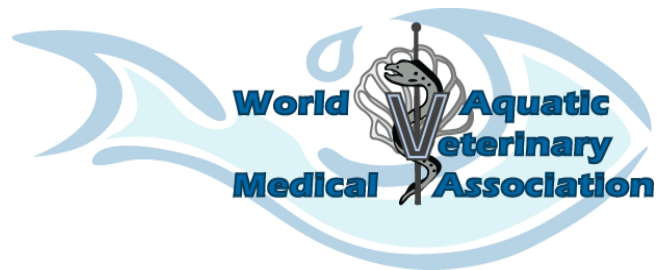


# *World Aquatic Veterinary Medical Association*

## **Certified Aquatic Veterinarian (CertAqV) Credentialing Program**



*A WAVMA Member Program*

Version 2.0 (03/2022)

# *World Aquatic Veterinary Medical Association*

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## Background

The need for an adequate and well-trained aquatic veterinary workforce that provides services to the aquaculture and seafood producing industries, aquatic animal owners, private industries, government agencies and others has become a global imperative – particularly in light of increasing concerns for combatting disease, seafood safety, public health and other issues.

Because of their training in multiple species of animals and disciplines of medicine, veterinarians are uniquely qualified to deal with most of these issues. However, many academic veterinary curricula around the world may not currently have a sufficient focus on aquatic veterinary medicine to fully prepare graduates for practices in aquatic veterinary medicine. Fortunately, there are numerous other educational opportunities for veterinary students and veterinarians to obtain the knowledge, skills and experience necessary to provide adequate aquatic veterinary services.

The WAVMA Aquatic Veterinarian Certification Program seeks to identify the core competency areas or subject matter needed to practice aquatic veterinary medicine, and to recognize those veterinarians that have acquired the necessary knowledge, skills and experience through a variety of sources.

The CertAqV is an official recognition of a veterinarian's knowledge and experience in the field of aquatic veterinary medicine. It is **not** the intention of the WAVMA CertAqV Program to duplicate, supersede or replace the need for any aquatic veterinary courses, curricula or Board Certification programs in aquatic veterinary medicine. However, recognizing that developing veterinary school curricular, Board Certification and other education and credentialing programs are both complex tasks and could take several years to develop, the CertAqV Program is seen as one that supports and supplements current and future efforts to ensure an adequate and well-trained global aquatic veterinary workforce. It is an indication to the profession and the general public that the veterinary practitioner has demonstrated Day-1 competence in aquatic veterinary practice. The CertAqV is not a specialist qualification.

## Program Administration

The WAVMA CertAqV Program is administered by the WAVMA Credentialing Committee, along with the assistance of other Certified WAVMA members who serve as mentors and adjudicators (see Appendix 1 for mentor and adjudicator responsibilities and CertAqV individuals).

The WAVMA Credentialing Committee will review the program at least annually and may revise the description and needs for any KSE Module or subject area, as necessary.

## CertAqV Process

To be credentialed by WAVMA as a Certified Aquatic Veterinarian and utilize the CertAqV honorific, individuals must be a current WAVMA member, have a veterinary degree from a nationally recognized veterinary school, college or university and have demonstrated general knowledge and competency in core subject areas noted below that are currently considered necessary to practice aquatic veterinary medicine. Students of a nationally recognized veterinary institution of higher education can register for the program, but will not be certified or entitled to utilize the CertAqV honorific until they graduate and fulfil the aforementioned criteria.

Individuals who desire to participate in the WAVMA CertAqV Credentialing Program must:

1. Register for the Program at [www.wavma.org/CertAqV-Pgm](http://www.wavma.org/CertAqV-Pgm).
2. Identify a mentor to assist the registrant through the Program. The mentor must be a current WAVMA Certified Aquatic Veterinarian. A potential mentor can be identified from the list of current CertAqV Veterinarians at [www.wavma.org/CertAqV-Pgm](http://www.wavma.org/CertAqV-Pgm). Contact details can be found by consulting the Members only Directory which is only accessible when you are logged in to your WAVMA profile.
3. Provide the mentor with written evidence of satisfactory completion of each of the nine (9) core Knowledge, Skills and Experience (KSE) Modules (subject areas).

4. Ensure application material (CertAqV KSE Credit Form and CV) are submitted to the Credentialing Committee within 1 year (12 months) from the registration payment date.

### **CertAqV Registration, Evaluation & Approval Process in Detail**

Individuals who desire to participate in the WAVMA CertAqV Credentialing Program will first need to register online at [www.wavma.org/CertAqV-Pgm](http://www.wavma.org/CertAqV-Pgm) and pay a registration fee. Candidates have up to 1 year from the date of registration to meet the program requirements.

Awarding the CertAqV is a peer-reviewed process. The candidate works with a mentor to complete the CertAqV KSE Credit Record Form. If any KSE claimed by a candidate is unclear, the mentor has the discretion to request a description or evidence of KSE completion. When the mentor is satisfied the candidate has sufficient KSE credits, the mentor must indicate their approval and the approval date, on the CertAqV KSE Credit Record Form. The mentor will then submit the form and the candidate's Curriculum Vitae (CV) to [CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org). These documents will be evaluated by two Adjudicators of the Credentialing Committee. If the Credentialing Committee determines the application is not satisfactory, it will ask the mentor and candidate to address the concerns. Once the Credentialing Committee determines the application is satisfactory, the Chair, or designee, will verify the candidate is a current WAVMA member and the necessary paperwork was submitted to the Credentialing Committee within one year (12 months) from the registration payment date. If requested by the candidate, the Chair, in his/her discretion, may extend the application deadline up to 3 months one time only, in exceptional circumstances. Once that information has been verified, the Chair, or designee, will submit all satisfactory applications to the WAVMA Executive Board on a bi-Monthly basis. The WAVMA Executive Board will then review all applications submitted by the Credentialing Committee and determine which applications to approve and confer CertAqV status. The candidate will be notified when they have been conferred the CertAqV status.

Individuals who have been awarded WAVMA's CertAqV are asked to serve as a mentor to help guide new candidates through the CertAqV program.

### **CertAqV Re-certification & CEPD Requirements**

The CertAqV credentials are limited to 5 years from the date of issuance. Once CertAqV has been achieved, candidates have the responsibility to maintain their qualifications. The certified aquatic veterinarian must submit a renewal form every 5 years along with a recertification fee of \$50.00 (USD). If requested by the certified aquatic veterinarian, the WAVMA Credentialing Committee Chair, in his/her discretion, may extend the renewal deadline up to 3 months one time, in exceptional circumstances only. To renew the CertAqV credentials, evidence of at least 50 credits of aquatic veterinary Continuing Education and Professional Development (CEPD) over 5 years is required (i.e. an average of 10 hours per year). Continued WAVMA membership is also a requirement to maintain the CertAqV status.

## **Core Knowledge, Skills & Experience (KSE) Requirements<sup>1</sup>**

In order to be certified as a WAVMA Certified Aquatic Veterinarian (CertAqV), candidates will need to demonstrate the Knowledge, Skills and Experience (KSE) using WAVMA approved programs or processes. The participating candidate's KSE will include, but not be limited to the theory, clinical significance, and practical experience in the following areas that are unique to aquatic mammals, birds, amphibians, reptiles, finfish, crustaceans, molluscs and other invertebrates. CertAqV candidates are required to be familiar with, and be able to, describe the normal and abnormal aspects of each specific subject that are encountered in general aquatic veterinary practice, and know where to locate additional information on the subject. Each

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<sup>1</sup> The WAVMA Credentialing Committee is continuously refining specific details for each of these KSEs with the assistance of subject-matter experts.

specific area is assigned a minimum number of KSE credits<sup>2</sup> needed in square brackets [ ], for a total of at least 150 credits.

## **PRE-CLINICAL KSE:**

### **1. Aquatic Environment and Life Support Systems [25 credits minimum]**

Water quality includes all the physical, chemical and biological characteristics of water that regulates its suitability for the health of aquatic organisms and their ecosystem. Poor water quality is often the cause of morbidity and mortality in aquatic animals. Knowledge, skills and experience in this subject matter are critical for practicing aquatic veterinary medicine. Given the intimate relationship that aquatic organisms have with the surrounding environment, a candidate should demonstrate thorough understanding of this environment.

*Examples are:*

- Chemical stressors and their effect on aquatic animal health/environment
  - Common chemical water quality abnormalities
  - Techniques for the assessment/monitoring of water quality parameters
  - Interpretation of water quality parameter results
  - Appropriate treatment of water quality abnormalities
  - Toxins and pollutants
  - Effects of medications and therapeutics on water quality
- Physical stressors in the aquatic environment and their effect on aquatic animal health/environment. Including: stocking density, improper husbandry/life-support system, tank/pond design, inter/intra-species aggression, handling and transport
- Biological stressors in the aquatic environment and their effects on aquatic animal health
- Species differences in regards to their water quality requirements
- Interaction of various species in the aquatic ecosystem and its effect on aquatic animal health
- Environmental factors that affect the development of disease

### **2. Taxonomy, Anatomy and Physiology [10 credits minimum]**

Candidate should demonstrate knowledge, skills and experience necessary for the practice of aquatic veterinary medicine and surgery of the basic anatomy and physiology of major aquatic animal taxa.

*Examples are:*

- Taxonomic relationship of aquatic Phyla
- Scientific and common names of significant aquatic animal species
- Anatomy and physiology of organ systems including:
  - Musculoskeletal and integumentary
  - Digestive (gastrointestinal), nutritional physiology
  - Circulatory and Respiratory
  - Osmoregulatory and waste excretion
  - Reproductive and Endocrine
  - Reticuloendothelial and Immune
  - Nervous and sense organs

### **3. Husbandry and Industries [25 credits minimum]**

Candidate should demonstrate an understanding of the key industry sectors, economics, health issues and husbandry practices associated with the captive maintenance of aquatic animals (e.g. aquaculture, ornamental/pets, public aquaria exhibits, research facilities) and wild aquatic life.

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<sup>2</sup> KSE Credits are an estimated time (in hours) required to attain an adequate understanding of the subject matter.

*Examples are:*

- Aquaculture Industry – Food sector and Ornamental sector
- Wild Harvest – Food and Ornamental Sectors
- Public Aquaria and Zoo Aquatic Animal Exhibition
- Conservation/Resource management captive breeding programs
- Animal Handling Techniques
- Animal Holding System Design and General Management
- Collection, Transport, Acclimation
- Biosecurity/Quarantine
- Life-Support System Components, Function and Management
- Water Quality Assessment and Interpretation
- Nutrition and Feeding
- Record Keeping and Standard Operating Procedures

## **CLINICAL KSE:**

### **4. Pathobiology and Epidemiology of Aquatic Animal Diseases [25 credits minimum]**

Candidate should demonstrate an understanding of environmental conditions and pathogens that cause diseases in aquatic animals, the pathological changes that occur in the animals, and the clinical signs of important aquatic animal diseases in order to determine the cause of the disease and the course of action or treatment, and assess the risk of contagion.

*Examples are:*

- Disease identification, prevention, control, treatment, eradication decisions.
- Non-infectious diseases:
  - Nutritional deficiencies
  - Water quality/temperature abnormality
  - Toxicoses
  - Traumatic injuries
  - Genetic disorders
  - Neoplasia
- Infectious diseases:
  - Viruses
  - Bacteria
  - Fungi
  - Parasitic diseases:
    - Protozoa
    - Metazoa
- Epidemiology
- Biosecurity, pathogen exclusion or containment methods.

### **5. Diagnostics and Treatment of Aquatic Animal Diseases [25 credits minimum]**

Candidate should demonstrate a good understanding of the diagnostic procedures and treatments, including fundamental theoretical knowledge, as well as practical experience with clinical and laboratory disease diagnosis and treatment of infectious diseases and pathological conditions.

*Examples are:*

- Principles of Laboratory Diagnosis:
  - Sample collection for laboratory examination

- Proper shipment of samples for diagnostic purposes
- Principles of sample custody
- Quality assurance and quality control (QA and QC)
- Diagnosis of bacterial infections
- Diagnosis of viral infections
- Diagnosis of mycotic infections
- Diagnosis of parasitic diseases
- Diagnosis of neoplasia
- Diagnosis of traumatic injuries
- Diagnosis of toxicoses
- Principles of prophylaxis and disease control
- Therapeutics, biologics, vaccines and other treatment modalities

## **6. Clinical Veterinary Experience and Client Communications [25 credits minimum]**

Candidate should demonstrate competency with basic clinical procedures, diagnostic tools and techniques, and with client or industry communication.

*Examples are:*

- Clinical Examination, including:
  - Taking a case history adapted to aquatic animals (e.g. include water quality)
  - Physical examination techniques
  - Blood collection and analysis
  - Examination of cytology & biopsy wet mounts
  - Postmortem examination
- Sedation/anesthesia
- Basic imaging techniques
- Basic surgical procedures
- Common therapeutic approaches
- General case management
- Client communications with aquarists, aquaculture producer/farmers, wild animal collectors, facility managers, exporter/importer/wholesaler, retailer and hobbyist/pet owners.

## **7. Public Health, Zoonotics and Seafood Safety [5 credits minimum]**

Candidate should demonstrate knowledge of aquatic zoonotic diseases pertinent to their field of practice. Candidate should also demonstrate understanding of the role of the veterinarian in public health through education and knowledge of the food-chain and seafood safety methodology.

*Examples are:*

- The etiology, transmission, treatment and control of aquatic zoonotic diseases
- Benefits and disadvantages of aquatic animals in public health
- Food-chain practices and legislation pertinent to their locality (including methods used to ensure product safety from the source to the consumer).

## **8. Legislation, Regulations, and Policies [5 credits minimum]**

Candidate should demonstrate a good understanding of the laws, regulations and policies that directly impact the practice of aquatic veterinary medicine in areas relevant to the candidate.

*Examples are:*

- International bodies and guidance, codes or standards that address aquatic animal health and welfare, public health and seafood safety

- National and state/provincial/local governmental authorities responsible for, and statutory and non-statutory legislation, regulations and/or policies
- National and state/provincial/local veterinary organizations, their policies and codes or principles of veterinary medical ethics
- Development of a regional, national, or international health plan that includes list of reportable diseases, certification, zoning, risk assessment, and quarantine.

## 9. Principles of Aquatic Animal Welfare [5 credits minimum]

Candidate should demonstrate knowledge of current issues related to aquatic animal welfare and an ability to assess the welfare status of key aquatic species.

*Examples are:*

- General topics in aquatic animal welfare that are of concern to aquaculture industry, ornamental industry and hobbyists, research, resource management, zoos and aquariums
- Key legislation, regulations, policies, and professional societies' statements about aquatic animal welfare.
- Humane handling and euthanasia methods of aquatic animal species associated with the fishing industry, wildlife, aquaculture, ornamental trade, zoos, public aquaria and research.

## Assessing the Necessary KSEs

Individuals may attain WAVMA credit for the core CertAqV requirements through verification of the satisfactory completion of educational or training programs specifically focused on the above KSE subject areas. This education can be from academic training programs, lectures, seminars, self-study, publication or additional methods listed below, or from other relevant experiences of the candidate upon approval of the WAVMA Credentialing Committee.

The candidates will document the necessary KSEs obtained from their education and training by compiling a list of classes, lectures, education and other training or experience for assessment by their mentor. Once sufficient evidence of knowledge and skills in each subject area is compiled and reviewed by the candidate's mentor, it will be presented to members of the Credentialing Committee for review. If the committee determines that additional training or documentation is necessary, that information will be provided to the candidate to allow completion of the certification process. Candidates that provide complete documentation of sufficient knowledge, skills and experience will be Certified as an Aquatic Veterinarian.

Candidates may obtain credits from any combination of the educational sources listed below. This will help ensure that a wide variety of skills and experiences are obtained in each KSE subject area. A minimum of 150 credits from the listed subject areas will be necessary for certification. A combination of KSEs obtained from the below educational sources to reach a minimum of 150 credits will be adequate for certification, however, the minimum number of credits must be met for each KSE subject area, as described in the KSE section.

### A. Continuing Education and Professional Development (CEPD)

The candidate will receive 1 point per hour of CEPD toward certification requirements. CEPD must be in the field of aquatic veterinary medicine, and preferably from a WAVMA-approved CEPD program. A copy of the CEPD certificate and course information needs to be included in the certification documentation.

EXAMPLE: If a candidate received a total of 8 CEPD hours during a veterinary conference, the list of topics presented at the lectures is required. Given the CEPD may encompass more than one KSE subject area (e.g. Pathobiology or Aquatic Environment) the candidate should suggest the KSE subject areas to apply the CEPD credit to, and the sum of which cannot exceed the total amount of credit (e.g. 5 credits to Pathobiology and 3 credits to Aquatic Environment KSE subject area).

## **B. Academic Programs or Courses (University Level)**

The candidate will receive 20 credits per week of a of FULL-TIME (40 hours) clinical academic veterinary externship rotation in the field of aquatic veterinary medicine or for an extensive laboratory and lecture based course in an area of aquatic veterinary medicine. Shorter University based courses will be treated as CEPD (see above). The candidate's mentor will assist in evaluating the credits for each program.

EXAMPLE: A 3-week full-time clinical rotation in any area of aquatic animal medicine during veterinary curriculum will provide a candidate with a total of 60 credits. A copy of the syllabus and the number of credits to be applied to each KSE subject area needs to be included in the documentation package.

A WAVMA recognized extensive course in aquatic animal medicine that involves lectures, diagnostic laboratory and clinical experience can earn up to 20 credits per week of full-time courses. University courses such as the 4-week long AquaVet Program will provide 20 credits per week.

Veterinary students performing externships in aquatic veterinary medicine while in Veterinary School will receive 20 credits per week of full-time externships in aquariums or other programs of aquatic veterinary medicine.

## **C. Post-Veterinary Academic Training (University Degrees, Internships, Residencies, Board Certification & Other Programs)**

The WAVMA Credentialing Committee will review the aquatic veterinary medicine relevance of post-veterinary academic degrees (MSc/PhD) and training information (Internship, Residency, Board Certification) provided by the candidate and the mentor will assist the candidate in determining the credits based on the relevance of the program to fulfill the KSE subject area requirements. The candidate will need to provide a description on the KSE subject areas that were part of the post-veterinary academic training.

EXAMPLE: The candidate may receive up to 50 credits for one year of full-time veterinary internship or residency in a public aquarium focused on aquatic animal medicine. The candidate may receive up to 75 credits for completion of a Master's program with a focus on aquatic animal medicine. The candidate may receive up to 100 credits for completion of a PhD program with a focus on aquatic animal medicine. The candidate may receive up to 100 credits for board certification in a specialty area with significant focus on aquatic animal medicine (e.g. MANZCVS in Medicine and Management of Aquaculture Species).

## **D. Literature Self-Study and Online Education**

One point will be given for each journal article read or online webinar watched. The journal article or program title and author will be listed in the candidate's documentation. Books or book chapters will be given credits based on 1 point per book chapter, up to 10 credits per book studied. List the book title, chapter and author in the appropriate KSE section of the documentation.

## **E. Clinical Experience & Case Logs**

The WAVMA Credentialing Committee will review the candidate's clinical experience based on the candidate's written description of experiences in aquatic veterinary medicine, case logs or reports. A letter of reference from an employer, client or co-worker can be used as documentation for the candidate's clinical experience. The candidate will need to provide a description of the KSE subject areas that were part of their clinical experience. The candidate's mentor will assess the experience and help determine the appropriate KSE area. Written case reports describing the candidate's involvement with examining, diagnosing and treating an aquatic animal can also be used to obtain credit for clinical experience. Five credits will be given for each case log or report. A minimum of 25 points in Cat E (across all 9 KSE area's) are required. See appendix 1, point 11

EXAMPLE: The candidate was employed full-time in a private practice. Candidate presents a total of 5 clinical case reports to the WAVMA Credentialing Committee as part of the application. After review for acceptance, the candidate would receive 25 credits for these case reports toward certification.

## **F. Publications & Presentations in Professional Meetings**

The candidate will receive credits for publication of peer-reviewed journal articles, reviews, case reports, books or book chapters, and oral presentations at professional meetings. The candidate will provide copies of

publications to the WAVMA Credentialing Committee for evaluation. Publications will be given 5 credits per published article, review, or case report; 10 credits per published peer-reviewed journal article, or for editing a multi-author book or writing a book chapter; and up to 40 credits for authoring a complete aquatic medicine related book; and 5 credits for reviewing manuscripts for journals

Professional presentations will be given 1 point per 15 minutes for brief presentation times, and 5 credits per hour for longer presentations. Educators can use their teaching of classes related to aquatic veterinary medicine as professional presentation for credit (i.e. 5 credits per hour for each unique lecture; repeating the lecture multiple times does not confer additional credits). Describe which KSE subject area each point would be attributed to in the credentialing documentation.

### **Summary of KSE Sources and their Credits**

#### **A. Continuing Education and Professional Development (CEPD) classes/lectures**

Veterinary Conferences; University-based short courses

1 hour = 1 credit

#### **B. Academic Programs or Courses (University Level)**

Full-time clinical academic veterinary externship rotation

WAVMA recognized extensive course in aquatic animal medicine

2 class hours = 1 credit; or 20 credits per week (e.g., 40 hour week = 20 credits)

#### **C. Post-Veterinary Academic Training (Degrees, Internships, Residencies, Certification)**

Intern/Residency= up to 50; MS=up to 75; PhD/Board Certification=up to 100 credits

#### **D. Journal / Literature Self-Study and Online Education**

Journal Article/Webcast lecture=1 credit; Book=1 credit/chapter up to 10 credits/book

#### **E. Clinical Experience & Case Logs**

Case Report =5 credits per case

Documentation/Letter of Clinical Experience=up to 50 credits (evaluate with mentor)

#### **F. Publications & Presentations in Professional Meetings**

Published article=5 credits; Published Peer-reviewed article=10 credits;

5 credits for reviewing manuscripts for journals; Published case report or review=5 credits

Editing a multi-author book=10 credits; Writing a Book Chapter=10;

Writing a Complete Book=10 per chapter up to 40 credits;

Short oral presentations at professional meetings=1 point per 15 minutes

Long oral presentations at professional meetings=5 credits per lecture hour

Teaching University-level Academic classes=5 credits per lecture hour

**For more information contact [CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org)**

## Appendix 1

### WAVMA Certified Aquatic Veterinarian Program Process

1. There is a period of one year (12 Months) from the date of registration to complete the necessary KSE's.
2. A one-time extension of up to three months (beyond the 12 months) may be requested in exceptional circumstances by contacting the Chair of the Credentialing Committee ([CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org)). This extension may be granted at the sole discretion of the Chair.
3. Applicants should seek the advice of a mentor prior to registering who will help them assess how close to, or whether they have completed the required KSE credits.
4. To avoid the requirement to re-register, if the time period is exceeded, it is up to the applicant to determine whether they can complete the necessary KSE's within the time allowed.
5. A list of current CertAqV members (all of whom can act as mentors) is given on [www.wavma.org/CertAqV-Pgm](http://www.wavma.org/CertAqV-Pgm).
6. Applicants can find mentor contact details by searching the Member Directory (you will need to be logged in to your Membership Account to access this Directory).
7. Applicants may find it easier to go through the program, by either selecting a mentor who is known to them or based in the same country as them.
8. A mentor can refuse a request from an applicant (e.g. because the mentor cannot provide the necessary time) but the mentor does not need to provide a specific reason. They can at their discretion provide the name of a potential alternative mentor.
9. There is no requirement for applicants to stay with the same mentor once registered. If a mentee changes their mentor then the mentee should inform the Chair of the Credentialing Committee ([CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org)).
10. Mentors should work with their potential mentees prior to registration, ensuring they have accessed all the supporting CertAqV documents (e.g. KSE form) and guiding them through the application requirements.
11. Mentors should advise their mentees to include in their KSE form as much practical training/experience as possible. However, the minimum requirement is at least 25 credits must be from practical training/experience.
12. Although not a strict requirement, having training/experience easily identifiable in more than one area (various aquaculture, ornamental fish or marine mammals) or with more than one species is preferred.
13. If the KSE credits a mentee submits for a course or other experience, that mentors are unfamiliar with, or cannot see how the number of credits were acquired, then it is perfectly acceptable to ask for background information or a certificate to be provided by the mentee. The final number of credits agreed is at the discretion of the mentor.
14. If the applicant has a large source of credits already e.g. a suitable PhD, then they need to think how most effectively to distribute the number of credits available across the nine subject areas.
15. Mentors must ensure that their mentees follow the KSE credit categories correctly, as described in the Program Description, and do not duplicate credits in other KSE categories.
16. Once a mentor considers that the mentee has achieved at least the required number of KSE credits, then the mentor will submit the fully completed KSE form (with there approval date filled in) along

with the applicants current CV to the Chair of the Credentialing Committee ([CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org)).

17. The Chair will then send the submitted documents to two members of the Credentialing Committee for review. If both reviewers agree the applicant has achieved at least the required number of KSE credits, then the documents are sent for executive board approval.
18. Once every two months applicant submissions who have passed the previous steps will be sent by the Chair, to the WAVMA Executive Board, for final review prior to awarding the CertAqV.
19. Successful applicants will be informed by the Chair of the Credentialing Committee (an automatically generated email)
20. If any questions or discrepancies arise during this review process, the Chair will inform the mentor regarding the issue and request either further information or a review of the KSE credits claimed.
21. Mentees and reviewers can always address any specific questions to the Chair of the Credentialing Committee on [CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org) or [administrators@wavma.org](mailto:administrators@wavma.org)

## Appendix II

### Application Evaluation Outline

#### 1. Applicant Applies Online

- 1.1. This is an applicant driven process, the applicant is ultimately responsible for ensuring he/she meets the requirements.
- 1.2. WAVMA does not assign a mentor and recognizes the mentor may change at any time up until the KSE and CV are submitted.
- 1.3. Applicant must submit to the mentor the KSE and CV and any requested supporting documents within 1 year (12 months) from the registration payment date.

#### 2. Applicant has Mentor email KSE and CV to Committee

- 2.1. Applicant uses mentor to help complete the KSE form
- 2.2. Once mentor is satisfied the applicant has met KSE requirements, the mentor emails KSE and CV to the Committee Chair. (Email address: [CertAqV-Admin@wavma.org](mailto:CertAqV-Admin@wavma.org))
- 2.3. Two adjudicators are assigned by the Committee Chair
- 2.4. Adjudicators evaluate the KSE and CV
- 2.5. Once adjudication is completed, application is forwarded to the executive board

#### 3. Committee Reviews KSE and CV and Approves

- 3.1. Committee completes its evaluation process and either:
  - 3.1.1. Determines to recommend the applicant for CertAqV status based on KSE and CV. Process moves to Step 4.
  - 3.1.2. Determines the application is not to its satisfaction and addresses concerns with the applicant and mentor.

#### 4. Chair Verifies with WAVMA Administrator

- 4.1. Chair emails WAVMA Administrator to confirm the applicant is:
  - 4.1.1. A current WAVMA member.
  - 4.1.2. Within the application deadline based on when he/she applied for CertAqV.
- 4.2. If applicable, the Chair resolves outstanding issues with the applicant
  - 4.2.1. Emails applicant to request renewal of WAVMA membership.
  - 4.2.2. Emails applicant to request payment of CertAqV fee since deadline has already passed.

4.2.2.1. If requested by the applicant, the Chair, at his/her discretion, may extend the application deadline up to 3 months one time only.

**5. Chair Submits Materials to EB Bi- Monthly**

5.1. Chair emails materials of applicants the Committee recommends for approval to the EB at least 7 days before the EB meeting in March, June, September, and December.