may be excluded from that and subsequent qualifying examinations. Admittance to subsequent examinations will be at the discretion of the Executive Committee of the College.
- 11.2 The EVDC Entry Exam consists of three parts; part 1a, part 1b and part 2. First part of the exam has two sections; Theory (Written) called part 1a and Case Oriented Multiple Choice (COMC) called part 1b. Part 2 of the exam is the practical part. Part 2 consists of three sections.

- 11.3 All three exam parts (Theory, Case Oriented and Practical) must be completed satisfactorily to pass the examination.
- 11.4 Candidates must pass both the Theory (part 1a) and Case Oriented (part 1b) parts of the exam to be eligible to sit the practical sections of the examination (part 2).
- 11.5 The stated passing grade for each part is 70%. The practical examination includes a wide range of dental procedures typically performed in specialist practice. They are assigned to either core (endodontic, oral surgery, periodontal and restorative/prosthetic dentistry) or non-core (orthodontics, radiography, etc.) dental disciplines, and the scores are calculated to determine whether a candidate has an overall pass score in each of the core dental disciplines. A candidate must pass each core discipline (with a minimum of 70%) in addition to the overall pass score of 70% to succeed in the practical examination.
- 11.6 An EVDC reading list is available to assist in preparation for the examination. ([Link to Recommended Reading List](#))
- 11.7 Examination questions are the copyright of the EVDC and may not be divulged to third parties. No examination material may be removed from the examination venue. Candidates guilty of such an offence may be excluded from that and subsequent entry examinations.

12 Part 1

The theory (part 1a) and Case Oriented (part 1b) examinations will include questions on any aspect of veterinary medicine and surgery which have any relevance to dentistry, oral medicine and surgery. Questions may be expected in the following discipline and species categories:

12.1 Disciplines:

- 12.1.1 Equipment, materials
- 12.1.2 Anatomy, development and histology
- 12.1.3 Diagnosis, diagnostic imaging
- 12.1.4 Oral pathology
- 12.1.5 Oral medicine, pharmacology, anaesthesia
- 12.1.6 Periodontology
- 12.1.7 Endodontics
- 12.1.8 Restorative dentistry, prosthodontics
- 12.1.9 Orthodontics
- 12.1.10 Oral surgery

12.2 Species:

- 12.2.1 Dog and cat
- 12.2.2 Horse and farm animals
- 12.2.3 Rabbit and rodents
- 12.2.4 Other species
- 12.2.5 Non-species (questions not species specific)

12.3 Part 1a: Theory (Written): 150 multiple choice questions

The theory examination is intended to be an objective test of the range and depth of knowledge based on the scientific literature in the field of general and veterinary dentistry, oral medicine and surgery.

- 12.3.1 Candidates are permitted to take translation dictionaries into the examination.
- 12.3.2 Candidates may not take any other books into the examination.
- 12.3.3 Candidates should provide their own pens.
- 12.3.4 Candidates may bring and consume refreshments during the examination provided that this is done discreetly to avoid distracting other candidates.
- 12.3.5 Candidates are permitted 4.5 hours to complete all 150 questions.

12.4 Part 1b: Case Oriented Multiple Choice (COMC): 100 multiple choice questions

The COMC examination is intended to evaluate familiarity with anatomy, materials, supplies, instruments and equipment as well as skills in oral diagnosis, treatment planning and therapeutic judgement.

- 12.4.1 Candidates are permitted to take translation dictionaries into the examination.
- 12.4.2 Candidates may not take any other books into the examination.
- 12.4.3 Candidates should provide their own pens.
- 12.4.4 Candidates may bring and consume refreshments during the examination provided that this is done discreetly to avoid distracting other candidates.
- 12.4.5 Candidates are permitted 4 hours to complete all 100 questions

13 Part 2

Practical examination: 12 to 15 treatments or procedures performed under laboratory conditions

- 13.1 The practical examination is designed to test manual dexterity and technical skills as well as knowledge of appropriate treatment procedures and techniques. The practical examination will be comprised of three sessions of four and a half hours each.
 - 13.1.1 Candidates are permitted to take translation dictionaries into the examination.
 - 13.1.2 Candidates may not take any other books into the examination.
 - 13.1.3 Candidates should provide their own pens.

- 13.1.4 Candidates may bring refreshments for consumption during the practical examination but, for health reasons, they must not be taken into or consumed in the operating area. A supervised refreshment area will be provided.
 - 13.1.5 Candidates are expected to arrive for the practical examination with sufficient instruments, equipment and materials to perform several procedures in each core discipline of veterinary dentistry and oral surgery.
 - 13.1.6 Each candidate will be provided with an individual work area equipped with air and water sources. A dental unit with 3-function syringe, ultrasonic scaler, highspeed turbine with water cooling and slow speed micromotor with e-type fitting for straight or right-angle handpieces (handpieces are NOT provided). The slow speed micromotor will be with or without water cooling.
 - 13.1.7 Digital dental radiography unit/s including sensors and films will be provided for candidates to share. The system/s will be DR and/or CR. Candidates should be familiar with working in both systems.
 - 13.1.8 Instruments such as special turbines, handpieces (e.g. straight or right-angle), restorative material, curing lights, impression materials, hand instruments, burs, etc. are not supplied by the EVDC.
 - 13.1.9 Other powered equipment such as piezo surgical unit, Vet-Tome, lasers, etc. must be approved by the Examination Committee (EC) before the exam.
 - 13.1.10 Candidates are reminded that laboratory specimens may be cold and that this may affect their choice of material. The use of surgical adhesives for closure is not permitted because this prevents evaluation of surgical technique. Due to safety regulations, use of two-part, liquid-powder methyl methacrylate products are not encouraged. Candidates must find an alternate material for procedures that might call for the use of such products.
 - 13.1.11 To summarise, all materials necessary to complete the practical examination sessions, and which were not mentioned above as being supplied by the EVDC, are the responsibility of the candidate. No reading materials associated with dental techniques, equipment or supplies may be brought into the examination room or accessed on computer, except product information sheets that were originally packaged with the equipment or material.
 - 13.1.12 When using any electrical instrument, the candidate is responsible for checking for voltage compatibility. Provision of plugs, adaptors and electric cords is the candidate's responsibility.
- 13.2 Candidates are expected to work independently, and no candidate is allowed to receive help from any other candidate or other person on any phase of the practical examination. Candidates are instructed not to discuss the examination with each other or engage in conversation during the examination. Minimal conversation directed toward the use of shared materials and equipment which has been provided by the EVDC is permissible. If a candidate has a question,

he or she should ask the proctor. Pets, family members, friends, staff, and personal belongings not related to the examination, will not be allowed in the examination area.

14 Grading, examination results, repeat-examinations and appeals

14.1 Grading

The examination is marked anonymously. An anonymity process has been designed and will be explained to candidates prior to the start of the examination. Each part of the examination is marked anonymously and independently.

14.2 Disclosure of examination results

Candidates will receive written notification, of whether or not they passed a part (part 1a, part 1b or part 2) of the Entry Exam, within **thirty days** of the date of the examination. Examination results will be sent to all candidates on the same day.

Candidates, who are not successful in the examination, including the practical examination, will be provided with their percentage scores in each section.

- For the theory (part 1a) and the case-oriented multiple-choice examinations (part 1b), information will be made available on whether the candidate passed or failed each discipline category of the examinations.
- For the practical examination (part 2), information will be made available on whether the candidate passed or failed a procedure. A short narrative will be provided for failed procedures.

Candidates will not be allowed to review their examination papers or specimens after the examination.

14.3 Repeat examinations

Candidates will have **eight years** after completion of the training program, with a maximum of 4 attempts at each part, to successfully complete the three parts of the examination.

14.4 Appeal procedure

A candidate adversely affected by a decision of the College may consider entering the appeals process. Details are outlined in the Bylaws of the EVDC under Section 10.