

## Application for Fellowship in the American College of Veterinary Pharmacists

### Qualifications:

Applicants for Fellowship in the American College of Veterinary Pharmacists are required to have the following qualifications:

- A current membership in ACVP as a pharmacist member in any category
- A full and unrestricted license to practice pharmacy in their respective state or province with no reportable action pending which could adversely affect the status of that licensure<sup>1</sup> and who also is:
  - ✦ working in a community pharmacy, meeting ACVP Practice Standards, or
  - ✦ practicing in an accredited hospital, or
  - ✦ serving on the faculty of an accredited School or College of Pharmacy, or
  - ✦ a practicing pharmacist who does not meet the requirements in the above three bullets but who is recommended by three or more current Members in good standing with the College.
- The pharmacist must complete a veterinary compounding course by a recognized provider or have sufficient practical or educational experience that is approved by the Board of Directors.
- The pharmacist must complete a veterinary pharmacotherapy course by a recognized provider or have sufficient practical or educational experience that is approved by the Board of Directors. A list of approved courses may be found on the [vetmeds.org](http://vetmeds.org) website at: (need URL here).

The Board of Directors may, at any time, modify the requirements for Fellowship.

### Process for Application:

- Pharmacist members of ACVP who qualify as described above may submit an online application for Fellowship. The online application is found at: <https://vetmeds.org/full-fellow-membership/#join>
- A current curriculum vitae or resume is required to be submitted with the online application along with:
  - A photograph each of the interior and exterior of the applicant's pharmacy
  - A sketch of the layout of the applicant's pharmacy
  - A sample of advertising or promotional materials used
  - The URL link to the pharmacy's webpage
  - Links to any social media platforms used including professional and personal
- A completed online application is required from each applicant. In addition to providing information regarding their pharmacy training and practice, applicants are requested to:
- Abide by the Constitution, By-laws, and Standards of Practice of the American College of Veterinary Pharmacists <https://vetmeds.org/standards-practice/> and submit to the Fellowship Oath:

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<sup>1</sup> The applicant will be required to upload a screenshot of their current license and any notation from their Board of Pharmacy verifying that there are no disciplinary actions against the applicant.

“Believing that I am in accord with the aims and principles of the American College of Veterinary Pharmacists, I do hereby pledge to uphold the highest standards and ideals in pharmacy in my practice, to work for the acceptance of these standards by other pharmacists and to work for the advancement of the American College of Veterinary Pharmacists.”

- Attest to obtaining specialized veterinary pharmacotherapy training in a course by a recognized provider or have sufficient practical or educational experience that is approved by the Board of Directors.
- Attest to obtaining specialized veterinary compounding training in a course by a recognized provider or have sufficient practical or educational experience that is approved by the Board of Directors.
- Attend an ACVP conference within the previous 12 months or will attend the next scheduled ACVP conference.

### **Evaluation of Applications for Fellowship:**

- The evaluation of an applicant for Fellowship is based on information relating to the applicant's training and experience, ethical conduct, and professional standing in the local community. Such information is obtained by the ACVP Board of Directors, references named by the applicant, and others.
- The ACVP Board of Directors reviews each submitted application for completeness at each ACVP Board meeting and appoints a Board Member to conduct an interview with the applicant within 2 months of receiving the application. Incomplete applications are returned to the applicant for re-submission and evaluation by the next scheduled Board of Directors meeting.
- The Board Member interviews each applicant and associated references using a standard battery of questions and reports his/her findings back to the ACVP Board of Directors regarding the applicant's eligibility for Fellowship.
- The Board of Directors makes the final decision regarding the applicant's eligibility for Fellowship. Fellowship status is granted with a majority vote.
- The Board of Directors makes one of two decisions:
  - **Approved for Fellowship**—In order to attain Fellowship, each applicant must receive the approval of a majority of the Board of Directors.
  - **Pending**—an applicant's postponement is not considered a denial of the application. It is designed to give the applicant an opportunity to acquire further knowledge or additional experience or to develop professionally (e.g. complete veterinary pharmacotherapy and compounding training.) It also provides the College with an additional period for observation, investigation, and further evaluation of the applicant's eligibility for Fellowship.
- Board members will cast votes via an electronic voting instrument and must vote one of the following: approve, pending, or abstain.

- Applicants are notified of the Board decision by email from the President of the American College of Veterinary Pharmacists within 2 weeks of the decision.

## **Induction to Fellowship**

- Successful applicants are expected to attend the next scheduled ACVP Conference to be inducted into the College. If attendance is not possible due to extenuating circumstances, the applicant will be inducted by attesting to the ACVP Fellowship Oath via a digitally signed document.
- Successful applicants are admitted into Fellowship during the Awards Luncheon Ceremony at the College's next scheduled Conference. Fellowship is conferred by the President of the American College of Veterinary Pharmacists. Applicants attest to the ACVP Fellowship Oath in front of gathered ACVP members at this time.
- Between the date of the acceptance notification letter and the registration deadline for the next scheduled ACVP Conference, applicant Fellows must notify the Membership Director at ACVP (linda@vetmeds.org) of any changes in their location, practice situation, or type of practice since such changes may affect their admission into Fellowship.
- The College provides information concerning the status of an application for Fellowship only to the applicant or those individuals involved in the College's evaluation of the application.
- The criteria for admission into Fellowship have been formulated by the Board of Directors and apply uniformly to all applicants. No other means of admission is available.

## **Use of the FACVP Credential**

The FACVP credential exists to foster the professional growth and development of veterinary pharmacists, promote high standards and best practices in veterinary pharmacotherapy care, and to support veterinarians' confidence in the knowledge and integrity of the veterinary pharmacist. The FACVP credential can only be used by Fellows in good standing with the American College of Veterinary Pharmacists (ACVP) and only after the applicant has been formally inducted (e.g., induction ceremony or electronic attestation for those unable to attend the ceremony in person). The FACVP credential is not an honor that should be discarded lightly; members are expected to engage in ACVP activities and remain financially current with their membership dues in order to continue to use the designation. Once membership lapses, an ACVP Fellow is no longer legally allowed to display FACVP after their name in any context. The designation is the exclusive intellectual property of the ACVP. Misuse of the FACVP designation by nonmembers is pursued by the American College of Veterinary Pharmacists.

## **Fees**

A one-time non-refundable \$500 application fee must accompany every application for Fellowship and is paid at the time the application is submitted. The fee covers a portion

of the cost of reviewing and processing the application and is not refundable. No application will be processed without the fee.

### **Annual Dues**

Fellows are expected to pay annual dues of \$500 to retain membership and Fellow status in ACVP.