

APPLICATION FOR THE ECVO EXAMINATION – GUIDELINES FOR REGULAR & ALTERNATIVE ROUTES

Guidelines to assist applicants for the diploma examination of the ECVO (as given in the Bylaws 5.1. of the ECVO) following an ECVO-approved period of 1-year Internship (or equivalent) and 3-year ERC-Approved Residency Training Programme (Regular Route [RRTP] and Alternative Route [ARTP]) in Ophthalmology.

OUTLINE OF APPLICATION PROCEDURE

Step 1: Approval of RTP

Submit ERC online forms to the ERC chair by 1 August

Step 2: Credentials application

Upon RTP approval from the ERC, submit Form A (Credentials Application) and required credentials documentation to the Chair of the Credentials Committee and Secretary by 1 September

Pay credentials fee and inform the Treasurer

Step 3: Exam application

Upon approval of the credentials from the Credentials Committee, submit Form B (Examination Application) to the Chair of the Credentials Committee and Secretary by 1 December

Pay the appropriate examination fee and inform the Treasurer

Further information

- Further detail on each step is provided below
- Contact names and email addresses and ECVO bank details are provided at the end of this document
- Incomplete applications will not be processed or reviewed
- Late applications will not be processed or reviewed for the following year's examination, but for the year afterwards
- *The applicant is responsible for ensuring that all documents are received by the stipulated deadlines. If applicants have not received confirmation of receipt of documents sent by email from ECVO within 14 days, it is their responsibility to contact the relevant committee Chair, Secretary and Administrative Assistant to ensure that their documentation has been received. Applicants should keep a copy of all email correspondence, including attachments, in the 'Sent Items' of their email account in case later verification is required.*

Step 1: Approval of RTP

Applicants must submit the 'End of Residency Questionnaire' together with the yearly forms via the Online Forms System to the ERC chair and Secretary. Residents should ensure that their Diplomate Supervisor(s) and external Participants /other Diplomates submit the 'Programme evaluation and progress form' and signature forms, respectively.

The deadline for Step 1 is 1 August of the year preceding the anticipated examination.

Residents are reminded that applications for the exam can only be received if the RTP (minimum 36 months) finishes before 1 December AND the last annual report and end of RTP form were submitted to the ERC by the 1 August deadline.

The ERC will provide the resident with an end of residency certificate after satisfactory completion of all residency requirements (RTP approval certificate). Following receipt of the end of residency certificate, applicants can then proceed to Step 2 and apply to the Credentials Committee.

Step 2: Credentials application

Following receipt of the RTP approval certificate from the ERC, applicants must complete the following steps:

- submit the following documentation to both the Chair of the Credentials Committee and the Secretary
 - Form A - one electronic copy (signed, scanned, PDF format)
 - Credentials documentation - one electronic copy (PDF format, details below)
- ensure that a referee letter is sent by their Programme Director
- payment of the credentials application fee
 - notify the Treasurer by email of the transfer

The deadline for Step 2 is 1 September of the year preceding the anticipated examination.

Credentials Application Fee

- Current credential fee and bank account information are detailed at the end of this document
- The application will not be evaluated or processed without the credentials application fee being paid in full to the ECVO bank account. The fee is payable by the same deadline as the credentials application (1 September).
- The application fee is non-refundable
- Applicants are responsible for any additional bank fees that may be incurred in the transfer process
- If any portion of the application has to be resubmitted the entire fee will be reassessed

BY THE APPLICANT

The application materials must be divided and arranged in the sequence listed below, then indexed and submitted as a **single PDF file**, to prevent loss of individual components and to facilitate review.

1. Form A - Credentials Application

2. Curriculum Vitae (CV). The curriculum vitae should follow the following format:

Personal data:

- Full name
- Address for correspondence
- Current email address
- Current telephone /cell phone numbers
- Date of birth
- Place of birth

Nationality

Education:

Graduate of Veterinary College(s)/Faculty/University

Date of graduation

Scientific degree(s)/date

Diplomas/ Certificates/PhD/Thesis/ Habilitation/Place/date

Honorary degree(s)/place/date

Internship at (institution, date from/to)

Residency in ophthalmology at (institute, date from/to)

Residency Programme Director (Diplomate)

Other

Professional activities:

Current professional activity (academics/public service/private practice)

Office (full address)

Membership of scientific and professional organisation(s)

Other

3. Certificate of approval of the RTP from the ERC

4. Publications

- one (1) original, ophthalmological, internationally peer reviewed paper, of which the applicant must be the principal author, that is accepted by a refereed journal, and which includes an extensive, informative English written summary and is indexed in the publication databases CAB or PubMed,

- one (1) ophthalmological, internationally peer reviewed case report or original paper, of which the applicant is author or co-author, that is accepted by a refereed journal, and which includes an extensive, informative English written summary and is indexed in the publication databases CAB or PubMed.

The publications must have been published or definitively accepted for publication.

When published: the first page(s) of the printed article(s) must be submitted.

When accepted for publication ('in press'): letter(s) of acceptance with copy of title page and summary/abstract must be submitted.

BY THE PROGRAMME DIRECTOR

The Programme Director must write a reference letter, including the following items:

- Verification of RTP and level of supervision
- The applicant's proficiency, judgement, and competence as a veterinary ophthalmologist and their academic readiness to sit the examination
- The commitment of the applicant to the constitutional objectives of the ECVO
- The moral and ethical standing of the applicant within the veterinary profession

The reference letter should be signed by the Programme Director and scanned and saved in PDF format. The letter should be **emailed by the referee directly** to the Chair of the Credentials Committee and the Secretary by 1 September.

Requests by the applicant for a reference letter from their supervisor should be made early so as to ensure delivery to the chair of the Credentials Committee by the referee on or before the application deadline. It is the applicant's responsibility to provide their Programme Director with the correct email address(es) and to see that this reference letter is sent on time. The Credentials Committee Chair is responsible for absolute discretion and confidentiality regarding this reference letter.

Notification

Applicants will be notified of the outcome of their application within two months of the submission deadline. Successful applicants proceed to Step 3.

Unsuccessful applicants will be notified by a letter explaining the deficiencies in their credentials. A subsequent re-application must include re-submission of those credentials found deficient, a new form A, an updated CV, copies of any pertinent correspondence, and the application fee. The application material must be presented in the manner previously described.

All submitted application materials become the sole property of the ECVO and will not be returned to the applicant.

Step 3: Exam application

Following receipt of the RTP approval certificate from the ERC, applicants must complete the following steps:

Following notification of credentials approval, applicants must complete the following steps:

- submit form B to both the Chair of the Credentials Committee and the Secretary
 - one electronic copy (signed, scanned, PDF format)
- payment of the appropriate examination fee
 - notify the Treasurer by email of the transfer

The deadline for step 3 is 1 December of the year preceding the anticipated examination.

Exam Fee(s)

- Current exam fees and bank account information are detailed at the end of this document
- The fee is payable by the same deadline as the exam application (1 December)
- Applicants are responsible for any additional bank fees that may be incurred in the transfer process

IMPORTANT CONTACT INFORMATION

ECVO Executive Secretary

Dr Guillaume Payen
secretary@ecvo.org
gpayenfregis@gmail.com

ECVO Education and Residency Committee Chair

Dr James Oliver
residency@ecvo.org

ECVO Credentials Committee Chair

Dr Teresa Peña Gimenez
credential@ecvo.org

ECVO Treasurer

Dr Jim Carter
treasurer@ecvo.org

FEES for 2021/2022 Exam cycle

Credentials application fee € 270.00 incl VAT

Examination fees

Full examination	€ 1750.00 incl VAT
Theory (MCQ & slides)	€ 1166.67 incl VAT
Practical only	€ 583.33 incl VAT
One part only	€ 583.33 incl VAT
Two parts only	€ 1166.67 incl VAT

ECVO Bank Account

ABN Amro BV, The Netherlands
IBAN: NL76 ABNA 088 999 5435
BIC: ABNANL2A

Payments from within the EU should not need a BIC or SWIFT code as the IBAN contains all the relevant information to make a direct bank transfer. Members paying from accounts outside the EU may need to contact their own bank for correct routing information.

Please use your name for all transactions so your payment can be identified

ECVO's official address

ECVO c/o Dr. Sylvia Djajadiningrat
Utrecht University
Faculty of Veterinary Medicine
Department of Clinical Sciences of Companion Animals
Ophthalmology section
P.O. Box 80.154
NL-3508 TD Utrecht, The Netherlands