



CFVP Application Guidelines

These guidelines are provided to assist you (i.e., the candidate) in completing the application form for the ECVP Certificate in Forensic Veterinary Pathology (CFVP). Please note that failing to complete the application form correctly will result in delay and potential failure of acceptance of the application.

Filling the application form

Personal information

First name(s): please provide your first name in capital letters, including any middle names, in the way you would like it/them to appear in the final certificate. The first name(s) should be identical with the name of the pathologist who has signed the reports submitted for evaluation as part of the application.

Last name(s): please provide your last name(s) in capital letters in the way you would like it/them to appear in the final certificate. The last name(s) should be identical with the name of the pathologist who has signed the reports submitted for evaluation as part of the application.

Title: please provide your credentials.

ECVP or ACVP Diplomate: please give the year when you completed the certifying examination (e.g., in February 2010). The 2 years of work after gaining ECVP or ACVP diploma will be counted from the date when you became an ECVP or ACVP Diplomate, provided you have been doing diagnostic work from that point.

Workplace: please provide your current workplace. This may differ from your workplace at the time when the reports submitted for evaluation were examined.

Work address: please provide your current address of employment (street, ZIP code, city, country).

Contact e-mail: please provide a valid e-mail address.

Contact phone number: please provide a phone number including country code; mobile phone numbers are accepted. We may use your phone number in case of any urgent communication just before/during the certification days.

Diagnostic experience

Proof(s) of diagnostic activity (at least 2 years post start of ECVP or ACVP membership): documents to confirm your diagnostic activity need to be attached to the application. Please list the type of employment/work that you have been doing and attach the matching proofs of at least 2 years diagnostic activity after gaining ECVP or ACVP membership. The most appropriate documents would be letters of your line manager(s) or a copy of your contract to confirm your employment. These should contain information on your diagnostic activity.

Proofs must be provided in English language, or original and with translation, as PDF files following the formats listed below:

LAST NAME_FIRST NAME_CFVP_DIAGPROOF_1.pdf

LAST NAME_FIRST NAME_CFVP_DIAGPROOF_2.pdf

Use numbers for additional proofs provided.

You might be contacted if the provided proof is not satisfactory.

Application details

Type of application (full vs step-by-step): the candidate must choose between two options:

- Full application: for experienced pathologists who have seen a substantial number of forensic cases; submission of the complete case portfolio (total of 10 cases) at the time of application. The cases must have been examined during the last five years (date of case examination).
NB: a maximum of 1 candidate per institution per year under this scheme is accepted.
- Step-by-step application: candidates with less substantial experience who cannot or do not wish to submit all 10 cases at a time are encouraged to initially submit a few cases (2-3) for which they will receive feedback. These candidates can apply and submit the first cases any time during the year.

Suggested conditions for submission of cases under the step-by-step path:

- first submission: minimum 2 cases and maximum 3 cases
- final submission: minimum 5 cases

NB: there is no limit to the number of candidates per institution at a time.

Application stage: please tick the boxes to indicate if this is the first time you are submitting cases for evaluation (first application), or whether this is a subsequent submission of cases in the event some of the submitted cases were not considered eligible or in case you are pursuing a step-by-step application.

Case portfolio

List of submitted cases: please provide the numbers of the submitted cases and the name of the respective report files attached to the application. Cases must be provided as PDF attachments, in colour. Each must be provided as a single PDF file that contains all the material belonging to the report (including the photo documentation in good quality), following this format:

- SURNAME_NAME_CFVP_CASE_1.pdf
- SURNAME_NAME_CFVP_CASE_2.pdf

Cases must be presented in numerical order. If some cases are not accepted, the numerical order should be continued, maintaining the univocal numbering [e.g., if a candidate submits 10 cases for a full application and 2 are not considered as adequate, the candidate will submit 2 additional (new) cases with the following file names: SURNAME_NAME_CFVP_CASE_11 and SURNAME_NAME_CFVP_CASE_12.

Case material: The material belonging to the report should also include the submission form that the pathologist has received at the time of examination (containing the history and possible specific questions asked by the instructing authority) and the report (see **Appendix 1** for a suitable post mortem report template in the English language), including the results of all additional investigations that have been carried out (e.g. histological examination, bacteriology, toxicology etc.), and including, as mandatory part of the report, the photographic evidence of the case (see **Appendix 2** for a template of photographic documentation).

Case reports in a language other than English should be submitted as originals together with an English translation, assembled in a single PDF document.

All sensitive information of the case and submission form (apart from the pathologist's name and signature which should be clearly visible in the report) should be removed in a way that no sensitive data can be extracted. Sensitive data include: All names of any people using the service, their family members and anyone else named in connection with the case; all names or identification codes of the animals; all other professionals' names, telephone numbers and addresses; all dates of birth; all names of companies; all addresses of anyone involved, including that of my own office; all telephone numbers of anyone involved, including your own; any reference to a place mentioned in the evidence. An example of an accepted way of anonymisation (blackening of text in word document) is presented in **Appendix 3 and**

4.

Declaration of anonymisation: The declaration of anonymisation of the material submitted must be dated and signed, after all the material has been anonymised (see 4.1).

Payment

Please follow the instructions on payment provided on the website. Confirmation of payment must be submitted alongside the application. Please indicate the amount you have paid according to the mode of application you wish to pursue.

Full application: 1000 €

Step-by-step application:

- First payment with submission of first set of cases: 500 €
- Final payment upon acceptance of the final set of cases: 500 €

N.B: the payment is due at the time of application and it is not refundable.

Signature

Please sign both the declaration of anonymisation and the entire submission form, indicating place and date of signature. A digital signature is accepted.

Submitting the application

Your application should be submitted online by clicking the submit button provided on the website. The application must be submitted by the deadline stated on the website and must contain the completed application form including all other required documents (proof of diagnostic activity, proof of payment) and the case documents as one PDF file, using the following format for the file name:

LAST NAME_NAME_CFVP_SUBFORM.pdf

Please make sure that all the files are submitted together (e.g., cases, application form).