



European Veterinary Dental College

Training and Membership Application Dates and Deadlines

The dates and deadlines stated in this document:

Have been approved by the EVDC board on May the 22nd, 2016

Come into force on May the 25th, 2016.

Supersede those stated in any other College document dated prior to May the 25th, 2016.

Are superseded by any later published version of this document.

The latest version can be found at <http://176.32.230.22/evdc.info/>

Training and Membership Application Dates and Deadlines

The latest version of this document is available from the College web site: <http://www.evdc.org/>

Application for residency site approval (training centre facility)

A residency site, whether it is a *specialist centre* or a *recognized training centre*, needs to be approved prior to a specific candidate starting a residency programme at that site. Application for residency site approval needs to be sent for evaluation by EVDC CC at least 6 weeks prior to the start of the programme. Specialist centres are self-certified by the residency director by filling-in the appropriate form. ***Application for residency site approval is submitted and evaluated together with the application for residency programme approval.*** “Application Form Training Facilities” (for already approved Training Centres only the application form -***Appendix VIII***- and the letter of approval of the Training Centre need to be submitted) or “Specialist Center self-certification statement” and any other supporting documents are uploaded in VetDentDMS (“Begin a New Document for Submission to EVDC”, Select a document type – “Residency site application”) after you have obtained access to your account – contact the Secretary at Secretary@evdc.org for all information on how to start.

Approval of training center is granted for 5 years and re-approval is necessary every 5 years thereafter.

Applications for residency programme approval

Before preparing an application, please, read “Training/Residency Programmes” guidelines on www.evdc.org.

There are ***no set dates*** for submission of applications for residency programme approval. But they cannot be submitted between November 1st and December 31st, which is the annual busy period of credentials packages assessment.

The submissions must be:

1. Submitted via the VetDentDMS (<http://www.vetdentdms.org/dms//>; “Begin a New Document for Submission to EVDC”, Select a document type – “Application for Programme Registration” and upload all documents that form your application package in this category) at least 6 weeks prior to the intended residency programme start date.

2. Reviewed and approved by the prospective residency supervisor/director before submission. Supervisor form needs to be filled-in, signed and uploaded with the application package (supervisor's approval forms available at www.evdc.org).
3. Notified to the College Secretary by email (to Secretary@evdc.org) as soon as the documents approved by the supervisor have been uploaded in the VetDentDMS.
4. The applications will only be reviewed after receipt of payment. Please, refer to the "Current EVDC fees" document available at www.evdc.org. Additional information regarding current EVDC bank details can be obtained from the EVDC Treasurer (Treasurer@evdc.org), who will also confirm receipt of your transfer.

The results of assessment of a new residency programme:

1. Will be available to the EVDC Board within 1 month of the application date (submission via VetDentDMS) and receipt of payment, and the applicant will be notified with 6 weeks of submission about the decision.
2. May be delayed if clarification or submission of further information is required by those assessing it.
3. The official start date of the residency programme will be the date of approval by the EVDC and a letter of approval will be issued.

Training reviews

Progress of a residency programme is evaluated 3 months after its start and then annually by the reviewing committee (EdC).

The necessary forms and data required for a training review must be:

1. Submitted by **July 1st** for any programme started at least 6 months ago. For a programme started less than 6 months ago, the review will be the following year. The first next deadline for submission of Annual Reports for all residents is July 1, 2017.
2. Submitted via:
 - o The College TMS (<http://tms.evdc.eu/>) for the training programmes approved prior to June 2015.
 - o VetDentDMS (<http://www.vetdentdms.org/dms/>) for the training programmes approved after June 2015.
3. Checked and in TMS "OK'ed" by the training supervisor. In VetDentDMS, a supervisor's approval form needs to be completed and submitted at the same time.

4. The reviews will only be performed after receipt of payment. Please, refer to the “current EVDC fees” document available on www.evdc.org. Additional information regarding current EVDC bank details can be obtained from the EVDC Treasurer (Treasurer@evdc.org), who will also confirm receipt of your transfer.

The results of training reviews are expected within 3 months. If you have not received a report on your annual review by 3 months from your submission date, please contact the College Secretary who will ensure an immediate response.

Assessment of anonymously submitted documents for pre-approval

There are **no set dates** for submission of anonymous submissions (radiograph sets and case reports) and their submission as early as possible in the residency programme is encouraged. But they cannot be submitted between November 1st and December 31st, which is the annual busy period of credentials packages assessment.

1. All anonymous documents must be pre-approved at the time of submission of the credentials package; therefore, anonymous submissions must be submitted by **July 1st** if you plan to submit an application for College membership in the same year.

Submission of a document for anonymous evaluation is acknowledged by an automated e-mail system. If you do not receive an acknowledgement of submission, please contact the College Secretary.

Initial assessment (e.g., page count, word count and other items that are considered “RUI” – returned unreviewed items) of anonymous submissions will be performed in 1 month. Final assessment will be completed within 2 months after submission (either initial submission, if no RUI, or second submission, in case a RUI was found). If you have not received the results of the review within the expected time, please contact the College Secretary to enquire about progress of the review.

A rebuttal option is available for case reports or radiograph set “non-approval” decisions. A maximum of **30 days** is permitted for receipt by the College Secretary of a rebuttal of a “non-approval” case report or radiograph set decision.

Final decision on a rebuttal will be made available in 1 month from submission.

Assessment of other training related items and requests

Requests for clarification of training related matters may be submitted via the College Secretary and will be considered at the earliest opportunity after submission by the appropriate Committee.

A response to such enquiries can be expected within 1 month.

Application for College membership

To apply for College membership the appropriate application form (available from the College web site), supporting data (credentials package), letter of good standing and letters of reference must all be submitted to create a complete application package. Proof of payment of the application fee must also be provided.

1. Submission of applications by Diplomates of other recognised Dental Colleges

Application forms and the documents making up credentials packages are submitted by e-mail to the College Secretary. Please, refer to “Constitution and Bylaws” document and “Membership Application AVDC Diplomate” document for current requirements.

Applications will be assessed within 2 months after submission. The applications will only be reviewed after receipt of payment. Please, refer to the “EVDC fees” document available on www.evdc.org. Additional information regarding current EVDC bank details can be obtained from the EVDC Treasurer (Treasurer@evdc.org), who will also confirm receipt of your transfer.

2. Submission of applications by those who have completed an EVDC College training programme

Application forms and the documents making up a credentials package (“credentials application”) are submitted via the College TMS (for the training programmes approved prior to June 2015) or VetDentDMS (for the training programmes approved after June 2015).

All the relevant documents must be reviewed and in TMS "OK'ed" by your training programme supervisor. In TMS, the documents are not available to the Credentials Committee until this has been done. In VetDentDMS, a supervisor’s approval form needs to be completed and submitted at the same time.

Letters of good standing and reference letters are submitted by e-mail to the College Secretary (Secretary@evdc.org). When preparing an application package please contact the Secretary to verify that all the required letters have been received before submitting your application.

Completion of submission of an application for membership must be notified to the College Secretary by e-mail (to Secretary@evdc.org) as soon as the documents approved by the

supervisor have been uploaded in the VetDentDMS or the supervisor has "OK'ed" **all** the relevant documents in the TMS. The secretary will acknowledge this notification.

Deadline for submission of applications (credentials package) is **December 1st** (starting with 2016 for examination planned in 2017). Annual Report in that year is still due July 1st.

Applications will be assessed following submission and the applications will only be reviewed after receipt of payment. Please, refer to the "EVDC fees" document available on www.evdc.org. Additional information regarding current EVDC bank details can be obtained from the EVDC Treasurer (Treasurer@evdc.org), who will also confirm your transfer.

Applicants who submitted a complete credentials application package by December 1st will be contacted by January 1st (following year) regarding submission of documentation of six selected cases (*additional supporting evidence*). This documentation must be received by the EVDC Secretary within 10 days upon the date of request (no later than January the 10th).

After evaluation, recommendations to the Board for candidates taking the examination will be made by the March 1st (following year). The Board will approve the CC recommendations for taking the examination by March 15th and candidates will be notified whether they are accepted to sit the examination by **April 1st**.

Candidates will be requested to confirm if they are taking examination by **April 15th** and EC will be informed by May 1st.

The examination will be held in early or mid-September.

Incomplete applications will not be assessed. In this situation the application fee will not be returned and a supplemental fee will be payable before another application will be assessed (see "Current fees" document).