



EUROPEAN VETERINARY DENTAL COLLEGE (EVDC)

Credentialing Information

And

Application for Membership

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EVDC Information Document No. 4
Credentialing Information and Application for Membership

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1. Requirements for entry to the EVDC examination

- a. Entry to the European Veterinary Dental College (EVDC) is by favourable review of the applicant's credentials and successful completion of the EVDC entry examination.
- b. Applicants will only be admitted to the EVDC examination after they have produced satisfactory evidence that they have met the credential requirements.
- c. Fees are charged for reviewing applications and for sitting the examinations.
- d. Diplomates of the American Veterinary Dental College (AVDC) who fulfil the general requirements (see 2.a.) may be exempted from the EVDC examination and may apply directly for EVDC membership.

2. Credential requirements

- a. General requirements
 - i. The applicant must be a veterinarian that graduated from an accredited European school of veterinary medicine, or be a graduate of an equivalent non-European educational body recognized by the EVDC.
 - ii. The applicant must be qualified to practice veterinary medicine in Europe.
 - iii. The applicant must be of high ethical, moral and professional standing.
- b. Evidence of advanced training and experience
 - i. The applicant must provide satisfactory evidence of advanced training and experience in veterinary dentistry, oral pathology and oral surgery.
 - ii. The following is considered as satisfactory evidence of advanced training and experience in veterinary dentistry, oral pathology and oral surgery:
 - a) Satisfactory completion of an EVDC Approved Training Programme.
 - b) A degree in human dentistry, which entitles the applicant to practice as a dentist in Europe, and having fulfilled the following requirements:
 - 1) Experience equivalent to at least two years full time of varied clinical practice in veterinary medicine, oral pathology and oral surgery.
 - 2) One year full-time clinical experience in veterinary dentistry post qualification as a human dentist.
 - 3) 6 weeks of direct supervision in clinical training by an EVDC or AVDC Diplomat obtained during the last 18 months prior to application for membership.

- c) Satisfactory completion of an AVDC Approved Training Programme.
- c. Specific requirements
 - i. Two case reports and two peer-reviewed journal articles on veterinary dentistry, oral pathology or oral surgery as first author (4.a.xi. and 4.a.xii.).
 - ii. Specialist hours (40 hours each) in anaesthesia, diagnostic imaging and surgery (EVDC Information Document No. 3, 8.c.).
 - iii. Sets of full-mouth dental radiographs and temporomandibular radiographs of an adult dog and an adult cat (4.a.xvi.).
 - iv. A case log with at least 500 case procedures and specified minima for certain case procedure categories (Appendix I).

3. Application procedure

- a. Submission of the credentials application package. Electronic submissions will be permitted. Large files (>2MB) must be submitted on CD-ROM. Smaller files can be submitted on CD-ROM or by e-mail.
 - i. All documents must be submitted to the EVDC Secretary for the attention of the Credentials Committee.
 - ii. All correspondence and documents must be in English or, if the original is in another language, be accompanied by an English translation.
 - iii. Credentials application packages are reviewed in the second half of the year.
 - iv. The EVDC Secretary must receive credentials application packages no later than June 1st in order to be assessed in the same year.
 - v. Applicants will be notified if a credentials application package is incomplete and, in selected cases, may be permitted to make up deficiencies within a reasonable period of time that is determined by the Credentials Committee.
 - vi. Applicants who submitted a complete credentials application package by June 1st will be contacted by July 1st regarding submission of documentation of the six selected cases. This documentation must be received by the EVDC Secretary within 30 days upon the date of request.
 - vii. Items for pre-approval can be submitted at any time but are not reviewed earlier than March 1st, July 1st or November 1st. The applicant will be notified about the result of the assessment within four months upon start of the next review period. The following materials can be submitted to the EVDC Secretary for review and pre-approval prior to submission of a credentials application package:
 - a) The two sets of full-mouth dental radiographs and temporomandibular joint radiographs of an adult dog and an adult cat. These radiographs will be evaluated anonymously, therefore, check that they do not identify the applicant or the facility

where they were prepared.

- b) The two case reports and two peer-reviewed journal publications. Case reports will be evaluated anonymously, therefore, check that they do not identify the applicant or the facility where they were prepared.
- c) The specialist hours (40 hours each) in anaesthesia, diagnostic imaging and surgery. Pre-approval will be granted only when at least 40 hours of training have been fulfilled for each specialty.

b. Outcome of the review process

- i. Applicants will be notified about the outcome of the review no later than December following receipt of their complete credentials application package.
- ii. Successful applicants will be given details of the next EVDC entry examination. If an application is not approved, the EVDC Secretary will inform the applicant of the right to appeal the decision.
- iii. Submitted credentials application packages become property of the EVDC. No part of the credentials application package will be returned, the only exception being the study models and impressions submitted as part of the medical records of the six cases selected at random, if requested by the applicant.
- iv. The Credentials Committee may, at its discretion, request clarification if there are specific issues that prevent approval of a case report or a set of radiographs. A final decision will be withheld until response to the Request for Clarification is received from the applicant.
- v. Rebuttal: Following receipt of a non-approval decision the trainee may submit a rebuttal, which must include reasons why the trainee considers each of the major concerns listed by the Credentials Committee to be inappropriate. A maximum of 30 days is permitted for receipt by the Secretary of a Rebuttal of a non-approved case report or set of radiographs. A rebuttal is not considered an appeal by the EVDC, and is sent to the members of Credential Committee that originally reviewed the item. If the rebuttal does not result in approval of the case report or set of radiographs, the applicant has the right to request that the original case report or set of radiographs and the rebuttal are considered as an Appeal of an Adverse Decision, which will be handled according to the EVDC Appeals Procedure.
- vi. Resubmission of a non-approved case report or set of radiographs is not permitted unless specifically permitted or requested by the Credentials Committee in the notice of non-approval.

4. Credentials application package contents

Application packages that are incomplete, or that are received after the deadline, will not be considered further. The credentials application package can be submitted electronically or on a CD-ROM, or as a

document, which must consist of one original and four exact copies. These five sets must be indexed and arranged in order following the requirements 4.a and 4.b. Each copy must be spiral or ring-bound. Falsifying information will result in immediate denial of credentials.

A.: General contents

1. Index
2. A completed and signed application form (Appendix II).
3. Fee payment and evidence of fee payment.
4. A copy of the applicant's veterinary school graduation certificate.
5. A copy of the applicant's current license to practice veterinary medicine in Europe.
6. An updated letter from the applicant's licensing body verifying that he/she is a member in good standing.
7. An updated list of any grievance and ethics infractions and the details associated with any such events.
8. An updated curriculum vitae (use layout provided on the web site), including an account of all professional endeavours since graduation from veterinary school.
9. A list of dental courses, seminars and wet labs attended (EVDC Information Document No. 3, Appendix VII).
10. A list of all presentations given and publications published (EVDC Information Document No. 3, Appendix VIII).
11. A copy of all published and accepted articles related to veterinary dentistry, oral pathology and oral surgery (co-)authored by the applicant, and a copy or photographic evidence of any book, video, poster, instrument, educational model etc. relating to veterinary dentistry, oral pathology or oral surgery (co-)authored or (co-)designed by the applicant. It is required that the applicant has published or received written acceptance for publication in a peer-reviewed journal as first author for two articles on veterinary dentistry, oral pathology or oral surgery during the training programme. If this is not in English, an English translation of the summary must be provided in addition to the original article.
12. Two case reports of specialty related cases for which the applicant was the primary operator during the training programme, or certification that pre-approval of case reports has been obtained. The case reports must cover any of the four core disciplines (periodontics, endodontics, restorative dentistry, oral surgery).
13. A list of all facilities and equipment available to the applicant (EVDC Information Document No. 3, Appendices III and IV). Documentary evidence must be provided by including photographs or a copy of the approval of the training centre(s) used by the applicant.
14. A copy of dental charts of all relevant species, or a copy of the approval of these charts.

15. Specialist hours (40 hours each) in anaesthesia, diagnostic imaging and surgery (Appendix IV), or a copy of the approval of specialist hours.
16. Sets of dental and temporomandibular joint radiographs of an adult dog and an adult cat, or certification that preapproval of radiographic sets has been obtained. Radiographic sets submitted for preapproval will be evaluated anonymously. If the Radiographic sets are part of the credentials package, an anonymous evaluation is not possible. Submission for preapproval is the preferred method. The radiographic set requirements can be fulfilled as follows:
 - a) Full-mouth dental radiographs and temporomandibular joint radiographs of the same animal with permanent dentition. OR
 - b) Full-mouth dental radiographs and temporomandibular joint radiographs of two different animals with permanent dentitions.
 - § Dental radiographs must show all crowns and roots, including 3 mm of the tissue adjacent to the apex of each root. Each whole tooth must be visible in at least one radiograph. However, more than one radiograph of an individual tooth may be submitted to permit isolation of roots in multirrooted teeth. Typically, 10-14 films will be required for the full-mouth series with additional films, where necessary, for root separation.
 - § The radiographs submitted as full-mouth dental series of the dog must be obtained on the same date and of the same animal. The radiographs submitted as full-mouth dental series of the cat must be obtained on the same date and of the same animal. Any extraoral films should be clearly identified as such. Good quality prints of dental radiographic images produced by digital imaging systems may be permitted, provided that the applicant and Supervisor/Residency Director certify that the images have not been electronically enhanced or substantially modified after they were obtained (Appendix V). Digital radiographs should be submitted as jpeg files laid out in buccal-labial orientation.
 - § Temporomandibular joint radiographs must include lateral-oblique and dorsoventral (or ventrodorsal) views. Mounting of TMJ radiographs should be as follows: DV: nose up and L to the right. Computed tomography (CT) images are not an acceptable substitute for temporomandibular joint radiographs.
 - § Radiographs of a cadaver may be submitted, provided that for dental radiographs, a full head was used, and for temporomandibular joint radiographs, an intact cadaver, with an endotracheal tube in place, was used, and that the applicant and the Supervisor/Residency Director certify that the images were

obtained using cadaver material as described above (Appendix VI).

§ Radiographs should be labelled and mounted appropriately (labial mounting), identifying client, patient, date, animal age and breed and diagnostic purpose of the radiographs. One original and four good-quality copies, or five good quality copies, are required, unless the radiographs are submitted electronically. If radiographs are submitted on a CD-ROM, five identical CDs are to be submitted.

17. Supervisor visitation log (EVDC Information Document No.3, Appendix VI).

18. EVDC Trainee/resident Log Summary (EVDC Information Document No.3, Appendix IX)

19. A list of names, titles, telephone numbers, e-mails and addresses of three individuals who have agreed to write reference letters. Applicants need to send Appendix III to these individuals and ensure that the reference letters are submitted directly to and received by the EVDC Secretary no later than June 1st.

20. Case logs

- i. A minimum of five hundred (500) case procedures in veterinary dentistry and oral surgery are required. A **Chronological Case Log** is required for the training period (or the last six years). A cumulative number of cases should be shown every year. (See appendix X: EVDC Information Document 3.) These case procedures must demonstrate the breadth and depth of training and experience in the four core disciplines (periodontics, endodontics, restorative dentistry, and oral surgery). In addition, candidates will be expected to have performed or been exposed to more involved but less commonly performed procedures in the core disciplines and other dental disciplines, such as prosthodontics and orthodontics, and procedures in animals other than dogs and cats. The applicant should have performed the majority of these case procedures as primary operator. A dental chart, medical record and anaesthetic log must be available for all listed case procedures.
- ii. The case logs must be printed or submitted electronically or on CD-ROM, presented in chronological order, and include: consecutive log number, category, date, name of the patient/ID, signalment (species, breed, age and sex of the patient), diagnosis, procedures undertaken, whether the applicant was the primary operator (P), assisting a Diplomate (A), primary operator supervised by a Diplomate (P/D), or assisting a Trainee/Resident that was supervised by a Diplomate (RA), and if diagnostic imaging of teeth or the head was undertaken. The majority of cases should fall under category 'P' or 'P/D'. Follow-up procedures on the same patient retain the original consecutive log number (Appendices I and VII).
- iii. A case procedure is defined as performance of a specific procedure (including oral diagnosis) in a dental discipline, with a maximum of three case procedures that may be

logged from any single treatment episode of a particular animal. For example:

- An animal presented with a fractured tooth and periodontal disease that is treated by a root canal procedure, endodontic access restoration and periodontal scaling would qualify as two separate case procedures because specific procedures in two major disciplines (endodontics and periodontics) were performed. The access restoration is not counted, as it is an integral part of the endodontic procedure.
 - An animal with widespread but uncomplicated periodontal disease treated by routine periodontal treatment and some simple (closed) extractions would qualify as two case procedures.
 - An animal with malocclusion, for which diagnosis and prognosis of the abnormality and genetic counselling is the extent of the treatment, constitutes one case procedure. Performance of a specific dental technique under anaesthesia is not required, though a dental record, including treatment plan/recommendations, must be completed.
 - Management of one episode of disease requiring more than one examination or anaesthesia counts as one case procedure (e.g., management of malocclusion with a device requiring adjustments, or staged apexification). Follow-ups are not counted as new case procedures.
 - Two major procedures in a single category during the same anaesthetic procedure on the same animal are permissible as two cases procedures, e.g., root canal treatment of a premolar tooth and of a canine tooth.
 - In full-mouth extraction cases, a maximum of two OS2 case procedures may be counted if surgical extractions are done in more than one quadrant for the same animal under the same anaesthetic episode.
 - For restorations of enamel hypoplasia lesions, a maximum of two restorative case procedures may be counted if more than one tooth is restored in the same animal under the same anaesthetic episode. The teeth must be restored beyond simple dentin bonding.
- iv. Separate logs are required for each category (**Category Case Logs**) as outlined in Appendices I and VII. These logs must be in chronological order using the original consecutive number of the case procedures in the chronological case log. The total number of case procedures is to be calculated and noted at the bottom of each category log.
- v. There is a minimum number of case procedures required for each category as outlined in Appendix I. Where a number of procedures are grouped under a general heading, inclusion of at least one of each type of procedure is strongly recommended.
- vi. Trainees/Residents are encouraged to practice procedures on cadavers. Cadaver case procedures must be listed on a separate log (**Cadaver Case Log**) and cannot be included

in the chronological case log or the category case logs. A maximum number of six cadaver cases can substitute clinical cases but each category has to have at least one clinical case.

The cadaver case procedures may be performed by the applicant under direct supervision by the Supervisor/Residency Director or other EVDC (or AVDC) Diplomate in lieu of a clinical case, if an indication for such a procedure has not been presented to the applicant and if the applicant has completed all other training requirements and is otherwise ready to submit a credentials application package (Appendix VIII).

B. Supporting evidence

- i. A letter confirming the satisfactory completion of an Approved Training Programme must be submitted by the Supervisor/Residency Director directly to the EVDC Secretary and must be received no later than June 1st.
- ii. Reference letters from three knowledgeable individuals familiar with the applicant's training or current activities in veterinary dentistry, oral pathology and oral surgery, recommending the applicant for EVDC membership, must be submitted by the referees directly to the EVDC Secretary and must be received no later than June 1st.

C: Additional supporting evidence

- i. Following submission of a credentials application package, applicants will be contacted no later than July 1st and asked to submit thorough documentation of six cases chosen from the chronological case log; The documentation must include copies of dental, medical and anaesthetic records plus associated documentation and their English translation/summary, including radiographs and clinical pictures. Five identical copies are required. The applicant should retain originals except study models and impressions that will be returned if requested.
- ii. The EVDC Secretary must receive the requested materials from the 6 cases within 30 days upon the date of request.
- iii. Additional case documentation or clarification of aspects of the credentials application package may also be required before the final evaluation of the package.

5. Option for appeal

An applicant adversely affected by a decision of the EVDC shall notify the EVDC Secretary of intention to petition for review of the decision. Within 90 days of the adverse decision of the EVDC the petitioner must submit to the EVDC Secretary a written petition for review of the decision, which shall include a statement describing the grounds for appeal, and documentation, if any, supporting the appeal. The Board of Regents of the EVDC will reach a final decision, which will be delivered in

writing by registered post to the applicant not more than 30 days after it is made. If the applicant is not satisfied with the final decision, he/she may request mediation by the European Board of Veterinary Specialisation (EBVS). A deposit of 1000 Euro must accompany the request to ensure that expenses of the mediator will be covered.

Appendices now appear on the web site as supporting documents.

Application forms are in document *4a-form-memb-applic-*
Case log guidance is in document *3l-guide—case-logs-*