



# European Veterinary Dental College

## Application for EVDC membership after completion of an approved training programme

*Membership\_Application\_Information\_Trainee-20120724.docx*

Please check that you are using the latest version of this document which is available on the College web site ( [www.evdc.info](http://www.evdc.info) )

Applications for membership are assessed twice a year. On completion of a training programme, a trainee should inform the College Secretary of the expected timing of their application for membership. Please see the "Training and Membership Application Dates and Deadlines" document on the website for the submission deadlines.

### I. Formal application for membership

Applicants are required to write a formal letter applying for membership. This must contain the specific statements and details indicated in the template application letter available from the College website.

### II. Evidence supporting an application for membership (credentials)

The application letter must include a detailed index indicating the College Training Management System (TMS) locations of all the necessary information supporting the application for membership. The template contains an outline index listing the items expected to make up an applicant's credentials. All on-line logs must be completed, the on-line CV updated and any additional required documents uploaded into TMS before the application letter can be completed.

Credentials must be sensibly organised and uploaded into TMS as "Application for membership and credentials" documents. Multiple small documents of the same type must be combined into single documents to minimise the number of files uploaded, as this facilitates the assessment of submissions. Submission of large numbers of small files or failure to properly index submissions may result in rejection of an application package. *Make it easy for the Credentials Committee to find required content and work on the application.*

### III. Submission of your application

The application letter including the associated index of supporting information should be contained in a single PDF file. This should be uploaded into TMS as an "Application for membership and credentials" document. It is recommended that certain other items such as the payment receipt are combined into this document.

All relevant submissions to TMS (log entries and documents as well as the application letter itself) must be acknowledged (OK'ed) by the supervisor before they can be accepted by the College. Once this has been done, the College Secretary must be notified of the submission of the application for membership by email to: [secretary@evdc.org](mailto:secretary@evdc.org).

A request for additional supporting information (i.e., the documentation for 6 cases selected by the Credentials Committee from the applicant's procedure logs along with translations if these are not in English) should be expected within 6 weeks of the submission deadline following notification of the Secretary of the application. If an applicant has not been contacted by that time, he/she should contact the College Secretary. Please note that the full assessment of an application package may take as long as 6 months.

If you require assistance, please contact the College Secretary.

*\*Please note that images in submitted documents, including scans of certificates only need to be of sufficient quality to be clearly legible for on-screen viewing. Print quality is not necessary.*

## Place your letterhead here

After completion of the form, it must be submitted as a PDF document as instructed in the EVDC "Membership Application Information: Trainee" document available at [www.evdc.info](http://www.evdc.info).

*Sender's Address  
If not in Letterhead*

**Date of letter**

To the European Veterinary Dental College:

### **Application for Membership of the European Veterinary Dental College (College) on completion of an Approved Training Programme**

I have successfully completed my Approved Training Programme and I hereby apply to be considered for membership of the College.

**Name** :

**Email** :

**TMS user ID** : *This is a number – Log in to see your TMS records to find it*

**Training document/s** : Enter dates of the applicable Training Programme documents

**Training start date** : The date your training programme was approved to start

**Training end date** : The date you completed your training programme

- I have read the documents applicable to my training programme, and I believe that I have fulfilled all the training requirements.
- I have read the current College Constitution and Bylaws and I believe that I fulfil all the current requirements for membership.
- I have checked and updated my online CV and personal details in the College Training Management System (TMS). These contain my current contact details, a recent passport type photograph and copies of both my veterinary qualification certificate (university degree/diploma) and my current license to practise.
- I have checked all my available training records in the College TMS, and these appear to be complete and accurate.
- I agree to abide by the College Constitution and Bylaws if I succeed in becoming a member.
- I declare that I have checked my credentials as listed in the index below, and I believe them to be accurate and complete.

- I waive any rights to view the contents of reference letters sent to the College in relation to my application for membership.
- I agree to accept decisions on matters relating to application requirements, and, in the event that I am successful in gaining admission, matters relating to my subsequent membership of the College.

The following documents (including English language translations for any items in other languages) are either attached to this application letter or they have been uploaded to TMS (as detailed below) in support of this application:

**Receipt for payment of membership application fee** : Attached below\*

**Certificate of completion of training signed by supervisor** : Attached below\*

**Letter of good standing from veterinary licensing authority** : Attached below / Acknowledged\*<sup>#</sup>

**Details of those people asked to supply references** : As listed on the next page<sup>\$</sup>

**Credentials** : As listed on the following pages

Please contact me by email to request the additional items that will be selected for assessment by the Credentials Committee, and for clarification regarding items in my credentials should this be required.

Yours faithfully,

**Signature**

*\* A single PDF file should be created containing the application letter, the index to credentials and these items.*

*<sup>#</sup> Licensing authorities usually send letters of good standing directly to the College. The Secretary will usually inform applicants when these have been received. Please verify that it has arrived before submitting your application.*

*<sup>\$</sup> The Secretary will usually inform applicants when reference letters are received. Please verify that they have arrived before submitting your application.*

## People asked to supply references

*Name*

*Email address*

- 1.
- 2.
- 3.

## Index of Credentials

### Case logs

#### Consecutive case log and procedure logs

- Provide the file name and TMS Doc. Id of the file containing your case and procedure logs. This should be uploaded as an "Application for membership and credentials" document.  
*(The single spreadsheet format with all logs in one file is preferred; otherwise combine files into a single zip archive).*

#### Minimum procedure requirement (MRCL/MRP) forms

- Provide the file name and TMS Doc. Id of a PDF file containing all procedure supervisor approval forms collated in a systematic manner. This should be uploaded as an "Application for membership and credentials" document.

### Supervised time requirement

#### Evidence of pre-approved supervised time

- Indicate if your on-line supervision log summary shows any approved supervision.
- Provide the file name and TMS Doc. Id of a single PDF file containing all pre-approval certificates issued by the CC, collated under appropriate headings. This should be uploaded as an "Application for membership and credentials" document.

#### Supervised time not yet assessed

- Indicate if your on-line supervision log contains entries requiring approval. *(Ensure that your supervisor has OK'ed all entries).*

### Specialist hours and other training related activities

#### Evidence of pre-approved specialist hours

- Indicate if your on-line training activities log summary shows any approved specialist hours.
- Provide the file name and TMS Doc. Id of a single PDF file containing all pre-approval certificates issued by the CC, collated under appropriate headings. This should be uploaded as an "Application for membership and credentials" document.

#### Specialist hours not yet assessed

- If necessary, provide a list of training activities Log Key numbers for specialist hours awaiting approval. *(Ensure that your supervisor has OK'ed all entries).*

## **Attendance at congresses, courses etc.**

- Indicate if you have used the on-line training activities log. (*Ensure that your supervisor has OK'ed all entries*).
- If necessary, provide the file name and TMS Doc. Id of a PDF file containing a training activities log of any events not recorded in the on-line log. This should be uploaded as an "Application for membership and credentials" document.

## **Required radiograph sets**

### **Evidence of pre-approved radiograph sets**

- List the document Id's of any pre-approved radiograph sets recorded in TMS.
- Provide the file name and TMS Doc. Id of a single PDF file containing all pre-approval certificates issued by the CC, collated under appropriate headings.

### ***Radiograph sets not yet assessed***

- Provide the file name and TMS Doc. Id of any radiograph sets awaiting approval. These should be uploaded as "Application for membership and credentials" documents.  
(*These must NOT be uploaded anonymously. Ensure that your supervisor has OK'ed all entries*)

## **Case reports, publications and presentations**

### **Evidence of pre-approved case reports**

- List the document Id's of any pre-approved case reports recorded in TMS.
- Provide the file name and TMS Doc. Id of a single PDF file containing all pre-approval certificates issued by the CC, collated under appropriate headings.

### ***Case reports not yet assessed***

- Provide the file name and TMS Doc. Id of any case reports awaiting approval. These should be uploaded as "Application for membership and credentials" documents.  
(*These must NOT be uploaded anonymously. Ensure that your supervisor has OK'ed all entries*).

### **Evidence of pre-approved publications**

- List the publication and presentation log entry Log Key numbers of any pre-approved publications recorded in TMS
- Provide the file name and TMS Doc. Id of a single PDF file containing all pre-approval certificates issued by the CC, collated under appropriate headings.

### ***Publications not yet assessed***

- Provide the file name and TMS Doc. Id of any publications awaiting approval. These should be uploaded as "Application for membership and credentials" documents.

### **Publications and presentations log (other publications and presentations)**

- Indicate if you have used the on-line publication and presentation log. (*Ensure that your supervisor has OK'ed all entries*).
- If there are items logged prior to the TMS, provide the file name and TMS Doc. Id of a PDF file that contains a log of those publications and presentations that are not recorded in the on-line publication and presentation log.