



AMERICAN COLLEGE OF VETERINARY BEHAVIORISTS®

Dr. Bonnie V. Beaver, ACVB Executive Director
Department of Small Animal Clinical Sciences
Texas A&M University
4474 TAMU
College Station, Texas 77843-4474

Telephone (979) 845-2351
Fax (979) 845-6978
E-mail: BBeaver@cvm.tamu.edu

APPLICANT PACKET April 1, 2013

This is the 2013 copy of the ACVB Applicant Packet which provides information relative to the process of becoming certified by the American College of Veterinary Behaviorists. It is our intention to update any new materials on *April 1* of each year.

As in the past, Section I contains information about the evaluation of training programs. Section II discusses the necessary information about case reports. The third section covers the application for examination including general information, application forms, scientific publications, and letters of evaluation. Section IV should be helpful in preparation for examination by including a suggested reading list that will be useful for areas in which a Candidate feels somewhat deficient. The last three sections include the ACVB appeals procedure, fee structure, and relative parts of the Constitution and By-Laws. Forms are located at the end.

Read this material CAREFULLY. It is important when submitting materials to ACVB that the **current** instructions are followed. There are few changes in the 2013 version of the ACVB Applicant's Packet other than format.

Individuals interested in becoming board certified in behavior should start by registering with ACVB once they have been accepted into a residency program or found a mentor for their nonconforming training program. It is strongly recommended that proposed nonconforming programs be submitted for approval early in the process to prevent delays later. A proposed nonconforming program **must** be submitted to ACVB within 18 months of registration and all individuals in ACVB training programs **must** register with ACVB by January 1st of each year on the Verification of Continuance in an ACVB Residency form.

As a reminder, all case reports are due not later than *October 1* of the year prior to the examination, but there is also a rewritable option for Case Report 1 described and the due date has been changed to *April 1*.

If the Applicant is in a nonconforming program, the program must be completed and have final approval prior to applying to sit the examination. The completed program materials for nonconforming programs must be in the office no later than *October 1* of the year prior to the examination.

When the non-conforming program has been approved as completed or when the traditional residency program is near completion and the Candidate wants to sit for the next examination, all materials must be in the office no later than *March 1* of the year of the examination. Note that it is the **Candidate's** responsibility to ensure everything, including letters of evaluation, are complete, correct, and in the ACVB Executive Director's office by appropriate deadlines. The Candidate's credentials will be rejected if ANY of the materials, including the letters of evaluation, do not arrive by the due date.

E-mail the Executive Director with any questions or matters needing clarification as soon as possible. Individuals nearing the conclusion of nonconforming training programs are encouraged to contact the Executive Director for suggestions helpful for submitting materials.

The ACVB Executive Director information for electronic submission of documents via e-mail is:

Dr. Bonnie V Beaver
ACVB Executive Director
bbeaver@cvm.tamu.edu

All fees and monies submitted in payment of registration or application are payable in United States dollars (USD), and individuals outside of the United States who are submitting fees to ACVB should do so with a money order.

ACVB APPLICANT PACKET

TABLE OF CONTENTS

Letter of Introduction	i
Table of Contents	iii
SECTION I. Training Program Information	1
A.. General Objectives of an ACVB Training Program	1
B. Supervised Training – The Definition	2
C. Conforming Residency Programs Application	2
D. Nonconforming Training Programs Applicant Instructions	3
E. Nonconforming Training Program Initiation Guidelines	5
F. Nonconforming Training Programs Application Suggestions	8
G. Nonconforming Programs Credentialing Completion Checklist	13
SECTION II. Case Report Information	15
A. Instructions for Case Reports	15
B. Format of Case Reports	16
C. Submission of Case Reports	17
D. Evaluation of Case Reports	19
E. Example Case Reports	21
SECTION III. Examination Application	23
A. General Application Information	23
B. Resubmission of Credentials following Rejection of the Application	24
C. Submission of Application for Examination Materials	25
D. Evaluation Procedure for Applications for Examination	25
E. Requirements for Taking the Examination	26
F. Scientific Publications	27
SECTION IV. Reading List	29
SECTION V. Appeals Procedure	35
SECTION VI. Fee Structure	36
SECTION VII. By-Laws Pertaining to Training	38
SECTION VIII. ACVB Forms	42

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

I. TRAINING PROGRAM INFORMATION

Individuals interested in becoming board certified in the American College of Veterinary Behaviorists must first have their training programs accepted. For individuals in Conforming Behavioral Residency Programs it is only a matter of submitting the completed form, appropriate fees, and letter from the supervising ACVB Diplomate. Those doing a nonconforming program have additional requirements noted in the following pages and in the ACVB By-Laws.

It is the responsibility of the **Applicant** to ensure the most recent form of this application information packet is used. This section describes qualifications that must be met for an Applicant's credentials to be considered acceptable by the American College of Veterinary Behaviorists. E-mail questions to the ACVB Executive Director.

A person is considered to be an "ACVB Resident" when:

- They have registered with ACVB, **and**
- They are in an ACVB approved training program
 - An ACVB approved residency program, or
 - Have had their proposed nonconforming program approved by ACVB
- Appropriate identification for a business card would be
 - ACVB resident in private practice training
 - ACVB resident at XXX University
 - ACVB resident in the Military Behavioral Residency Program

Once the person has completed their residency program, or has been notified by ACVB that their nonconforming program is complete, or dropped out of either type of program, they may no longer call themselves a "resident."

I.A GENERAL OBJECTIVES OF AN ACVB TRAINING PROGRAM

Objectives of advanced training in animal behavior help define the specialty and the educational requirements. They also become the basis on which examinations are developed. It would be expected that a behaviorist should:

- Have a good understanding of the species-typical behaviors of each of the major domestic animal species (such as cats, cattle, dogs, horses, and swine); major laboratory animal species (such as rhesus monkeys, mice, and rabbits); and pet and production birds (such as Psittacines and poultry).
- Be familiar with the general species-typical behaviors of other domestic animals (such as goats, sheep, and llamas); the primary wild relative of major domestic animal species; other laboratory animals (such as chimpanzees, baboons, ferrets, guinea pigs, and hamsters); and primary animal families kept in zoological parks.
- Be familiar with anatomical and physiological aspects of the endocrine and central nervous systems associated with behavior and with the clinical techniques for assessing the associated functions.
- Be familiar with the major types of behavior problems and know the current hypotheses as to etiology, diagnosis, and treatments for each.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

- Be familiar with learning development and motivational affect.
- Be able to work up and evaluate behavior cases of individuals and groups, both with and without underlying medical conditions, establish the diagnoses, and set forth an appropriate treatment regimen.
- Be familiar with methods for objectively measuring behavior, including the strengths and weaknesses of each.
- Be familiar with the basic principles of behavior modification, ethology, and sociobiology.
- Be able to critically evaluate behavioral information for validity, reliability, accuracy, and scientific method.
- Be familiar with concepts of behavioral enrichment for domestic, laboratory, and exotic animal species.
- Be knowledgeable in pharmacology and mechanisms of drug action as they relate to behavior and neurophysiology.
- Be aware of behavioral issues of public concern, including but not limited to animal control, animal use, animal rights/animal welfare, and laws regulating animals proposed and passed at the national, state, and local levels.
- Be familiar with various aspects of the human-animal bond including the grieving process associated with pet loss.

I.B SUPERVISED TRAINING – THE DEFINITION

The By-Laws of the American College of Veterinary Behaviorists ARTICLE VI Residency Programs, Section 1 b) Case Load states: "...The resident should have primary responsibility for cases, including receiving, diagnosis, management, client communication, and case followup..."

As part of the learning process, individuals should observe an ACVB Diplomate progress through behavior cases, and these cases can count toward the individual's caseload. However, even if observing an ACVB Diplomate as part of the caseload, the individual in training MUST have primary responsibility for the case and be at least responsible for client communication and case followup. Without these components the case cannot count as part of the Applicant's caseload. If there are multiple individuals present for the observed case, only one individual can have primary responsibility for the case, e.g., that case cannot be counted toward the caseload of other observers.

I.C CONFORMING RESIDENCY PROGRAMS APPLICATION

Specific requirements for a conforming program in animal behavior are included in the By-Laws of the American College of Veterinary Behaviorists ARTICLE VI, Section 1, a copy of which is included in this information packet. It is the obligation of the Applicant

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

to provide proof by letter from the resident advisor that he/she is a resident in an ACVB-recognized conforming behavioral residency program.

Current residency programs which have been approved by the ACVB as meeting training criteria are: University of California - Davis, University of Georgia - Athens, University of Minnesota, North Carolina State University, LTC Daniel E Holland Military Working Dog Veterinary Hospital Program, University of Montreal, the Ohio State University, and Tufts University. Others may be added during the year.

Individuals beginning an ACVB-recognized conforming program should register with the ACVB near the beginning of the program using the Registration Form. This form should be accompanied by the registration fee of *one hundred dollars (\$100)*. No refunds will be made if the application is rejected. Subsequent applications must be accompanied by a re-registration fee of *seventy-five dollars (\$75)*.

Submission of an application to sit the examination, evidence of a scientific publication, and letters of evaluation should not be submitted earlier than October of the second year of a 2-year residency or in the third year of a 3-year residency. Case reports must be submitted prior to the application for examination as detailed in Section II of this ACVB Applicant Packet.

I.D NONCONFORMING TRAINING PROGRAMS APPLICANT INSTRUCTIONS

Specific requirements for nonconforming programs in animal behavior are included in ARTICLE VI, Section 2 of the By-Laws of the American College of Veterinary Behaviorists, a copy of which is included in this information packet.

Individuals intending to start a nonconforming program must register their intentions with the ACVB on the appropriate form. This registration of intent to begin a nonconforming program must be accompanied by a letter from the ACVB Diplomate who will be mentoring the training and by a fee of *one hundred dollars (\$100)*. It shall be the obligation of the Applicant to provide proof by letter from the mentoring advisor that he/she has agreed to mentor the Applicant. The funds enclosed also cover the individual's first submission of materials for training program approval and for first submission of the completed program materials. No refunds will be made if the application is rejected or the individual decides not to continue toward certification. Second and subsequent applications for reevaluation after alteration must be accompanied by *seventy-five dollars (\$75)*.

Detailed materials about the intended training program should be submitted electronically to ACVB as early in the program as possible. An early request for review of the intended program will allow the maximum opportunity to meet the requirements of a recognized program. Specific and detailed information about the program and how it will meet the requirements of the Guidelines for Nonconforming Behavioral Training Programs, as defined in the ACVB By-Laws, is necessary. **The burden of proof that the Applicant's program meets the ACVB requirements lies with the Applicant.** It is expected that each item will be discussed and documented in detail to ensure the program meets the guidelines and is the equivalent of a conforming residency program.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

For the initial submission of the intended program, the materials submitted should describe how the individual intends to meet the criteria below. The following is not an all-inclusive list but is given here to help individuals who have an interest in applying.

- The Applicant should submit a detailed list of courses he/she will be following that are applicable to the field of applied animal behavior. The list should include academic institution of study, course name, content, and required readings.
 - If advanced degrees will be or have been earned, they should be listed and documented.
 - If the Applicant has earned certification from another veterinary specialty group, they should be listed and documented as to how achieved.

- The goal is for the Applicant to show how they plan to achieve competence in the areas of study listed in the ACVB By-Laws.
 - If a program of self-study is used, the Applicant bears the burden of proof.
 - The Applicant must include a list of books to be read, journals and articles utilized, and seminars he/she plans to attend to achieve the appropriate education.
 - Listings of seminars attended should include speaker and topic in the final submission.

- The Applicant should describe the relationship of the mentor to the various cases seen.
 - It is expected that at least the **first 150 behavior cases** seen by the individual in a nonconforming program receive timely feedback from the mentor, ideally within 7 days of the examination. Included in this is the requirement that the first 25 behavior cases must be seen with the ACVB mentor present and 25 of the next 50 cases be seen under direct supervision of the mentor.

- The initial application should include a description of the types of cases and species that are expected to be seen and why this is anticipated. In the final submission, the Applicant should include a detailed listing of behavior caseload organized in the following manner:
 - Listing by species with a total number of cases for each species seen by the Applicant. This list should be divided by year so that the amount of time the Applicant has been in behavior practice can be evaluated.
 - The total number of cases for each species, for each year, divided into diagnosis should be given as a summary table. An example summary table for canine and feline cases is given on the last page of this section. Please note that spreadsheets and raw data tabulations are not acceptable but are useful to develop the information needed to create a summary table. An example log sheet for raw data collection is included as the next to the last page of this section.
 - The percentage of cases in which follow-up information was obtained and how that information was obtained, for each year that this information is listed.
 - An approximation of time spent on each case for initial consultations and follow-ups.
 - Where the consultation took place (i.e. office visit, home visit, and telephone consultation).
 - Time spent in consultation with veterinarians on behavior issues and cases.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

- If the Applicant will experience a limited number of species in clinical cases, the program should show how information and competency will be achieved in other species. For example, if the Applicant sees only canine and feline cases, how will the Applicant learn about laboratory animals, zoo animals, and large animal behavior problems?
- In the area of teaching and education of others, the Applicant should list all seminars and presentations they expect to make to veterinarians, veterinary technicians, and the public. The final version should also include dates, locations, and the topic presented.
- Initially the Applicant should describe what national meetings he/she expects to attend. At the end attendance at national behavior meetings should be documented. The Applicant should be able to show participation in the field.
- At the expected completion of a nonconforming program, the Applicant shall electronically submit a copy of materials that include the originally accepted proposed program and a side-by-side detailed comparison of the actual training program followed noting variations from the proposed program and how the specific ACVB requirement was met. It is important to remember that Committee members reviewing the completed materials must have documentation of the original proposal to compare what was proposed with what was actually done.

Submission of the application to sit the examination, evidence of a scientific publication, and letters of evaluation may not be submitted prior to the completion of the training program as determined by ACVB. Individuals intending to apply for the examination must have their completed training program materials submitted electronically to the office of the ACVB Executive Director no later than *October 1* of the preceding year. Case reports must also be submitted prior to the application for examination according to the schedule detailed in Section II of this ACVB Applicant Packet.

Note: *Applicants are encouraged to submit appropriate materials to the ACVB to have their nonconforming program evaluated as soon as possible, preferably prior to its beginning. Deviations from the original approved nonconforming program **MUST** also be reevaluated, including how they impact the entire program. It is the **Applicant's** responsibility to provide all appropriate information about program changes. ACVB reserves the right to reject an application if the Applicant has modified a previously approved nonconforming program and that modification has not met approval of the ACVB.*

Note: *The appeals process is limited to the review of due process. The purpose is to ensure the appealing individual has been treated in accordance with all policies and procedures of the American College of Veterinary Behaviorists and that no mathematical errors have been made in scoring. The appeals process is not intended to re-grade case reports or examinations.*

Note: *Model pre- and post-nonconforming program submissions are available for a fee. Contact the Executive Director for more information.*

I.E NONCONFORMING TRAINING PROGRAM INITIATION GUIDELINES

1. **Initiating the Program** - These guidelines have been developed with the intent of helping both mentors and individuals undertaking a nonconforming training program establish a successful program for the mentee. The Constitution and By-Laws of the American College of Veterinary Behaviorists are the official documents by which these programs are evaluated.
 - a. **Choosing a mentee** – Individuals should be chosen on the basis of background and commitment to finish a non-conforming training program. Evaluation should include curriculum vitae as well as prior behavioral experience including courses taken, seminars attended, books read, and articles read. Individuals should have looked into information provided by ACVB and begun to compile a program for submission. Self-initiative is very important. Mentors have the prerogative to dismiss a mentee if they do not believe the individual is meeting the program objectives.
 - b. **Choosing a mentor** – The mentor must be a board certified member of the ACVB. Other considerations should include availability and commitment of the mentor. It is up to the mentee to find an ACVB Diplomate who is willing to serve as his/her mentor. One ACVB Diplomate will serve as the individual's primary mentor; however, the mentee may include periods of training under the guidance of other ACVB Diplomates.
 - c. **Financial arrangements** – The task of properly supervising a mentee through a nonconforming training program involves significant resources. Compensation to the mentor for this service may vary widely based upon the specific situation of the mentor. A financial arrangement should be established and documented.
 - d. **Duration of the program** – The length of the program will vary based upon many factors. Most nonconforming programs take several years to complete. It is suggested that a mentee and mentor create a projected timeframe - when the training program will commence and end. If the projected timeframe is exceeded beyond a reasonable level, the nonconforming Applicant should get approval from the Specialty Training Committee. However, a nonconforming training program must be completed within eight (8) years (from initial acceptance of the nonconforming training program until the submission of documentation for a completed nonconforming training program). It is the responsibility of the mentee and mentor to approach the Specialty Training Committee concerning these issues.
 - e. **Supervision** – An ongoing relationship must be established between the mentee and the mentor, and both individuals must be committed to continuing the relationship. Erratic supervision will not be tolerated. It is expected that the supervision will be more intensive at the outset of the program at a time when the mentee requires most guidance. Over the period of training, the mentee is expected to receive a minimum of 2600 hours of adequate supervision.
 - f. **Caseload** – Training programs should parallel the experience of a conforming residency program. However, training programs can have their predominant focus on different groups of animals such as small animal, large animal, or laboratory animal. It is up to the mentee to document how they will meet the 2600 hours with adequate supervision. No matter what the predominant focus, the mentee must fulfill and document the requirement for species/case diversity.

SECTION I. TRAINING PROGRAMS

- 2. Case Supervision** - The following guidelines for case supervision in a predominantly small animal program have been created to guide both the mentee and mentor to establish a successful program. In a predominantly small animal program, the mentee would be expected see an estimated minimum of 400 total cases - based upon the minimum of 2600 hours and estimating 6.5 hours per case including follow-up contacts, letters to referring veterinarians, and record keeping. If less time is spent on each case, then more cases will be necessary to meet the 2600 hour minimum.
- a. **Cases #1-25** – The first 25 cases seen in the program must have an ACVB Diplomate in attendance during the case. Initially the mentee may be an observer of the ACVB Diplomate and then gradually progress into the role of the lead clinician with the ACVB Diplomate as an observer.
 - 1) If additional cases are seen during this period without an ACVB Diplomate in attendance, they will not be considered eligible for the program.
 - 2) When the mentee is observing an ACVB Diplomate as part of his/her caseload, the individual in a nonconforming training program must have primary responsibility for the case. Primary responsibility means that the mentee is involved in case management with the ACVB Diplomate and be at least responsible for client communication and case follow-up. If multiple individuals in nonconforming training programs are observing a case, only one mentee can be considered as having primary responsibility.
 - b. **Cases #26-75** - An ACVB Diplomate must be in an attendance for at least 25 of the next 50 cases. The mentee must be the lead clinician at this phase of training. In the remaining half (n=25) of these cases, an ACVB Diplomate needs to review the cases within 48 hours of the consultation. This review of the case can be done in a variety of manners including by fax, e-mail, phone, direct supervision, or electronic monitoring.
 - c. **Cases #76-150** – Although an ACVB Diplomate is not required to be in attendance during the consultation in this group of cases, a thorough review of the case must be completed by an ACVB Diplomate in a timely manner. This review of the case can be done in a variety of manners including fax, e-mail, phone, direct observation, or electronic monitoring. The more expedient the review transpires with the ACVB Diplomate the better. The Diplomate needs to commit to performing the review within seven (7) days of the actual consultation.
 - 1) If an ACVB Diplomate does not review the individual cases in a timely manner (within 7 days of the consultation), these cases will not be considered eligible for inclusion in the program.
 - 2) Exceptions to the 7-day review may be made for circumstances such as vacations or illness.
 - 3) If the 7-day review is repeatedly violated, the ACVB Diplomate and mentee need to examine other options for successfully completing the review within the 7-day window.
 - 4) It is also suggested that during this phase of the nonconforming training program that an ACVB Diplomate make him/herself readily available for guidance with difficult cases.
 - d. **Cases #151-400+** - The remaining cases can be reviewed on a weekly or monthly basis by an ACVB Diplomate depending upon the mentee's progress. An ACVB Diplomate still needs to provide adequate support and guidance during this phase of the program.

ACVB APPLICANT PACKET

SECTION I. TRAINING PROGRAMS

- e. **Diplomate in Attendance** - For the 50 cases that require an ACVB Diplomate in attendance (i.e. first 25 cases and then 25 of the next 50 cases), physical presence during the consultation is necessary to ensure that all educational interactions and aspects of case management are available to the mentee
 - f. **Case Follow-up** – The mentee should attempt to obtain follow-up on all cases as this provides some of the most important feedback regarding treatment recommendations. A minimum of 60% of the cases eligible for inclusions in the program should have documented follow-up with the client.
 - g. **Case Review** - Ultimately all cases must be reviewed by an ACVB Diplomate before the case is eligible to be counted towards completion of the program. It is the responsibility of the mentee to keep an accurate log that includes case signalment, date, supervision, diagnosis, and follow-up. (See the example on the next to the last page of this section.) The mentor should be prepared to verify the cases were supervised as documented by the mentee.
3. **Case Diversity** - It will be up to the mentee to fulfill requirements for diversity of species. The mentor may help set this up and ensure it is accomplished. Examples of how species diversity can be met include, but are not limited to, clinical behavioral consultations, developing an environmental enrichment program, and/or spending time with other board certified specialists such as zoo, avian, and small exotic mammal veterinarians.
 4. **Documentation of Core Knowledge Acquired** - Mentee will be responsible for keeping a log of and taking academic courses, reading, attending seminars, or finding other ways to fulfill the ACVB requirement of core knowledge as stated in the By-Laws.
 5. **Annual Behavioral Meeting Attendance** - Mentee will be expected to attend at least one (1) major behavioral meeting per year, such as the annual Animal Behavior Symposium sponsored by ACVB. Attendance should be noted in submission materials for approval of the completed program.
 6. **Research Publication** - Mentee is expected to have published a research-based scientific paper in the field of behavior as stated in the ACVB By-Laws. The mentor will be expected to provide guidance and support in the establishment of a research project.
 7. **Presentations** - Mentee is expected to give lectures, continuing education seminars, and research presentations.

I.F NONCONFORMING TRAINING PROGRAM APPLICATION SUGGESTIONS

This document is meant to be an aid for individuals preparing programs for consideration as nonconforming training programs. It is not meant to replace the By-laws of the ACVB or the most recent published guidelines. It is the Applicant's responsibility to learn which guidelines are the most recent and will be used to evaluate the application. In addition to reviewing the college By-laws and guidelines, Applicants are encouraged to have their ACVB mentor carefully review their application prior to submission.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

When writing the application, the document needs to fully detail for the reviewers everything regarding past, present and future plans to gain the necessary experience to be eligible to apply for examination by the ACVB. ***The Applicant should assume that the reviewers know absolutely nothing about them as an individual or how any particular behavioral practice/institution functions.*** The application should be concise but provide detailed information in a clear, meaningful manner. Although specific plans may be subject to change, it is necessary to have detailed information in order to assess the program.

The Applicant is strongly encouraged to submit the proposed program as early in the training process as possible - preferably before beginning the program. At completion of the training process the Applicant will submit documentation of how the program objectives were met. If the proposed program is approved, completed with no alterations and everything is properly documented, the completed program will pass. However, in many nonconforming programs, unexpected events occur that necessitate alterations to the training program. In this case, the trainee will need to provide documentation about how these alterations met the approved program objectives. Since those who review the proposed submission and those who review the completed program may not necessarily be the same, the Applicant should ALWAYS submit a copy of the accepted proposed program along with the completed program. The Applicant should highlight anything that varies from the accepted, proposed program noting "VARIANT."

Proper Documentation

- Every supervised experience should be described in enough detail for the reviewers to adequately assess the experience. Specific information should include date/time spent in the training experience, a summary of what type of training/experiences is/are planned/occurred and any other pertinent information. This should be included in both the proposed and completed programs.
- Every experience should have some type of documentation signed by the person supervising the experience or a certificate/transcript that confirms said training was completed as submitted. See specific sections below for examples of how this may be accomplished.

Application Assessment

Listed below is information that needs to be included for the reviewers to assess the application. Since each program is unique, this list may not be inclusive for all programs. However, the intent is to provide the Applicant with a good starting point and examples of the type of information that is needed. If there are questions, refer to the By-laws and guidelines of the most recent version of the ACVB Applicant Packet or contact the ACVB Executive Director.

- Only those possessing a doctorate of veterinary medicine (VMD, DVM) or its equivalent are eligible for consideration. Provide a list of all higher education completed including degrees earned, institution where degree was obtained and dates when completed. Some official documentation of the Applicant's status as a veterinarian is required and may be submitted in the form of a diploma or proof of veterinary licensure.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

- Applicants must have completed a one year veterinary internship or have at least one year of experience practicing veterinary medicine that is equivalent to an internship. This must be documented in the application including dates, full- or part-time status and practice information.
- The following criteria must be met for consideration and Applicants should describe how they meet that criterion:
 - At least 24 months of full-time training or equivalent in veterinary behavior under the direct supervision of at least one Diplomate of the ACVB. The 24 months may occur as a full-time endeavor (e.g., 2 years exclusive full-time behavioral training) or as a part-time endeavor (e.g., 6 months/year for 4 years; 4 months/year for 8 years, etc.). The Applicant should outline how he/she intends to complete the equivalent of the 24 months of training. A timeline should be provided with estimated target dates of completion.
 - The minimum requirement of 24 months of behavioral training is most appropriate for those entering the training program with advanced behavioral experience (e.g. MS or PhD in a behavior discipline).
 - Applicants without this type of background will need to demonstrate the equivalent of 36 months of full-time training under the supervision of an ACVB Diplomate(s).
 - The Applicant must identify at least one ACVB Diplomate willing to serve as his/her mentor. The mentor(s) should write a letter to that effect and it should be included in the application.
- A diplomate of the ACVB must conduct a regular review of cases. The Applicant can meet this requirement by seeing cases with more than one diplomate. However, the Applicant must have primary responsibility for all cases included as part of his/her caseload. Because the initial phase of the training program is important for establishing techniques of seeing cases, it is expected the mentor-diplomate will review the case approach of the first 75 cases even if those cases were seen with another ACVB Diplomate. Keep records of all cases seen and include the name of the ACVB Diplomate who reviewed the case and how the case was reviewed (present at consultation, remote review). For cases that are not seen with the ACVB Diplomate in attendance, a timeline for review of each individual case should be documented (e.g. case review within 24 hours).

Until oversight requirements are satisfied, no cases seen outside those requirements can count towards the total number of cases/hours required for the nonconforming program. Include only those cases meeting the requirements in the application. The minimum review requirements of cases are outlined below. Support each of these steps with details on how the requirement is to be accomplished. This is especially pertinent for training programs where the mentor and Applicant are not in the same location. For example: Diplomate X will fly to location Z and spend one week supervising approximately 10 cases in the months of May, June, and July.

Specific requirements include the following:

- Will an ACVB Diplomate be in attendance for the first 25 cases?
- Will an ACVB Diplomate be in attendance for at least 50% of the next 50 cases?
- Will an ACVB Diplomate review the first 75 cases seen by the Applicant alone within 48 hours of consultation?

ACVB APPLICANT PACKET

SECTION I. TRAINING PROGRAMS

- Will an ACVB Diplomate review cases 76-150 within 7 days of consultation?
 - Will an ACVB Diplomate review the remaining cases seen on a routine basis? (Document how this review is to be accomplished.)
 - Will Applicant be following up on cases and reviewing the follow-up with an ACVB Diplomate?
 - How will Applicant document the review of cases? At the completion of the program when materials are submitted, the reviewers will need to see this detail in order to assess whether the requirements were met.
- Is Applicant's specific behavior-related background/education sufficient and current? Has sufficient training been received in the following subjects: developmental, ethological, genetic, learning theory-based, neurological, neuroscientific, neurosurgical, physiological, psychological, psychopharmacological, and sociobiological determinants of behavior?
 - To document adequate training, Applicant must list:
 - Courses by title, department, university and numbering scheme. Attach an explanation of the numbering scheme, i.e., courses with the numbers 400 and above are graduate courses at University X, etc.
 - Course description - This should be 1-2 paragraphs and can be the official course description.
 - Dates of attendance or expected dates of attendance
 - Credits and credit units (attach an explanation of the credit systems used) even if audited.
 - Explicitly address documentation for each of the above parts separately. If Applicant has had prior formal training in clinical behavior, applied behavioral ethology and/or any form of behavioral research, explicitly list and quantify these aspects by topic, year, duration and type of experience. Submit transcripts where applicable.
 - Does the program provide for primary case management of patients as part of the clinical training in behavioral therapy? Support a "yes" answer with actual data on the structure of the program and the proposed management of cases including breakdown of effort in terms of time and specific duties if cases are shared or overseen (e.g. Applicant wrote discharge instructions for all shared cases, etc.). This may be included as part of Applicant's case log.
 - Is the facility where Applicant is to execute training able to provide a caseload allowing a minimum of 2,600 hours of exposure? Support a "yes" answer with the actual number of cases, hours/case, frequency of cases, initial versus re-examination of cases that Applicant plans to manage. Information about the region where caseload will be drawn may also be helpful.
 - Will Applicant's program provide adequate species diversity? Training programs restricted to one or two species (for example, dogs and cats) are unacceptable, as are programs that focus on only one type of problem (e.g. canine aggression, feline elimination). Training programs should include a range of species/problems/diagnoses. If Applicant's program is primarily focused on companion animals (such as dogs and cats), Applicant must have at least one week of clinical (laboratory, interactive lab, or case) experience for each of the following:

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

- Equine
- Food and range animals
- Birds, exotics, pocket pets, special species
- Zoo animals
- Laboratory animals (e.g. in a university, industry or NIH setting)

This experience can be met by intensive interactive laboratory/clinical courses as well as participating in clinical rotations in these fields. If these experiences are to occur under the supervision of a person who is not a Diplomate of the ACVB, the Applicant must provide information on the supervisor’s credentials and experiences. All proposed experiences should be provided in a written format. If the proposed experience is not an established course, a signed letter of understanding/intent regarding the experience should be included in the application. At the final program submission completed experiences need to be documented including dates/hours.

Note: *Although remote consultations with veterinarians in which the Applicant gives advice on how they should handle their behavior cases are an important part of the Applicant’s clinical experience, these cases do not count towards Applicant caseload requirement.*

Note: *The ACVB has a policy statement against primary fax/ telephone/ internet consultations with clients unless there is an already established veterinarian-client-patient relationship. However, follow-up may be done by remote consultation.*

- Will patient care and case workup constitute 65-75% of Applicant’s training?
- Minimally a case log should include:
 - Patient name
 - Appointment date
 - Appointment location
 - Species
 - Diagnosis
 - Mentor supervision of case
 - Follow-up contact
 - A separate summary page with number of cases seen by species/diagnosis

An example case log

Species	Date	Case #	Client	Patient	Age	Sex	Breed	Diagnosis	Date Mentor reviewed	Follow-up dates

ACVB APPLICANT PACKET

SECTION I. TRAINING PROGRAMS

- Will Applicant plan on attending behavior rounds, seminars and/or journal club minimally four (4) times per year as part of the training? To support an answer of “yes”, provide information on frequency, duration and type of exposure for each of these presentation formats (e.g. weekly rounds for cases at 2 hours per week for 50 weeks, weekly biological basis of behavior seminar series at one hour per week for 8 weeks, etc.). It is expected that this experience is in addition to regular review of cases with a mentor.
- Will Applicant have adequate teaching experience? Will Applicant be able to conduct clinical specialty rounds, give presentations to colleagues, or teach veterinary students? For each of these types of teaching, support a “yes” answer with specific information on length, content and frequency of each type of teaching experience. Include a reading log that outlines books and seminal articles read to meet the specific educational objectives of the program. This log should be organized by subject area (e.g. ethology, psychopharmacology, equine behavior, etc.)
- Is a suitable research project that has been reviewed by a mentor proposed as part of the training program? Attach the proposal. As a reminder, a suitable published original research paper must be submitted as part of the application to sit ACVB Boards. Information about the research project need not be submitted with the program application; however Applicant will need to state this requirement will be met as part of Applicant’s training program.
 - *This proposal and the original, senior-authored publication MUST be Applicant’s own work. This means Applicant must have contributed in the following ways:*
 - *Was involved with collecting and/or collating the data.*
 - *Was involved with the data analysis.*
 - *Wrote all or the majority of the paper.*
- Will Applicant be able to attend at least one national or international veterinary behavior meeting per year of training? Support an answer of “yes” with a list and schedule of meetings plan to attend during training. The final program must list the meetings and actual lectures attended.
 - If “yes” cannot be answered to any of the above questions, the application will *likely* be rejected. It is the Applicant’s responsibility to ensure the reviewer can easily classify the assessment of the above aspects of the program. The reviewers have the following choices for response to evaluate each of the areas previously enumerated – “yes”, “no”, “insufficient information.”
 - If the reviewer is not certain of the response, they must select “insufficient information.” The application will then be rejected until the Applicant can redress its inadequacies. If the program is rejected, Applicant will be provided with detailed concerns that must be addressed before it can be accepted. When re-submitting the program, Applicant should:
 - Return the original rejected program.
 - Attach a copy of the letter from the Executive Director outlining the deficiencies.
 - Attach the revised program.

ACVB APPLICANT PACKET
SECTION I. TRAINING PROGRAMS

All correspondence about the program and any level of evaluation must go through the Executive Director only. It is the Applicant's responsibility to insure the Executive Director has the Applicant's current contact information.

I.G NONCONFORMING PROGRAMS CREDENTIALING COMPLETION CHECKLIST

For individuals whose training programs were nonconforming, the first step toward becoming board certified in veterinary behavior is to submit complete information about the completed training program, comparing it to what was submitted in the tentatively approved proposed program. The material submitted for final approval will need to verify that the proposed program was followed and elaborate on where deviations occurred. In all cases the materials must show that the program was equivalent to what is expected in a conforming program. See the preceding section and the ACVB By-Laws for specifics. Individuals can not apply to sit the examination until final approval to the program has been given by ACVB. One electronic copy of all materials should be submitted. Materials submitted are expected to be VERY detailed and include the following:

- Detailed discussion of how the Applicant's experience meets the two year equivalency. (See ACVB By-Laws, ARTICLE VI, Section 2.) A two-year equivalency would equate to approximately 2600 hours of time actually spent dealing with behavior cases with not more than 650 hours in telephone consultation.
- Detailed discussion about the Applicant's academic background in veterinary behavior.
 - The broad background (ACVB By-Laws, ARTICLE VI) can be supported by information about books and journals read as well as general information courses taken.
 - Specific behavior-related course work (ACVB By-Laws, ARTICLE VI) should include information about formal courses, readings, and/or descriptions of mentors including when and where. Grade transcripts may be included to support this information.
- Caseload descriptions (ACVB By-Laws, ARTICLE VI) are expected to be detailed. In addition to actual number of cases, the information should also be broken down by the number of cases actually seen, number by client phone consultation, and number by consultation with a veterinarian; by species; and by diagnosis. Describe how follow-up information is obtained and which of the above cases has follow-up data. Submission of a summary case log (example at the end of this section), including follow-up contacts, is required.
- Detailed information about seminars presented and seminars attended should be included (ACVB By-Laws, ARTICLE VI).

There is no charge for Applicants with tentatively approved programs when submitting the first version of the completed program materials. Should the first version not be approved, there is a \$75 fee for resubmitting materials and the electronic version of the resubmitted materials will not be evaluated until the fee is received.

ACVB APPLICANT PACKET

SECTION I. TRAINING PROGRAMS

Submission of the application to sit the examination, evidence of a scientific publication, and letters of evaluation may not be submitted prior to the completion of the training program as determined by ACVB. Individuals intending to apply for the examination must have their completed training program materials submitted electronically to the office of the ACVB Executive Director no later than *October 1* of the preceding year. Case reports must also be submitted prior to the application for examination as detailed in Section II of this ACVB Applicant Packet.

II. CASE REPORT INFORMATION

II.A INSTRUCTIONS FOR CASE REPORTS

Applicants are expected to file their case reports and have them accepted BEFORE they submit the Application for Examination. As described below, rewritable case report #1 is due *April 1* in the year before the Applicant expects to sit the exam (option for case report #1). All three (3) case reports must be submitted by *October 1* of the year prior to which the Applicant intends to sit the examination. *Note: There is a separate two hundred dollar (\$200) case report fee that must be submitted with the first case report.*

Purposes of the Case Reports

- To verify Applicant has been working in the area of veterinary behavior.
- To demonstrate Applicant's ability to use behavioral principles in the diagnosis and treatment of behavior-related situations.
- To display Applicant's ability to communicate behavioral observations and data to colleagues in a clear, concise and organized manner.
- To display Applicant's ability to evaluate and make differential diagnoses related to medical etiologies of behavioral disorders.

Case Selection for Case Reports

Carefully select the cases report. Cases submitted must represent patients from a minimum of two (2) species. Each case must have a different major diagnosis (i.e. Applicant must present evaluation, diagnosis, treatment, and follow-up for at least three (3) distinct behavioral problems, one each per case report submitted). Additional or co-morbid diagnoses are allowed but do not count towards the three distinct diagnoses quota. Each of the major diagnoses must be from substantially different categories of behavior problems, e.g. fear of strangers and fear of thunderstorms are both essentially problems of fear. One case would therefore be excluded. Select cases that are **sufficiently complicated** to demonstrate Applicant ability to interpret and use medical and behavioral information. Avoid overly complex cases or extremely straight-forward diagnoses or therapies - no matter how interesting or complex the pathogenesis of the problem may be.

The case reports must demonstrate Applicant's abilities in **clinical behavioral medicine**. This includes thoroughness, logic and accuracy in assessment, diagnosis and therapy as well as overall case management. All appropriate differential diagnoses should be mentioned followed by a description of the logic used to arrive at the final diagnosis. Laboratory tests should be justified and abnormal results discussed. If there are appropriate and recognized veterinary medical diagnostic tests or therapies that were not used because they were not available or because of the owner's financial restrictions, mention the contribution they could have made to the case. Finally, do NOT report on laboratory research even if it has direct applications to clinical behavior.

Specifically, the case reports must demonstrate Applicant's ability to evaluate widely variable behavioral situations. Examples could vary from a case with major medical or neurologic components, one with detailed learning patterns, a herd problem, or a laboratory animal enrichment problem. Regardless of the components of the case, the

ACVB APPLICANT PACKET
SECTION II. CASE REPORT INFORMATION

case should be one in which the primary problem is behavioral in origin. If unsure whether the cases are sufficiently different, the Applicant should petition the Chair of the Credentials Committee for a ruling (sent to the Executive Director). Do this well in advance of the application deadline.

The case should not be one previously published or submitted for publication.

Do not submit the following as case reports as such cases will be automatically deemed unacceptable.

- Cases without a minimum of six (6) months' follow-up.
- Cases in which the animal or animals being treated died, were rehomed, or were euthanized before treatment was instituted, or before the six (6) month minimum follow-up period was completed.
- Cases with a primary medical etiology for which no behavioral modification was suggested or instituted by the owner.
- Cases with major procedural errors (i.e. exceeding the six (6) page limit, not double spaced, failed to maintain anonymity, missing parts)

Note: *In the event that one or more case reports do not pass, ACVB strongly recommends the Applicant review them using the provided recommendations/comments to strengthen the submission of other cases.*

II.B FORMAT OF CASE REPORTS

NOTE: *If a case report does not conform to format, the case report will be rejected without being read.*

1. Reports must be typed using 12 point, Times New Roman font, double-spaced with one-inch (1") margins top, bottom and both sides.
2. Laboratory data, radiology reports, and other data should be tabulated or included as appendices. Laboratory data, radiology reports and other data are not included in the six (6) page limit.
 - a. Laboratory results may be submitted as a copy of the original lab report from the diagnostic laboratory provided they include a reference range and, to maintain the college's rules for anonymity, there is no identifying information including, but not limited to, patient, clinician, owner, clinic information and location. If this copy is not clearly legible, the Applicant should reenter the information as advised below.
 - b. If the laboratory data is not legible, the case report may be returned to the Applicant without review. Reference values for laboratory should be listed in the first column of each page of patient laboratory data.
3. Each report should have a title page that includes a six (6) digit security code of the Applicant's choosing, the case report number, and title. The title page is not included in the six (6) page limit. A two to four (2-4) sentence summary of the case should be included on the title page. The same six (6) digit security code should be used for **all** case reports submitted.

ACVB APPLICANT PACKET

SECTION II. CASE REPORT INFORMATION

4. The reports should be written in narrative format. **Grammar and spelling are evaluated.** All cases should be written with strict attention to editorial detail. Applicants are ENCOURAGED to use the spellcheck feature of the word processing application used, use syntax and grammar programs, and carefully proofread work before submission because these can be a significant cause of point deductions.
 - a. Programs which utilize online help, customer support, technical support or person-to-person help in any way, shape, or form cannot be used. Applicants may not receive help from any person while writing a case report with the exception of case report #1 as specifically described.
 - b. Plagiarism is not allowed and will not be tolerated. Extensive quotations are not allowed.
5. Applicants must not identify themselves in any way except by the six (6) digit code of their choosing as previously described. Be certain all identifying marks including, but not limited to, signatures, hospital names, service names, cities, and so on, do not appear in the text or appendices.
6. When indicated, statements must be backed up by references. References should be formatted in the style of the Journal of the American Veterinary Medical Association (JAVMA). References are not included in the five (5) page limit. References which are not formatted correctly will result in deductions from the total score and may affect whether or not the case passes review.
7. Applicants can utilize page numbering such as "page _ of 5" or the title as a footer to ensure case report pages stay in together and in order. Do not repeat the numerical ID as a footer.

II.C SUBMISSION OF CASE REPORTS

There are two (2) deadlines for submission of case reports, *April 1* and *October 1*.

1. **Case Report #1** -- After the Applicant has seen 75 cases in any supervised training program already approved by ACVB, he/she may submit case report #1 to ACVB for evaluation.
 - a. The Applicant may write case report #1, and **only** this case report, with mentor assistance. It must be submitted a minimum of 18 months prior to sitting the qualifying examination (no later than April 1, one and one-half (1½) years prior to taking the examination, NOT the April 1 of the same year that the Applicant is planning to take the exam). This case report must be clearly identified as case report #1 for evaluation and possible revision as stipulated blow with "*Case report #1 Option for Revision*" on the title page.
 - b. The case must have been managed by the Applicant during the past ten (10) years. The case report should be identified with the Applicant's six (6) digit security code and meet other criteria as set forth in the Training Program section of this ACVB Applicant Packet.
 - c. One (1) copy of a letter signed by the Applicant and the supervising/mentoring ACVB Diplomate that specifically and clearly states that:
 - d. The Applicant had primary case responsibility for the case submitted as case report #1.

ACVB APPLICANT PACKET

SECTION II. CASE REPORT INFORMATION

- e. The Applicant did not have any help or aid in writing, preparing, or correcting case report #1 other than from the mentor named when the Applicant registered with ACVB.
 - f. The anticipated date when the training program will end must be included to verify this case report is within the appropriate timeline for revision.
 - g. The case report may be used in the future by ACVB as examples of case reports.
 - h. If case report #1 receives three (3) or more of five (5) scores greater than 6.0, it will pass the review process. If the case report receives failing marks, it will be returned to the Applicant with suggestions for improvement and may be revised and resubmitted.
 - i. The case report title of the resubmitted case report #1 must match the case report title first submitted exactly and the case described must be the same, i.e. patient(s) must be the same as first submitted. No substitutions will be allowed as a revised case report.
 - j. If revised case report #1 fails re-submission, it may **not** be submitted again.
 - k. No other case report will be allowed to be revised.
 - l. If more than one case report (i.e. case report #2 and/or #3) is submitted with the one being reviewed by the mentor, the Applicant must make it clear as to which case report is the one that had assistance (i.e. titled "Case Report #1, Option for Revision). The burden to make the distinction clear is on the Applicant and if not identified, the all cases will be treated as a case report that cannot be re-written.
2. **Case Reports #2 and 3** -- Case reports #2 and #3 may be submitted at any time after the first 75 cases, but they will **not** be revisable.
- a. All case reports must have been submitted by the *October 1* deadline prior to the *March 1* application date when the Applicant wishes to sit the examination.
 - b. No revisable case report can be submitted at the *October 1* deadline preceding the *March 1* when the individual intends to apply to sit the examination. A case report labeled #1 and submitted at that time and asked to be revisable will not be allowed to be revised but must stand on its own merits.
 - c. Case reports #2 and #3 must be the sole work of the Applicant. An ACVB Diplomate may examine case records and advise the Applicant as to the suitability of a given case. However, once the Applicant begins to write the case report, no one is allowed to help him/her. The case report must reflect the Applicant's thoughts, not a consensus of opinion. One (1) copy of a letter signed by the Applicant and the supervising/mentoring ACVB Diplomate that specifically and clearly states that:
 - d. The Applicant did have primary case responsibility for the cases submitted as case reports.
 - e. The Applicant did not have any help or aid in writing, preparing, or correcting the case reports, except with the revisable case report described above.
 - f. These case reports may be used in the future by ACVB as examples of case reports.
3. **Timeline Example** - If the Applicant wishes to sit for the examination in October, 2020, the following timeline applies:

ACVB APPLICANT PACKET

SECTION II. CASE REPORT INFORMATION

- a. Case report #1, if wished to be revised, is due April 1, 2019.
 - b. All case reports are due October 1, 2019.
 - c. Application to sit the exam is due March 1, 2020.
 - d. Examination is given October, 2020.
4. **Submission of case reports** -- One copy of each case report should be sent electronically to the Executive Director of the American College of Veterinary Behaviorists so that it is received **on or before** appropriate deadlines. The \$200 case report fee which covers the review of all case reports must also be received **on or before** the appropriate deadline in conjunction with case report #1. Receipt after an appropriate deadline will disqualify the case report from consideration or delay the ability of the Applicant to sit the examination when anticipated. The address is as follows:

Dr. Bonnie V Beaver
Executive Director, ACVB
Department of Small Animal Clinical Sciences
College of Veterinary Medicine
4474 TAMU
Texas A&M University
College Station, Texas 77843-4474

Phone: (979) 845-2351
Fax: (979) 845-6978
E-mail: BBeaver@cvm.tamu.edu

5. **Duration of acceptance** -- Case reports that have passed the process will stand as passed for a period of three (3) years from the date they were reported as passed pending successful completion and final acceptance of a nonconforming program and/or pending successful review of the Application for Examination.

II.D EVALUATION OF CASE REPORTS

1. **Format for submission** -- Case reports should be submitted electronically in two (2) forms - .doc Microsoft Word document and a .pdf Adobe document.
2. **Duration of case report reviews** -- The Applicant should expect to receive the results of an individual case report review within three (3) months of the receipt of the case report by the Executive Director. For example, if the Executive Director receives the case report on April 1, the Applicant should expect the results of the review by July 1 of the same year.
 - a. Case reports containing major procedural errors, including but not limited to: exceeding the 6 page limit, incorrect font type or size, incorrect margins, report not double-spaced, failure to maintain anonymity, missing parts, etc. will automatically fail and will not be sent out to the Credentials Committee.
3. **Scoring of case reports** -- Each reviewed case report will receive a numerical score from 1 to 10 from each of the reviewers. A maximum score of 10 will be assigned to a case of suitable difficulty to demonstrate the Applicant's

SECTION II. CASE REPORT INFORMATION

competence as a veterinary behaviorist and is free from errors in assessment, data collection, clinical judgment, and therapeutic management. A score of 6 or less is unacceptable. Any case report that receives a score of 6.0 or less from three (3) or more reviewers fails, and no additional reviews will be obtained.

- a. **Difficulty of the case** -- Points will be subtracted from the maximum score of 10 for the following reasons regarding difficulty:
 - 1) Sufficiently challenging/complex to demonstrate presumed expertise of Applicant - deduct 0 points.
 - 2) Moderately challenging/complex but does not fully demonstrate presumed expertise of Applicant - deduct 2 points.
 - 3) Inadequately challenging and does not demonstrate presumed expertise of Applicant - deduct 3 points.
- b. **Case selection** - Cases that fail to demonstrate the Applicant's competence as a veterinary behaviorist will not be accepted. Primary medical problems, the behavioral component of which is not treatable, are not acceptable. If the majority of the reviewers agree that the case report does not fulfill the criteria described in the section "Instructions for Case Reports" in the application instructions, the report will be unacceptable.
- c. **Procedural errors** - Failure to follow the report format requirements will result in the deduction of 1 to 4 points. Major procedural errors including, but not limited to, exceeding the six (6) page limit, report not double-spaced, failure to maintain anonymity, missing parts, etc. will automatically result in failure of the case report, and it will not be sent out to the Credentials Committee. A minor procedural error, such as wrong-sized margins or fonts, would receive a deduction of 0.25 to 2 points
- d. **Language errors** - Reports with misspellings, clumsy syntax, or serious errors of grammar may lose from 0.25 to 3 points for each error.
- e. **Major errors worth up to 4 points** -- Up to 4 points per error could be deducted. Major errors are errors in assessment, or are diagnostic or therapeutic plans that were potentially or actually detrimental to the patient or public or that delayed or obscured the correct diagnosis or therapy. These include, but are not limited to:
 - 1) Failure to assess all clinical and laboratory problems if identified (e.g., one problem pursued at the expense of all others).
 - 2) Failure to include a reasonable list of differentials with indications of why each was ruled in or out, with references whenever possible, or the use of an incomplete, incorrect, or inappropriate list of differential diagnoses.
 - 3) Diagnostic errors or incomplete diagnoses
 - 4) Erroneous assessment of data such that an incorrect diagnosis was made. It is suggested that a definition and reference be given for any diagnosis that could be in doubt so that reviewers are clear as to the Applicant's thoughts.
 - 5) Diagnosis not supported by data presented.
 - 6) Failure to rule out important differential diagnoses, premature establishment of a definitive diagnosis, or omission of diagnostic tests that were necessary to confirm or substantiate the diagnosis.
 - 7) Excessive, unnecessary or inappropriate tests performed, a diagnostic procedure that killed the patient, or risks of a diagnostic procedure not outweighed by the potential benefits.

SECTION II. CASE REPORT INFORMATION

- 8) Therapeutic errors
 - a) Therapy was inappropriate, delayed or withheld.
 - b) Therapy was detrimental to the patient.
 - c) Therapy instituted for one problem without regard for its potential deleterious effects on another problem.
 - d) Appropriate safety measures were not addressed.
 - e) Significant medical side effects associated with medication given were not addressed.
 - f) No explanation of why the optimal diagnostic and/or therapeutic plan was not followed.
 - g) Problems/complications arising from diagnostic or therapeutic procedures or the progression of the disease were not anticipated when they were predictable.
- f. **Minor errors worth up to 1 point** -- From 0.25 to 1 point could be deducted for each error. Minor errors are inadequacies that are noteworthy but not crucial to the total management of the patient. These include but are not limited to:
 - 1) Failure to assess all clinical and laboratory problems. (This could be a major error, depending on the significance of the problem that was overlooked.)
 - 2) Indiscriminate or premature ordering of tests.
 - 3) Failure to mention diagnostic or therapeutic procedures that would have been helpful that were not absolutely necessary (example: CT scan would have been helpful to assess the possibility of a brain tumor but was unavailable).
 - 4) Superficial or outdated understanding of pathophysiology.
 - 5) New or controversial diagnoses and/or therapies were not referenced.
4. **Case report results** -- Each reviewer will record his/her evaluation on a standard form indicating the number of points deducted and the reasons for the deductions. These forms will be retained by ACVB. The Chairperson of the Credentials Committee, through the ACVB Executive Director, will send a written summary of the important reasons for case report rejection to an unsuccessful Applicant.
5. **Three passed case reports** -- An Applicant must have three (3) passing case reports before the Application for Examination will be considered.

II.E EXAMPLE CASE REPORTS

The following case reports were submitted to ACVB and passed the review process. They are presented here as examples. Click on a link to go to the specific case report.

1. [Case Report # 286451](#): *Urine marking, inappropriate urination and status aggression in a domestic shorthair cat*
2. [Case Report # 732618](#): *Feline redirected aggression toward canine housemate*

ACVB APPLICANT PACKET

SECTION II. CASE REPORT INFORMATION

3. [Case Report # 162793](#): *Phobia of environmental stimuli, fear of unfamiliar people and generalized anxiety in a male Bouvier des Flandres Dog*
4. [Case Report # 526111](#): *Aggression and thunderstorm phobia in a Boxer mix*
5. [Case Report # 162076](#): *Repetitive locomotion by an English Springer Spaniel*

ACVB APPLICANT PACKET
SECTION III. EXAMINATION APPLICATION

III. EXAMINATION APPLICATION

III.A. GENERAL APPLICATION INFORMATION

***Note:** There is NO designation of “board eligible” for individuals who have completed training but not yet passed a specialty examination. The AVMA considers veterinarians to either be board certified or not board certified.*

It is the responsibility of the **Applicant** to be sure the most recent application information packet is used for application. This form is for materials that are to be submitted March 1 preceding the intended examination. A \$50 Administrative Fee must accompany the Application for Examination. Additionally, a \$300 Examination Fee must also be sent with the Application for Examination. Send questions **in writing** via e-mail to:

Dr. Bonnie V Beaver
Executive Director, ACVB
E-mail: bbeaver@cvm.tamu.edu

Correspondence, particularly that requiring Credential Committee assessment, must be sent sufficiently in advance of deadlines (at least six (6) weeks) to enable the committee to act upon it. Applicant will receive a written reply to inquiries. Any e-mail correspondence **MUST** be acknowledged to know that it was received.

Applications for Examination of individuals who have had their training program qualifications approved by ACVB cannot be made earlier than October of the second year of a 2-year residency or in the third year of a 3-year residency. Individuals in nonconforming programs must have completed their programs prior to submitting an Application for Examination. No application will be considered until the Applicant has three (3) case reports accepted. Applicants for the examination must satisfy the Credentials Committee that the following items have been satisfactorily completed by including the materials listed below. It is the **Applicant’s** responsibility to see that the following six (6) items arrive **no later than March 1** of the year they are intending to sit the exam. Failure to have any of the following will result in rejection of the application.

1. One (1) electronic copy of the Applicant’s:
 - a. Diploma from a school or college accredited or approved by the American Veterinary Medical Association (AVMA), **or**
 - b. Certificate of Accreditation in Veterinary Medicine from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, **or**
 - c. Legal document of qualification to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.
2. One (1) electronic copy of the completed **Application for Examination by the American College of Veterinary Behaviorists** form. A hard copy of the Application form should accompany the Administrative Fee.
3. Individuals in formal residency programs must submit one (1) electronic copy of the certificate of successful completion of the residency or a letter indicating successful **COMPLETION** of a conforming residency written by the director of the conforming

ACVB APPLICANT PACKET

SECTION III. EXAMINATION APPLICATION

program. If the individual is applying before the completion of the program, the Candidate should include a letter from the director of the program stating that the individual is making satisfactory progress and is expected to finish the program before *October 1* of the year they are intending to first sit the exam. Evidence of completion of the residency is necessary before ACVB membership will be granted.

4. One (1) electronic copy of at least one, first-author scientific publication of original, data-based research on the subject of animal behavior in an acceptable refereed journal. (List of acceptable journals is included in this packet.)
 - a. If final acceptance of the article is pending, Applicant must submit the following:
 - 1) One (1) electronic copy of the manuscript submitted
 - 2) One (1) electronic copy of proof that the manuscript has been **submitted to and received for review by** an appropriate journal by *March 1*.
 - 3) One (1) electronic copy of proof of FINAL acceptance (manuscript requiring no further review) by the journal **must be** received on or before *September 1* or application for examination will be rejected.
5. One (1) electronic copy of the **Applicant Evaluation Form** from each of three (3) different evaluators.
 - a. Completed Applicant Evaluation Forms must arrive from at least three (but not more than five) veterinarians who can assess the candidate's performance in the area of animal behavior. At least one of these veterinarians **MUST** be an ACVB diplomate. Each evaluator **MUST** send one (1) electronic copy of the completed evaluation form. The evaluator should e-mail the evaluation form directly to the ACVB Executive Director. A letter may be used in lieu of the form if all information requested on the form is described in the letter.
 - b. It is the **Candidate's** responsibility to ensure these have been sent no later than *March 1*. ACVB will **NOT** confirm arrival of the forms to the Candidate.
 - c. ACVB must receive evaluation forms from at least three (3) individuals or the Application for Examination will **NOT** be accepted.
 - d. Negative evaluations may result in rejection of the application.
 - e. ACVB reserves the right to solicit information from individuals other than those supplied by the Candidate, but the Candidate will be notified.
6. The appropriate fee of *three hundred fifty dollars (\$350)* in United States funds must accompany the print copy of the Application for Examination. If, for any reason, the Candidate is declared ineligible to take the examination, three hundred dollars (\$300) of the examination fee will be refunded and fifty dollars (\$50) will be retained for administrative costs. Re-applications must also be accompanied by *three hundred fifty dollars (\$350)*. A personal check is acceptable. Candidates from outside the United States must send a money order.

III.B. RESUBMISSION OF CREDENTIALS AFTER REJECTION OF APPLICATION

1. If the Application for Examination was previously rejected, an ENTIRE, COMPLETE application packet must be resubmitted except as indicated by letter from the ACVB Executive Director and listed below.
2. Candidates passing Application for Examination materials but lacking final acceptance of a publication must submit:

ACVB APPLICANT PACKET
SECTION III. EXAMINATION APPLICATION

- a. One (1) electronic copy of the final journal acceptance letter for the publication.
- b. One (1) electronic copy of the final accepted manuscript or published article.
- c. A check in the amount of *three hundred dollars (\$300)* United States funds made payable to the American College of Veterinary Behaviorists.

III.C. SUBMISSION OF APPLICATION FOR EXAMINATION MATERIALS

The print copy of the Application for Examination and the \$350 fee should be shipped as far in advance of the application deadline of *March 1* as possible.

All of the above print and electronic materials must ARRIVE no later than *March 1* of the year the Candidate is intending to sit the exam. Any material arriving after 5:00 PM CST, *March 1*, will NOT be accepted. ANY packet or PART of a packet not present at that time will not be accepted - including evaluation forms. Cash-on-delivery (COD) packages will not be accepted. Send all materials to the ACVB Executive Director:

Dr. Dr. Bonnie V. Beaver
ACVB Executive Director
Department of Small Animal Clinical Sciences
College of Veterinary Medicine
4474 TAMU
Texas A&M University
College Station, Texas 77843-4474

Phone: (979) 845-2351
Fax: (979) 845-6978
E-mail: bbeaver@cvm.tamu.edu

Note: *Additions or substitutions (or the like) to the Applicant Packet sent under separate cover will NOT be accepted.*

III.D. EVALUATION PROCEDURE FOR APPLICATIONS FOR EXAMINATION

1. Each part of the Application for Examination will be evaluated as "acceptable" or "unacceptable".
 - a. Each application will be reviewed by five (5) members of the Credentials Committee and will require an acceptable score by at least three (3) of the five (5) members.
 - b. The reviewer will record his/her evaluation on a standard form that will be retained by ACVB.
2. All parts of the application must be satisfactory in order for the application to be accepted. If any part of the application is not acceptable, the entire application will be rejected.
3. Applicant Evaluation Forms are to be submitted by three (3) individuals by *March 1* for the evaluation. If for any reason forms from three (3) evaluators are not present at that time, the credentials WILL be rejected.

ACVB APPLICANT PACKET

SECTION III. EXAMINATION APPLICATION

- a. Each letter of evaluation will be reviewed for source of evaluation, whether or not the Candidate signed the confidentiality clause, and content of evaluation. An unsatisfactory evaluation is one wherein the letter fails to support the application.
 - b. If two (2) out of the three (3) letters of evaluation are deemed unsatisfactory by two (2) members of the Credentials Committee, the application will be disqualified.
 - c. If one (1) of the three (3) letters of evaluation is unsatisfactory, the Credentials Committee will review and discuss all the letters of evaluation.
 - d. Personal contact with the individual who wrote the unsatisfactory letter of evaluation may be deemed necessary prior to accepting the application.
4. One (1) electronic copy of a published, scientific article or submitted manuscript must be included in the application. Manuscripts must include a letter of receipt or letter of final acceptance from an approved journal.
- a. Each submission will be reviewed to be sure it has been submitted to an approved, refereed journal and that an appropriate letter is attached in the case of a manuscript.
 - b. The content must be data-based, original research in the field of animal behavior.
 - c. The Candidate must be the first author.
 - d. Failure to meet one or more of the above criteria will result in the application being disqualified.
 - e. A change in the journal in which the manuscript is published or in the core of the manuscript submitted may result in disqualification of the Application for Examination.
5. The Credentials Committee, through the ACVB Executive Director, will notify the Candidate of the acceptance or rejection of his/her credentials by *July 1* following the *March 1* deadline for submission of the application. It is the responsibility of the **Candidate** to notify the ACVB Executive Director IN WRITING of any address, e-mail address, or telephone number change. A Candidate's failure to notify the Credentials Committee of a current address may cause misdirected mail and a significant delay in communicating results.

III.E. REQUIREMENTS FOR TAKING THE EXAMINATION

1. The Candidate is expected to sit for the examination the first time it is given after notification of successful application.
 - a. The Candidate must successfully pass the entire examination process within eight (8) years of starting the examination process (submission of the application). An additional examination fee of *three hundred dollars (\$300)* in United States funds will be charged each time the examination is taken.
 - b. The Candidate who does not pass the examination within eight (8) years of the first submission of the Application for Examination must submit supplemental materials to the ACVB to prove that the training remains current in the discipline of animal behavior.
2. If a Candidate must delay taking the examination following notification of an acceptable application, the ACVB Executive Director must be notified. No portion of the prescribed fee(s) will be refunded. When this delayed Candidate takes the examination for the first time, no additional fee will be assessed. The Candidate

ACVB APPLICANT PACKET

SECTION III. EXAMINATION APPLICATION

must still pass the entire examination process within the time limit of eight (8) years from the time of the first application. After that time, the Candidate must re-qualify his/her training experience and then submit a totally new Application for Examination, including new case reports.

3. The Candidate who wishes to take the examination following a delay or to retake the examination MUST notify the ACVB Executive Director of such intent IN WRITING and including all current contact information and selection of three (3) of six (6) species as required on the Application for Examination form. This notification and a check for the examination fee must ARRIVE in the Executive Director's office no later than *March 1* of the year in which the Candidate wishes to sit for the examination. ACVB will NOT send reminders to people who may wish to re-sit the examination.
4. Any Candidate who passes all but one section of the examination has the option to retake that one section, one time, at the next scheduled examination.
 - a. If the Candidate does not pass the repeated section at that time, the Candidate will be required to retake the entire examination at the Candidate's next attempt.
 - b. The fee to retake the one section will be the same as the fee to take the entire examination.

III.F. SCIENTIFIC PUBLICATIONS

The Candidate must have one (1) first author publication of original data-based scientific research on the subject of animal behavior in an acceptable refereed journal. Proof of final acceptance by the journal will need to be provided in order for the application for examination to be accepted. A partial list of acceptable journals is listed below.

1. Acceptable Journals

American Journal of Veterinary Research
Animal Behavior
Anthozoos
Applied Animal Behaviour Science
Australian Veterinary Journal
Behavioral Ecology and Sociobiology
Behaviour
British Veterinary Journal
Canadian Journal of Veterinary Research
Canadian Veterinary Journal
Equine Veterinary Journal
Ethology
Institute for Laboratory Animal Research (ILAR) Journal
Journal of the American Animal Hospital Association
Journal of the American College of Veterinary Internal Medicine
Journal of the American Veterinary Medical Association
Journal of Animal Science
Journal of Applied Animal Welfare Science
Journal of Primatology
Journal of Small Animal Practice
Journal of Veterinary Behavior: Clinical Applications and Research

ACVB APPLICANT PACKET
SECTION III. EXAMINATION APPLICATION

Journal of Veterinary Pharmacology and Therapeutics
Lab Animal Science
Laboratory Animal (British)
Preventive Veterinary Medicine
Research in Veterinary Science
Veterinary Record
Veterinary Science Research Communications
Veterinary Surgery

Note: *This list is not exhaustive and many other journals may be acceptable. If the Candidate intends to submit his/her manuscript to a journal not on this list, it is STRONGLY recommended they contact ACVB's Executive Director several months before the submission so the Credential's Committee can determine if that specific journal is acceptable. Candidates are reminded that the topic of the publication should be relevant to the discipline of animal behavior.*

2. Unacceptable Journals

Proceedings of ... (various meetings, specialties)
Short communications (in various journals)
Serial articles (behavior case of the month, what's your diagnosis?)
Letters to the editor
Lay publications, i.e., Cat Fancy, Western Horseman, etc.

IV. READING LIST

The ACVB has developed the Recommended Reading List for individuals applying for membership to serve as a general reading list of behavioral information. Suggested readings are indicated by an asterisk (*). The intent of this more specific list is to help guide Candidates towards the more pertinent books that will assist them in preparing for the examination. The Recommended List is not intended to suggest that the Candidate should read **every** book on ethology or **every** book on learning theory, but rather to demonstrate the breadth and scope of veterinary behavior. Neither list should be construed as a commitment regarding specific examination material. For the purposes of studying for the ACVB examination, it is suggested that a Candidate review texts pertaining to general principles of behavior as well as species specific material, then use other books to fill in clinical information. Current texts in the fields of internal medicine, neurology (Lorenz or Chrisman et al), and neuroscience (Bear *et al* or Kandel *et al*) should also be reviewed with emphasis on veterinary behavior. More timely material, available in periodicals listed below, should be consulted as well. Refer to the general reading list for additional references.

Learning Theory, Cognition

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Hauser M	<i>Wild Minds: What Animals Really Think</i> , www.henryholt.com	2000	
Reisberg D	<i>Cognition: Exploring the Science of the Mind (5th edition)</i> , ISBN:9780393198515 www.wwnorton.com	2012	
Schwartz B, Robbins SJ	<i>Psychology of Learning and Behavior (5th edition)</i> , www.wwnorton.com	2001	
Reznikova Z	<i>Animal Intelligence: from individual to social cognition</i> , Cambridge University Press	2007	
Mazur J	<i>Learning and Behavior (7th edition)</i>	2012	*
Wasserman EA, Zentall TR (eds)	<i>Comparative Cognition: Experimental Explorations of Animal Intelligence</i> , www.oup.com/us	2009	

Neurology/Neuroscience/ Physiology/Endocrinology

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Bear MF, Connors B, Paradiso M, <i>et al</i>	<i>Neuroscience—Exploring the Brain (3^d edition)</i> , www.lww.com	2006	*
Carlson NR	<i>Physiology of Behavior (11th edition)</i> ; Allyn and Bacon Publishers	2012	*
Kandel ER, Schwartz JH, Jessell TM	<i>Principles of Neural Science (5th edition)</i>	2012	
Lorenz MD, Kornegay JN	<i>Handbook of Veterinary Neurology (5th edition)</i> ,	2010	

ACVB APPLICANT PACKET
SECTION IV. READING LIST

	www.elsevier.com		
Chrisman CL, Mariani C, Platt S	<i>Neurology for the Small Animal Practitioner</i> Teton New Media	2002	
Nelson RJ	<i>An Introduction to Behavioral Endocrinology</i> (4 th edition), www.sinauer.com	2012	*
Nelson RJ	<i>Biology of Aggression</i> ; Oxford University Press, www.oup.com/us	2005	

Pharmacology

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Crowell-Davis SL, Murray T	<i>Veterinary Psychopharmacology</i> www.blackwellprofessional.com	2005	*
Sadock, Kaplan HI, Sadock BJ	<i>Pocket Handbook of Psychiatric Drug Treatment (4th edition)</i> , Williams & Wilkins, www.lww.com	2005	
Schatzberg AF, Nemeroff CB	<i>The American Psychiatric Publishing Textbook of Psychopharmacology (4th edition)</i> American Psychiatric Press www.appi.org/	2009	
Schwartz S	<i>Psychoactive Herbs in Veterinary Medicine</i> www.blackwellprofessional.com	2005	
Stahl SM	<i>Stahl's Essential Psychopharmacology: Neuroscientific Basis and Practical Applications (3rd edition)</i> , Cambridge Univ. Press (also online edition), www.cambridge.org/us/medicine/stahl/	2009, 4 th edition pending 2013	*
Stahl SM	<i>The Prescriber's Guide (4th edition)</i> http://www.cambridge.org/us/catalogue/	2011	

Clinical Texts

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Beaver BV	<i>Canine Behavior</i> www.elsevier.com	1999	
Beaver BV	<i>Feline Behavior (2nd edition)</i> www.elsevier.com http://www.iowastatepress.com	2003	
Hart BL, Hart LA, Bain MJ	<i>Canine and Feline Behavioral Therapy (2nd edition)</i> www.blackwellprofessional.com	2006	
Horwitz D, Mills D, Heath S	<i>BSAVA Manual of Canine and Feline Behavioural Medicine (2nd edition)</i> BSAVA, www.wiley.com	2010	
Horwitz D, Neilson J	<i>Blackwell's Five Minute Behavior Consult: Canine and Feline Behavior</i> www.blackwellprofessional.com	2007	

ACVB APPLICANT PACKET
SECTION IV. READING LIST

Landsberg GM, Hunthausen WL, Ackerman L	<i>Handbook of Behavioural Problems of the Dog and Cat (3rd edition)</i> , www.elsevier.com	2012	
Overall KL	<i>Clinical Behavioral Medicine for Small Animals</i> , Mosby, www.elsevier.com	1997	

Domestic Species Specific Behavior

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Appleby M, Mench J, Hughes B	<i>Poultry Behaviour and Welfare</i> , www.cabi-publishing.org	2004	
Albright JL, Arave CW	<i>The Behaviour of Cattle</i> , www.cabi-publishing.org	1997	
Bradshaw JW	<i>The Behaviour of the Domestic Cat, (2nd edition)</i> www.cabi-publishing.org	2013	
Coppinger R, Coppinger L	<i>Dogs: a Startling New Understanding of Canine Origin, Behavior and Evolution</i> , Scribner, www.simonsays.com	2001	
Broom DM, Fraser AF	<i>Domestic Animal Behaviour and Welfare (4th edition)</i> , Oxford University Press, www.oup.com	2007	*
Houpt KA	<i>Domestic Animal Behavior for Veterinarians and Animal Scientists (5th edition)</i> www.iowastatepress.com	2010	*
Keeling L, Gonyou H	<i>Social Behaviour in Farm Animals</i> www.cabi-publishing.org	2001	
Lindsay SR	<i>Applied Dog Behavior and Training; Iowa State University Press, Volumes 1-3</i> , www.iowastatepress.com	2000- 2005	
McDonnell S	<i>The Equid Ethogram, a Practical Field Guide to Horse Behavior</i> , www.eclipsepress.com	2003	*
McGreevy P	<i>Equine Behavior: A Guide for Veterinarians and Equine Scientists</i> www.elsevier.com	2004	*
Miklosi A	<i>Dog Behavior, Evolution, and Cognition</i> Oxford Press	2009	*
Phillips C	<i>Cattle Behaviour & Welfare (2nd edition)</i> ; www.iowastatepress.com	2002	
Price EO	<i>Principles and Applications of Domestic Animal Behavior</i>	2008	*
Price EO	<i>Animal Domestication and Behavior</i> , www.cabi-publishing.org	2002	
Scott FP, Fuller JL	<i>Genetics and the Social Behavior of the Dog</i> www.press.uchicago.edu	1998 (Reprint of 1965)	
Serpell J	<i>The Domestic Dog: its Evolution, Behaviour, and Interactions with People</i> ;	1996	*

ACVB APPLICANT PACKET
SECTION IV. READING LIST

	www.cambridge.org/us		
Turner DC, Bateson P (eds)	<i>The Domestic Cat: the Biology of Its Behaviour (2nd edition);</i> www.cambridge.org/us	2000	*
Waring, George	<i>Horse Behavior (2nd edition), Noyes Publications</i>	2007	

Lab/Zoo Animals/Exotic/Wild Animals

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Estes RD	<i>The Behavior Guide to African Mammals, Including Hoofed Mammals, Carnivores, Primates, U. of California Press, 20th Anniversary edition, www.ucpress.edu</i>	2012	*
Hosey G, Melfi V, and Pankhurst S	<i>Zoo Animals: behaviour, management, and welfare</i> Oxford University Press	2009	
Kleiman DG, Allen ME Thompson KV, <i>et al</i> (eds)	<i>Wild Mammals in Captivity: Principles and Techniques, (2nd edition),</i> www.press.uchicago.edu	2012	
Luescher AU (ed)	<i>Manual of Parrot Behavior</i> www.blackwellprofessional.com	2006	*
Quesenberry K, Carpenter JW	<i>Ferrets, Rabbits and Rodents: Clinical Medicine and Surgery, (3rd edition), WB Saunders, www.elsevier.com</i>	2003	
Sheldon JW	<i>Wild Dogs: The Natural History of the Nondomestic Canidae;</i> www.blackburnpress.com	2004 (reprint of 1992)	
Tynes V (ed)	<i>Behavior of Exotic Pets</i> Blackwell	2010	*
Wolfensohn S, Honest P	<i>Handbook of Primate Husbandry and Welfare</i>	2005	

Ethology/Genetics

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Alcock J	<i>Animal Behavior: An Evolutionary Approach (9th ed.); www.sinauer.com E-Book available: (www.coursesmart.com/9780878932252),</i>	2009	*
Grandin T	<i>Genetics and the Behavior of Domestic Animals, Academic Press; www.elsevier.com</i>	1998, 2 nd edition pending 2013	
Wilson EO	<i>Sociobiology: The New Synthesis (25th anniversary edition); www.hup.harvard.edu</i>	2000 (1975 reprint)	*

Quantification of Behavior

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Lehner PN	<i>The Handbook of Ethological Methods (2nd edition)</i> , www.cambridge.org	1998	
Martin P, Bateson P	<i>Measuring Behaviour: An Introductory Guide (3rd edition)</i> ; www.cambridge.org	2007	*
Dawkins MS	<i>Observing Animal Behaviour : Design and Analysis of Quantitative Data</i>	2007	*

Animal Welfare

AUTHOR/EDITOR	TITLE AND PUBLISHER WEBSITE	YEAR	*
Appleby MC, Hughes BO, Elson	<i>Animal Welfare</i> , (2 nd edition) www.cabi-publishing.org	2011	
Broom DM, Fraser AF	<i>Domestic Animal Behavior and Welfare (4th edition)</i> , Oxford University Press www.oup.com	2007	*
Fraser D	<i>Understanding Animal Welfare: The Science in its Cultural Context</i> Universities Federation for Animal Welfare (UFAW) Publication www.wiley.com/wiley-blackwell	2008	
Grandin T	<i>Improving Animal Welfare: A Practical Approach</i> Wallingford CABI Publishing	2009	
Kaliste E	<i>The Welfare of Laboratory Animals</i> Springer	2004	
Mason G, Rushen J (eds)	<i>Stereotypic Animal Behavior: Fundamentals and Applications to Welfare</i>	2008	*
Mellor D, Patterson-Kane E, Stafford KJ	<i>The Sciences of Animal Welfare</i>	2009	
Moberg G, Mench JA	<i>The Biology of Animal Stress: Basic Principles and Implications for Animal Welfare</i> www.cabi-publishing.org	2000	*
Reinhardt V	<i>Comfortable Quarters for Laboratory Animals (8th edition)</i> ; Animal Welfare Institute, www.awionline.org	2002	*
Reinhardt V	<i>Taking Better Care of Monkeys and Apes</i> Animal Welfare Institute (www.awionline.org)	2008	*
Rochlitz I	<i>The Welfare of Cats</i> Springer	2007	
Rushen J, de Passille AM, von Keyserlingk AG, Weary DM	<i>The Welfare of Cattle</i> , Springer	2007	
Young RJ	<i>Environmental enrichment for captive</i>	2003	

ACVB APPLICANT PACKET
SECTION IV. READING LIST

	<i>animals</i>		
Miller L, Zawistowski S, Editors	<i>Shelter Medicine, (2nd edition)</i> Blackwell Publishing	2013	

Other Suggested Readings

Candidates are expected to be familiar with the classic and current behavior literature from various journal sources. Journals listed below are particularly significant. Papers relevant to clinical case management should be emphasized. The list should not be considered all-inclusive.

- Animal Behaviour
- Animal Welfare
- Anthrozoos
- Applied Animal Behaviour Science
- Journal of the American Animal Hospital Association
- Journal of the American Veterinary Medical Association
- Journal of Applied Animal Welfare Science
- Journal of Comparative Psychology
- Journal of Ethology
- Journal of Veterinary Behavior: Clinical Applications and Research
- Laboratory Animal Science
- Proceedings of the International Veterinary Behavior Meetings
- Proceedings of the Annual Conference of the Association of Avian Veterinarians
- Veterinary Clinics of North America (recent behavior editions)
- Zoo Biology

V. APPEALS PROCEDURE

**ARTICLE X – ACVB BY-LAWS
Appeals Procedure**

Section 1: Procedure for Appeal of Adverse Decision

- a) Adverse decisions by the American College of Veterinary Behaviorists may include, but are not limited to:
 - 1) Denial of certification of an individual.
 - 2) Denial of adequacy of credentials.
 - 3) Denial of a proposed residency program.
 - 4) Suspension of certification.
 - 5) Failure of the examination.
- b) In the event of an adverse decision by the College, the College shall advise the affected person or the mentor of the affected residency program of the procedure for appealing the adverse decision. An affected party desiring to appeal the adverse decision must adhere to the following procedure:
 - 1) Grounds for Reconsideration or Review: The affected party may petition for reconsideration or review of the College's decision on the grounds that the College has ruled erroneously by:
 - (a) Disregarding the established College criteria for certification or approval.
 - (b) Failing to follow its stated procedures.
 - (c) Failing to consider relevant evidence and documentation presented.
 - 2) Petition for Reconsideration
 - (a) An affected party may petition the College to reconsider its decision by filing with the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
 - (b) Such petition must be received in the College Executive Director's office within 90 days of the date they announce the adverse decision.
 - (c) The President shall name an Appeals Panel of three (3) diplomates to review the petition. The Panel may review only written materials, meet by telephone conference or electronically, or at the discretion of the Chair of the Appeals Panel may call a special meeting to hear arguments from both sides of the issue. Travel for the affected party will be at other than ACVB expense.
 - (d) The Appeals Panel will meet in executive session to reach a final decision. This decision will be transmitted to the Board of Regents for information. The decision will then be delivered in writing by certified mail to the affected person or college not more than 30 days after it is made.
 - (e) Upon completion of steps (a) through (d) above, if the affected party is not satisfied with the final decision, he or she may request mediation by the American Board on Veterinary Specialties (ABVS) of the American Veterinary Medical Association.
 - (f) The Chairperson of ABVS will call a meeting of the parties in dispute or their representatives. The meeting will be held at AVMA headquarters and will be chaired by the Chairperson of ABVS. The parties in dispute will be guided to seek equitable solutions. Travel for the parties in dispute will be at other than AVMA expense.

ACVB APPLICANT PACKET
SECTION VI. FEE STRUCTURE

VI. FEE STRUCTURE

1. Individuals are encouraged to check the website for updated versions of the Applicant Packet. This is updated yearly on *April 1*.
2. Any monies sent from outside the United States must be in the form of a money order payable in United States dollars.
3. Any materials submitted electronically that have accompanying fees will be held in the office until receipt of the fee. At that time appropriate reviews will be initiated.
4. Registration with ACVB for individuals who have been accepted into a conforming residency program or who are intending to begin a nonconforming training program shall be one hundred dollars (\$100).
5. Application to ACVB by those in nonconforming training programs for consideration of the Applicant's specific program is included with the registration fee of one hundred dollars (\$100).
 - a. Additional applications of proposed training programs, following the first rejection, shall be seventy-five dollars (\$75).
 - b. There shall be no refund for rejection of any application or for discontinuation of the conforming or nonconforming program.
 - c. Reactivation of a program must be accompanied by seventy-five dollars (\$75) reactivation fee.
 - d. A print version of a successful nonconforming training program is available upon request for a fee of fifty dollars (\$50).
6. Candidates submitting case reports for review must include a case report evaluation fee of two hundred dollars (\$200) at the time of submission of the first case report. This fee covers the evaluation of all case reports.
7. Application to sit the ACVB certifying examination shall be fifty dollars (\$50).
 - a. This fee is an administrative fee for consideration of the Application for Examination and must be included with the application.
 - b. There will be no refund for Candidates who do not pass the application process.
 - c. Payment of this fee may be combined with the examination fee listed below.
8. Examination fee shall be three hundred dollars (\$300).
 - a. This fee is due on or before *March 1* of the year the Candidate is intending to sit the examination.
 - b. The fee will be refunded if the Candidate does not pass the Application for Examination process, including the final acceptance of a scientific publication.
 - c. There shall be no refund for withdrawal from the Application for Examination process or failure to pass the examination.
 - d. There shall be no refund for Candidates who are physically unable to be present for the examination. Under certain instances described under the examination application section, the fee can be applied toward the next examination.
9. Candidates who successfully pass the ACVB certifying examination and are accepted for ACVB membership will be given the option of paying two hundred

ACVB APPLICANT PACKET
SECTION VI. FEE STRUCTURE

dollars (\$200) as the initial dues or they may submit ten (10) questions of specified format within two (2) months.

Note: Annual dues for ACVB diplomates are currently three hundred dollars (\$300) payable August 1 each year.

VII. BY-LAWS PERTAINING TO TRAINING

ACVB By-Laws relating to Training are addressed in ARTICLE V Certification and ARTICLE VI Residency Programs

ARTICLE V-- ACVB BY-LAWS

Certification

Section 1: Requirements for Admission to Examination for Certification

- a) A candidate must: (1) be a graduate of a school or college accredited or approved by the American Veterinary Medical Association (AVMA), or (2) have in his/her possession a certificate of accreditation in veterinary medicine from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, or (3) be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.
- b) A candidate must meet the examination requirements established by the ACVB.
- c) Individuals wanting to sit the examination shall procure, by written request to the Executive Director, a copy of the official application form and the prerequisites for taking the specialty examination.
- d) A candidate cannot submit credentials for certification earlier than October of the second year of a 2-year residency or in the third year of a 3-year residency. The Credentials Committee shall review the suitability of the candidate's credentials.
- e) Completed application forms, supporting documents, and application fee shall be submitted to the Executive Director on or before March first of the year in which the Candidate intends to sit the examination.
- f) Candidates approved by the Credentials Committee to sit the examination shall be notified and apprised of the date, time, place, and format of the examination at least 120 calendar days before the date of the examination.

Section 2: Certifying Examination

- a) The Certifying Examination will be offered once annually.
- b) The examination will be given over two consecutive days. It will be a written examination including both short and long answers which cover the basics of behavioral principles, basics of the behavior of various species, and the clinical application of behaviors in various species.
- c) A minimum score as defined by the Examination Committee and approved by the Board of Regents must be achieved on the examination in order to pass.
- d) All candidates will receive written notification of their performance on the examination within 45 calendar days of the examination, and all notices will be sent at the same time.
- e) Credentials of candidates who pass the examination will be forwarded to the President by the Chairperson of the Examining Committee.
- f) The candidate must pass the examination for certification. If the candidate fails the examination, he/she may pay the appropriate fee and retake the examination. Individuals who do not pass the examination within 8 years of their first submission of the Application for Examination must submit

supplemental materials to the ACVB to prove their training remains current in the discipline of animal behavior.

- g) After passing the examination, the candidate must submit a copy of his/her residency certificate or a letter from the supervising ACVB Diplomate stating that the candidate has satisfactorily completed the training program.

ARTICLE VI—ACVB BY-LAWS

Residency Programs

Section 1: Guidelines for Conforming Behavioral Residency Programs

The residency program shall be a minimum of 24 months in length following at least one year of training (internship or its equivalent) in veterinary practice. Conforming programs lasting two years will only be approved for residents with sufficient previous education in animal behavior. Determination of whether an individual is qualified for a two year residency program is to be made by the mentor, based on guidelines developed by the ACVB Specialty Training Committee. The program should be at a veterinary medical facility with a strong faculty in a variety of disciplines and specialties and a program of animal behavior recognized by the College. Behavior training must be directly supervised for at least 18 months by at least one ACVB certified Diplomate. Existing recognized conforming behavioral residency training programs will be periodically reevaluated by the ACVB Specialty Training Committee. Programs should be reevaluated after 10 years from the last evaluation, if the program director believes the program has substantially changed from the original proposal, or when a new program director is named.

A standard residency is designed to educate the resident primarily in veterinary behavioral science and also in the related disciplines of anatomy, clinical pathology, ethology, internal medicine, neurology, neuroscience, neurosurgery, pathology, pharmacology, physiology, and psychology. The emphasis should be divided with approximately 50% in behavioral sciences, 25% in related basic science, and 25% in related clinical science. If a M.S. or Ph.D. program is included, the residency training program must be at least three years in length with at least 50% of time devoted to clinical training. The following provide specific emphases of the residency program.

- a) **Broad Background**

The residency should provide intensive training in behavioral therapy including major responsibility for the care of patients. The candidate should acquire a broad working knowledge of anatomy, pathology of all body systems, physiology, internal medicine, an in depth knowledge of the nervous system, and physiological determinants of behavior. While clinical training will, in most cases, emphasize domestic and laboratory animals, experience with other species should be encouraged.

- b) **Caseload**

Although the number of cases seen may vary among programs, emphasis should be on quality rather than quantity. A sufficient caseload must be available to provide experience with all types of problem and abnormal behavior in as many different species as possible. The resident should have primary responsibility for cases, including receiving, diagnosis, management, client communication, and case follow-up. The resident should be encouraged to provide consultation on behavioral problems faced by members of other services and clinicians of the hospital. Patient care and case work-up should constitute 65-75% of the resident's time. Behavior cases under the care of a behavior resident must be reviewed regularly by an ACVB Diplomate. Consultation with other qualified faculty should be encouraged, but cannot replace regular review by the Diplomate.

c) Attendance at Seminars; Teaching Experience

In-depth knowledge of a specialty cannot be gained by patient care alone. Comprehensive knowledge of the field should be gained by regular attendance and participation in seminars, rounds, and case conferences, and by attendance at one or more national meetings of relevant professional societies. Experience in teaching the specialty, by conducting clinical specialty rounds, presentation of patients to colleagues in seminars, and preparation of lectures should be encouraged. Sufficient time free from clinical responsibilities should be available to the resident for attending seminars, developing research, course work, and self-study. Guidance and evaluation of these activities should come from an ACVB Diplomate.

d) Course Work

Formal course work, although not an absolute requirement is highly desirable. Courses should include college upper division graduate level offerings in animal behavior (zoology or psychology departments), comparative psychology, developmental psychology, physiological psychology, neuroscience, learning theory, behavior modification, psychopharmacology, and client counseling. An organized self-study program should be developed by the resident, in consultation with the supervising Diplomate. A comprehensive reading list should be provided by the supervising Diplomate to the resident at the start of the program including standard texts in general animal behavior, behavioral therapy, and behavior of domestic animals. Important current and past empirical, clinical, and review papers should be recommended.

e) Research

Experience in research, either clinical or laboratory, is valuable in fostering habits of scholarship and critical thinking. Development of a suitable research project, including design, execution, evaluation, and publication is essential. Publication or proof of acceptance of at least one scientific paper in the area of animal behavior to a refereed journal is required for acceptance of credentials. Single case reports will not be allowed as substitutes for a scientific paper, but their publication should be encouraged.

f) Inquiries and Submission of Credentials

All inquiries and requests for registration forms, lists of conforming residencies, and specialty credentials packets should be made through the Executive Director of the ACVB. Completed credentials packages (fees, case reports, letters of reference, etc.) should be mailed directly to the ACVB Executive Director.

Section 2: Guidelines for Nonconforming Behavioral Training Program

The review and evaluation of individual nonconforming training programs are the responsibility of the Specialty Training Committee of the College.

The candidate must request evaluation of his or her program and obtain written evaluation from the Specialty Training Committee. Proposed programs must include clinical specialty practice with active and regular utilization of behavioral techniques. This evaluation should occur as soon as possible in the training program.

An eligible Applicant must satisfy the training and experience requirements by one of the following methods:

- a) Participate in a mentored training program that includes the similar experiences to those expected in a conforming program. These experiences include an internship or equivalent experience, sufficient clinical behavior training in a mentoring relationship with an ACVB Diplomate, as well as other areas of emphasis as described under conforming behavioral residency programs.

The candidate must submit, with the application, a written statement containing all information necessary and required to judge his/her qualifications including letters of evaluation by ACVB Diplomates, publications, and other evidence of professional experience, training and competence. The requirements and recommendations listed in Section 1 a)-e) under Guidelines for Conforming Residency Programs apply equally as well to nonconforming programs, including exposure to other subjects as outlined in Section 1, attendance at professional meetings, and acceptance of a scientific behavior paper by a refereed journal.

VIII. ACVB FORMS

The attached forms are used at various stages of the training process. It is the Applicant's responsibility to ensure the most current Candidate Packet and associated forms are being used.

- Applicant Evaluation
- Application for Examination
- Registration for Individuals Beginning Training
- Request for Special Accommodations for the Examination
- Verification of Continuance in an ACVB Residency