

Application for the ECVO Examination – Guidelines for Regular & Alternative Routes

Guidelines to assist veterinarians applying to sit 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 Program (Regular Route [RRTP] and Alternative Route [ARTP]) in Ophthalmology

APPLICATION PROCEDURE

Please complete the following steps:

1. Seek approval of satisfactory completion of residency training from the Chair of the Education and Residency Committee (ERC).
2. Upon notification of approval from the ERC, submit Credentials Application Form A, and all required supporting documents, and the credentials application fee.
3. Upon notification of approval from the Credentials Committee, submit Examination Application Form B and the appropriate examination application fee.

Please read the following instructions carefully, paying close attention to documentation required and stipulated deadlines. **Contact names and information 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.

Electronic submission of documentation

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 and/or the Secretary 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.

According to Art. 5.2 of the ECVO Bylaws "Candidates must pass the examination within eight years of the completion of the residency programme." In addition "The candidate may sit the examination on a total of four (4) occasions only. Applications of candidates to sit the examination on second and subsequent occasions shall be reviewed and approved annually by the incoming Examination Committee chairperson and the incoming Credentials Committee chairperson."

1. APPROVAL OF SATISFACTORY COMPLETION OF RESIDENCY TRAINING

Applicants must submit the 'End of Residency Questionnaire' (form 10) together with the yearly forms (forms 4-8, 13, 14, signature form) by **email to the Chair of the Education and Residency Committee**. Residents should ensure that their Diplomat Supervisor(s) and external Participants /other Diplomates submit the 'Program evaluation and progress form' (form 15) and written evaluations, respectively.

The deadline for receipt of these residency forms is 1 August of the year preceding the anticipated examination.

These documents must be submitted to the Chair of the Education and Residency Committee (ERC), Dr James Oliver, by e-mail residency@ecvo.org.

The ERC will provide the resident with an end of residency certificate after satisfactory completion of all residency requirements. Following receipt of the end of residency certificate, applicants can then apply to the Credentials Committee.

The minimum duration of the residency program is 36 months, **except for residents who started their program before 18 May 2008**, for whom the minimum total length of the program will be 30 months.

2. CREDENTIALS APPLICATION - PREPARATION AND SUBMISSION

Applicants must complete the following steps by 1 September of the year preceding the anticipated examination:

- **payment of the credentials application fee (150 Euro)**
 - notify the ECVO Treasurer by email of the transfer
- submit the following **documentation to the both the Chair of the Credentials Committee and the Executive Secretary**
 - one **electronic copy (signed, scanned, PDF format) of Form A**
 - one **electronic copy (PDF format) of the credentials documents**

The deadline for receipt of the documents is 1 September, of the year before the anticipated examination.

Credentials Application Fee

- a. The application will not be evaluated or processed without the credentials application fee (150 Euro) being paid in full to the ECVO bank account. The fee is payable by the same deadline as the credentials application (1 September).
- b. The application fee is non-refundable.
- c. Applicants are responsible for assuming any additional bank fees that may be incurred in the transfer process.
- d. If any portion of the application has to be resubmitted the entire fee will be reassessed.
- e. There is an additional examination application fee payable, upon acceptance of credentials.

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.

A. By the applicant

1. Credentials Application form (see 'Form A' at the end of this document)

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

Personal data:

Full name
Address for correspondence
Current email address
Current fax and 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/etc/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. Letter from the Education and Residency Committee that the requirements of the residency program have been fulfilled in good order.

4. Education and Residency Forms

Copies of the following forms:

- Excel form (copy of latest form sent to the Education and Residency Committee comprising all training logs)
- Form 10 - End of residency form

5. 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.

B. By the Program Director(s)

Reference letter(s)

The Residency Program Director [Diplomate(s)] must write a reference letter, including the following items:

- a. Verification of Veterinary Ophthalmology Training Programme and level of supervision
- b. The applicant's proficiency, judgement, and competence as a veterinary ophthalmologist and their academic readiness to sit the examination
- c. The commitment of the applicant to the constitutional objectives of the ECVO
- d. The moral and ethical standing of the applicant within the veterinary profession

Note: The reference letter should be signed by the Residency Program Director and scanned and saved in PDF format. The letter should be emailed by the referee directly to the Chair of the Credentials Committee, 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 (September 1). It is the applicant's responsibility to provide their referee with correct mailing addresses 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 will be required to submit the Examination Application form ('Form B' included in this document) as detailed in section 3 below, as well as the appropriate examination fee.

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 and a new application form, an updated curriculum vitae, 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.

3. SUBMISSION OF APPLICATION FOR THE NEXT QUALIFYING EXAMINATION

Following notification of approval of credentials, applicants must submit their application to take the next ECVO examination ('Form B' at end of this document) to the Executive Secretary and the Chair of the Credentials Committee.

Applicants must complete the following steps by 1 December of the year preceding the anticipated examination:

- Submit one electronic copy (signed, scanned, PDF format) of Form B to the Executive Secretary and to the Chair of the Credentials Committee
- Payment of the appropriate examination fee
 - notify the ECVO Treasurer by email of the transfer

The deadline for both steps above is 1 December of the year before the anticipated examination.

Applicants are responsible for assuming any additional bank fees that may be incurred in the transfer process.

Candidates should verify current examination fees and ECVO Bank Account information (detailed at the end of this document).

IMPORTANT CONTACT INFORMATION

ECVO Executive Secretary

Dr Guillaume Payen
Service d'Ophtalmologie
43 avenue Aristide Briand
Arcueil
France
secretary@ecvo.org
g.payen@fregis.com
tel +33 (0) 1498 58300

ECVO Education and Residency Committee Chair

Dr James Oliver
residency@ecvo.org

ECVO Credentials Committee Chair

Dr Teresa Peña Giménez
credential@ecvo.org

ECVO Treasurer

Dr Barbara Nell
treasurer@ecvo.org

CURRENT FEES (2017/2018 Exam cycle)

Credentials application fee:	150 Euro
Examination fees:	
Full examination	1000 Euro
Written (multiple choice) part only	400 Euro
Slide Recognition part only	400 Euro
Practical part only	400 Euro

ECVO Bank details

Account number: 001-5524613-54
IBAN paper format: BE42 0015 5246 1354
IBAN electronic format: BE42001552461354
SWIFT/BIC CODE: BIC GEBABEBB
Address:
FORTIS Bank SA
Montagne du Parc, 3B- 1000 Brussels, Belgium.

FORM A: To Accompany Credentials Application*

The undersigned,

Name
First name
Initials
Title
Street, number
Postcode, city
Country
Tel
Email

herewith submits credentials for consideration by the ECVO Credentials Committee.

The undersigned intends to apply for the qualifying examination of the ECVO, to be held in the year
(Please fill in the year you intend to sit the examination)

This form and complete credentials* should reach the Executive Secretary (1 electronic copy, PDF only) and Chair of the Credentials committee (1 electronic copy, PDF only), on or before September 1 of the year preceding the examination.

The decision to accept an applicant for examination is at the discretion of the ECVO Credentials and Examination Committees.

I have arranged payment of the 150 Euro fee to the ECVO Bank Account (must be received by September 1 of the year preceding the anticipated examination) YES/NO

I am licensed to practice veterinary medicine and surgery in the European Union YES/NO

I have completed an ERC approved regular training programme (RTP)
YES, date
NO, scheduled date

I have completed an ERC approved alternative training programme (RTP)
YES, date
NO, scheduled date

This is the first time that I have submitted my Credentials Application. YES/NO

Date:

Signed:

* Please see Application Guidelines under Resident Section/Examination on www.ecvo.org (as given in the Bylaws 5.1. of the ECVO)

FORM B: Application for the next ECVO qualifying examination** (to be submitted following approval of credentials application by Credentials Committee)

The undersigned,

Name
First name
Initials
Title
Street, number
Postcode, city
Country
Tel
Email

Herewith applies to take the next qualifying examination of the ECVO, to be held in 2020.

Please circle the components of the exam that you wish to take:

- Full examination 1000€
- Written (multiple choice) part only 400€
- Slide Recognition part only 400€
- Practical part only 400€

This form should be received (PDF by email) by the Executive Secretary and the Chair of the Credentials Committee on or before December 1 of the year preceding the examination (i.e. 1 December of the year preceding the anticipated examination).

The decision to accept an applicant for examination is at the discretion of the ECVO Credentials and Examination Committees.

I have arranged payment of the appropriate examination fee to the ECVO Bank Account (must be received by 1 December of the year preceding the anticipated examination) YES/NO

I am licensed to practise veterinary medicine and surgery in the European Union YES/NO

This is my first application to take the ECVO examination YES/NO

I have already taken the ECVO examination in the year(s) and I passed the written (MCQ)/slide/practical section(s) and failed the written(MCQ)/slide/practical section(s).

Circle as appropriate.

I have completed an ERC approved regular training programme

YES, date

NO, scheduled date

I have completed an ERC approved alternative training programme

YES, date

NO, scheduled date

My credentials were approved by the ECVO Credentials Committee on
(please fill in date that notification of credentials approval was received)

Note that the candidate's residency training programme MUST be completed and all End of Residency documentation received and approved by the ECVO Education and Residency Committee, and required Credentials Documentation approved by the ECVO Credentials Committee, prior to taking the qualifying exam.

Signed

Date.....

** Please see Application Guidelines under Resident Section/Examination on www.ecvo.org