

European Veterinary Dental College Training and Credentialing Document

Updated October 2024

All additions or alterations to previous versions of this document are highlighted in this version using red text. This document supersedes all previous versions.

Approved Training Programmes

1 Introduction

- 1.1 Individuals applying for admission to the European Veterinary Dental College (EVDC) are required to have completed an Approved Training Programme 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 programme 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, which means they are eligible to sit the EVDC entrance examination.
- 1.3 Approval by the EVDC must be obtained before commencing a training programme.

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 (such as American Veterinary Medical Association [AVMA], Australasian Veterinary Boards Council, [AVBC] or South African Veterinary Council [SAVCI]) unless relieved of this obligation by the EVDC Executive Committee.
https://www.eaeve.org/fileadmin/downloads/establishments_status/EAEVE_Establishments_Status_June_2023_mod_07.06.2023_w eb_.pdf
<https://www.avma.org/education/center-for-veterinary-accreditation/accredited-veterinary-colleges>
<https://avbc.asn.au/veterinary-education/avbc-accredited-veterinary-school/>

The European Veterinary Dental College is incorporated under the laws of the United Kingdom as a non-profit educational organisation:

Company registration no.: 06950998

Company address:

European Veterinary Dental College Limited
82B High Street, Sawston, Cambridge, CB22 3HJ

The EVDC and its Diplomates are recognised by the European Board of Veterinary Specialisation.

<https://savc.org.za/public-information/prescribed-and-accredited-qualifications/>

- 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 Programme 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 programme. An EVDC Training Programme 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 programme 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 programme, Residents are referred to as Standard Residents or Alternative Residents depending upon the type of training programme. 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 certifying examination.
- 3.4 Alternative Residents are responsible for developing and funding their own training programmes in collaboration with a Diplomate of the European Veterinary Dental College (EVDC) who has agreed to act as their supervisor. **Part of the responsibility as a supervisor is monitoring of the Alternative Residency programme.**
- 3.5 In EVDC Standard Residency programmes, the EVDC Diplomate responsible for overseeing the training programme at a Specialist Centre is called the Residency Director. Residency Directors are responsible for setting up, funding, and monitoring the Standard Residency programme.
- 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 programmes 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, **as well as** outlining their plans for the forthcoming year.
- 3.8 Supervisors and Residency Directors must also submit an Annual Review for each Resident.
- 3.9 The EVDC charges a fee to cover administration costs involved in annual assessment of training programmes
https://www.evdc.org/evdc_fees_and_payments

Late payment will result in additional fees of €50. Should payments not be made by July 31st of current fiscal annual report year, the annual report will not be reviewed and the residency programme will be placed on hold.

3.10 'Ten Year' Residency Limit Rule

Unless specific exemption is granted by the EVDC Executive Committee and documented in writing, the maximum time allotted to complete an EVDC residency programme is 10 years. Unless a specific exemption is granted by the EVDC Executive Committee and documented in writing, a period of suspension during a residency programme and/or a Leave of Absence does not extend the 10-year time limit. Therefore, if you take 10 years to complete a residency, the first 4 years of cases will have expired as explained in the six-year case log rule below.

4 Approved Training Programmes: Terms & Conditions

- 4.1 For application procedure for approval of a training programme, please read the Applying for training programme approval document.
- 4.1.1 Applications for approval of an EVDC training programme 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 programmes may be submitted up to 6 months prior to the proposed programme commencement date (and no later than 3 months before the proposed commencement date). Start dates of an EVDC training programme are 1st of July and 1st of January. Applications cannot be submitted between review periods (1st July – 31st August, see EVDC important dates and deadlines document) **Submissions sent less than 3 months before the proposed commencement date, will not be considered until the following commencement date.**
- 4.1.4 The applicant will be notified of the result of the assessment within 8 weeks following the start of the review period. **Applications will not be reviewed before 3 months prior to the start date.**
- 4.1.5 In the case of an incomplete application, a resubmitted application may not be assessed until the next review period, unless clarification has been provided in a timely manner **(a minimum of 1 month prior to start date).**
- 4.2 Objectives of EVDC Approved Training Programmes:
- 4.2.1 The programme 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 programme 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 programme should provide formal instruction through attendance at dedicated courses of instruction, scientific meetings, and seminars.
- 4.2.4 The programme should provide extensive supervised practical experience while in clinics, the dental laboratory and dental operatory.
- 4.2.5 The programme should provide hands-on experience using a comprehensive range of dental products and instrumentation.
- 4.2.6 The programme 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 programme should provide opportunities for the resident to make case presentations and actively participate in clinical discussions and case conferences.
- 4.2.8 The programme should provide opportunities for clinical and research presentations at scientific meetings and publications in the veterinary and other scientific literature.
- 4.2.9 The programme should provide opportunities to instruct others while engaged in veterinary dental activities.
- 4.2.10 The programme should assist the Resident in preparation of the credentials application package.
- 4.2.11 The programme 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 week is (40 hours).**
- 4.3.2 **A maximum of 10 hours may be logged in one working day**

4.3.3. A maximum of 40 hours may be logged in one calendar week (Monday to Friday)

4.4 Facilities and equipment requirements for an Approved Training Programme

4.4.1 Location requirements

4.4.1.1 Approved Training Programmes 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.

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.

For already approved Training Centres only the application form and the letter of approval of the Training Centre need to be submitted.

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

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 Programme case load requirements

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- 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 programmes, with specified minima for certain categories (Minimum Required Case Load, MRCL). 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 DMS and must be completed before the procedure can be included in the MRCL log. **Failure to review the MRCL cases within the allotted year of the date of the procedure is ground for dismissal for these cases. Cases will have to be removed from the MRCL logs.**
 - 4.5.4 **Cases supervised by a Diplomate of the American/European College of Veterinary Surgeons (ACVS/ECVS) cannot make up more than 2 MRCL-cases in each of these three categories: OS3, OS4, OS5.**
- 4.6 Approved Training Programmes, duration, titles and supervision
- 4.6.1 An EVDC Training Programme can be classified as:
 - 4.6.1.1 Standard Residency
 - 4.6.1.2 Alternative Residency
 - 4.6.2 An EVDC Standard Residency Programme:
 - 4.6.2.1 Is a full-time approved Training Programme.
 - 4.6.2.2 Is based at a Specialist Centre. While most 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 Programmes require a minimum of 36 months dedicated to the full-time training programme.

A minimum of 108 weeks of the training programme must be directed to clinical training in the specialty, of which at **least 65 weeks** must be directly **or indirectly (see 4.6.2.5 and 4.6.4.2)** supervised by an active EVDC Diplomate.

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

4.6.2.5 Of the total 65 weeks, 48 weeks must be under direct supervision. Another 7 weeks must be either under direct (See 4.6.4.1) or indirect supervision. (See 4.6.4.2). Another 8 weeks maximum, can be approved attending hours in practical training supervised by an EVDC/AVDC diplomate during continuing education courses.

Furthermore, a maximum of 2 weeks can be approved as direct supervision, when the resident works as a co-instructor in practical sessions together with an EVDC/AVDC diplomate.

Journal Club, discussion groups, assisting congresses do NOT count as direct or indirect supervised hours.

4.6.2.6 Appropriate designation for residents

Resident, Veterinary Dentistry

Resident, Department of Veterinary Dentistry

Resident, Dentistry Service

4.6.3 An EVDC Alternative Residency Programme:

4.6.3.1 Is a part-time approved Training Programme.

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, and/or e-mail.

4.6.3.4 Approved part-time Training Programmes (Alternative Residency) may be undertaken providing that 50% or more of the residents working time is devoted to the training programme. Part-time training programmes require a minimum of 3 years dedicated to the training programme, following approval. Part-time Training programmes should 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 of the training programme**. At least 80% of the training must be undertaken at approved training centres.

4.6.3.5 Of the total 65 weeks, 48 weeks must be under direct supervision. Another 7 weeks (must be either under direct (See 4.6.4.1) or indirect supervision (See 4.6.4.2). Another 8 weeks maximum can be approved attending hours in practical training supervised by an

EVDC/AVDC diplomate during continuing education courses.

Furthermore, a maximum of 2 weeks can be approved as direct supervision, when the resident works as a co-instructor in practical sessions together with an EVDC/AVDC diplomate.

Journal Club, discussion groups, assisting congresses do NOT count as direct or indirect 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 **physical** 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 to give advice when requested by the Resident.

4.7 Outline of Approved Training Programmes.

4.7.1 Specialist Hours: Supervision must be performed by an EBVS/ABVS recognised 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 programme 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 programme time spent on reading).

https://www.evdc.org/resources/media/Residents/Other_documents/20220506_Reading_list_2022-FINAL.pdf

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.

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- 4.7.2.1.4 Participating in a graduate programme.
- 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 **either** published, have received acceptance for publication **or submitted for publication two scientific papers** as first author on veterinary dentistry, oral pathology or oral surgery in a peer-reviewed journal **during** the training programme. These materials can be submitted to the Credentials Committee for pre-approval during the training programme. **Letters of acknowledgement of submission of the manuscripts, letters of acceptance of the publications or the published papers should be included with the credentials application package. Failure to include this proof of submission or publication will result in the credentials application being declined.**

The manuscripts must be accepted for publication within two years of the submission.
 - 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).
 - 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.

The radiograph sets of an adult dog and an adult cat must be submitted within the first year of a training programme and these must be approved by the Credential committee within the second year of the training programme. If one or both radiograph sets are not approved within two years, the training programme will be set on hold until the radiographs have been approved. The resident will not be permitted to log cases, log supervision time or submit any other credential requirements while the programme is placed on hold.

4.8 Annual report

4.8.1

Training programmes are reviewed annually. The annual review form must be submitted via the college document management system (DMS) to the Education 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.

The Annual Report with its supporting documents must be uploaded as a single PDF-file via DMS. Annual Report organisational guidelines must be followed. The Annual Report will be returned un-reviewed or as "additional information required" if guidelines are not satisfactorily followed. 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. If the original deadline, extended deadline and/or the written postponement request deadline is not met, the residency programme is automatically placed on hold. Until remedial submission requirements have been met and accepted by the EVDC Credential Committee the hold will remain. A residency programme may stay on hold for a full year. During which time the resident may not log cases, count supervision hours, submit radiographic sets, fulfil any specialist training hour (anaesthesia, surgery or radiology) requirements or use the designations as described in 4.6.2.6 and 4.6.3.6. above. The responsibility of meeting requirements lies with the Residency Director/Supervisor and the Resident. If requirements are not met within the annual report year the residency programme will be put up for review. Residents who intend submitting a

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credentials application package are not required to submit an annual report that year but must inform the EVDC Secretary of their **intention to submit credentials by the deadline** outlined in the EVDC important dates and 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.
- 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)
- 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 programme, and/or details of any intended changes to the training programme, in particular those necessary to make up for a deficit in the previous years' training.
- 4.8.2.5 An updated curriculum vitae (use layout provided on the EVDC web site).
- 4.8.2.6 Approval of any new / additional Training Centres.
- 4.8.2.7 Chronological MRCL case log, categorised 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 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
 - 4.8.2.8.2 Specialist Hours

4.9 Monitoring of EVDC training programmes

4.9.1 EVDC

- 4.9.1.1 The responsibility for assessment and monitoring of training programmes 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 programmes must be sent to the EVDC Secretary via DMS and addressed for the attention of the EVDC Education Committee **and** the EVDC Credentials Committee.

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

4.9.2 Programme supervision

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

4.9.2.1.1 Overseeing the programme.

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 programme.

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.

4.9.2.4 Direct supervision of Residents should be performed whenever possible by the Supervisor or Residency Director. However, other EVDC/AVDC 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 via the College document managing system (DMS) which must be received by the appropriate deadline. **In the event of delayed submission, the residency programme will**

automatically be placed on hold. Until remedial submission requirements have been met and accepted by the EVDC Credential Committee, the hold will remain in place. A residency programme may stay on hold for a full year. During which time the resident may not log cases, count supervision hours, submit radiographic sets, fulfil any specialist training hour (anaesthesia, surgery, or radiology) requirements or use the designations as described in 4.6.2.6 and 4.6.3.6. above.

4.9.2.9 Should the Residency Director/Supervisor not satisfactorily meet requirements, they may be put up for review in their role as a supervisor/residency director with the Executive Committee by the Education Committee or resident liaison committee.

4.9.2.10 At the completion of the training programme, the Supervisor or Residency Director must send a letter documenting the satisfactory completion of the training programme directly to the EVDC Secretary that must be received by the appropriate deadline. **if the letter is not received on time the resident will not be able to submit credentials that year.**

4.9.3 Standard and Alternative Residents

4.9.3.1 All Residents must ensure that they are on schedule with their training programme. 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.

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Credentiaing 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 certifying 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 All correspondence and documents must be in English or accompanied by an English translation
- 6.2 Please refer to the EVDC important dates and deadlines document for details of the submission deadline for Credentials Application Packages.
- 6.3 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.
- 6.4 **Applicants who submit 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 of the date of request.
- 6.5 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. 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 Credentials Committee via DMS for review and pre-approval.
 - 6.5.1 Two sets of full-mouth dental radiographs of an adult dog and an adult cat. These radiographs will be evaluated anonymously,

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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.

- 6.5.2 Evidence of submission of two manuscripts as first author to recognised peer-reviewed journals. The resident cannot sit part 2 of the certifying examination until the submitted manuscripts have been accepted for publication. The manuscripts must be accepted within 2 years of credentialing and within 2 years of the submissions. The candidate will only become a Diplomate of the EVDC after successfully passing all parts of the examination (parts 1a, 1b and 2) and fulfilling all publication requirements. If the publication requirements are not met within the allotted 2 years, the EVDC candidature will be suspended, any successfully passed examinations (parts 1a or 1b) will be voided and the candidature is revoked.
- 6.5.3 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 they are 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), 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. 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.
- 7.1.8 Supervisor visitation log.
- 7.1.9 Case Logs as described in the 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.

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.
- 7.3.2 The EVDC Secretary must receive all requested materials and documents from the six cases via DMS or by email within 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 three 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, **unless the candidature is suspended or revoked.**
- 8.3 If an application has not been approved, the applicant will be informed of the right to appeal the decision. 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.
- 8.4 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

Please see Entry Examination Document on the EVDC website

https://www.evdc.org/resources/media/Residents/20230925_Entry_Examination_Document_amended_EC_2023_FINAL.pdf

The European Veterinary Dental College is incorporated under the laws of the United Kingdom as a non-profit educational organisation:

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Company address:

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The EVDC and its Diplomates are recognised by the European Board of Veterinary Specialisation.

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