



Dear Colleague:

Thank you for requesting the Academy of Veterinary Dentistry's **2011** Small Animal Membership Application Package. Be aware that this package is in a constant state of evolution and updates are posted as they become available. Plan to check the Academy website ([www.avdonline.org](http://www.avdonline.org), the "Become a Fellow" page) every few months to ensure that you have the most current application.

The Academy was formed to recognize individuals who dedicate a significant part of their professional activities to veterinary dental practice, instruction or research. The Academy is dedicated to the continued improvement of practice standards and knowledge of veterinary dentistry. We encourage (and offer financial support for) instruction and research in Schools of Veterinary Medicine and share our knowledge and experiences with practitioners through programs in continuing education.

Applicants must be a graduate veterinarian and be licensed to practice veterinary medicine. Exceptions to these requirements may be made by the Board of Directors of the Academy by making a written petition to the Secretary and receiving written permission **before preparing an Application Package**. The Academy is an international organization that encourages foreign membership.

Minimum requirements for membership are **five (5) years** in general practice with an emphasis on veterinary dentistry, or completion of an accredited residency program with an emphasis on veterinary dentistry, or **three (3) years** in a veterinary dental practice. The applicant must also have been a member of the American Veterinary Dental Society for **two (2) years** prior to application. Foreign candidates may substitute membership in a local veterinary dental society for this requirement.

With your completed application, include a check for three hundred dollars (U.S. \$300) made out to the **Academy of Veterinary Dentistry**. Resubmission fee is \$100.

The completed Application (Credentials) Package must be received by **midnight on July 15, 2011**, in order to be considered for this year. Any Package received after the deadline will be returned as ineligible. A twenty-five (U.S. \$25) handling fee will be retained for returning late packages.

The Credentials Committee will evaluate the package and then submit a report to the Board of Directors for final approval. Applicants will be notified of their status within 30 days following the annual Veterinary Dental Forum. The Academy's examination will be given in Orlando, Florida at the North American Veterinary Conference in January of the odd-numbered years and in Las Vegas, Nevada at the Western Veterinary Conference in February of the even numbered years.

We are looking forward to receiving your completed Application Package and extend out best wishes for your successful entrance into the Academy of Veterinary Dentistry.

Sincerely,

Cindy Charlier, DVM, FAVD, Dip AVDC, Secretary, AVD

### **Regarding Mentors and Registration of Intent to Apply**

Up to and including 2003, there had been no specific requirement that an applicant to the Academy have a mentor, though it was strongly recommended. Starting on July 16, 2004, persons starting to log cases in preparation for application in 2006 have been required to have a mentor and to register their intent with the Secretary of the Academy.

In the application you will learn that a required component of the package is a full set of case-logs from a 24 month period in the previous 36 months prior to submission of the application package. Someone planning to submit their package by July 15, 2011 will submit logs of dental cases performed between July 15, 2008 and May 31, 2011. No applications will be accepted unless the applicant has previously registered their Intent to Apply and Mentor's Agreement Letter has been submitted to the Secretary.

The reasons for these changes are many.

- The Letter of Intent to Apply will:
  - Provide the secretary with a database of people "in the pipeline". This will provide a mailing list for pertinent memos that may impact these people.
  - Provide the Credentials Committee with an estimate of how many applications to anticipate in a given year so that they can prepare for the upcoming workload.
  - Provide an incentive to the finish the program by making a commitment in writing to see this project through in a timely manner.
- The Mentor's Agreement Letter will:
  - Ensure that each potential applicant has a suitable mentor from the beginning of their program.
  - Ensure that the mentor understands the commitment they have made.
  - Allow the Academy to keep track of how many people each of its members are mentoring at any given time.

Within this package, you will find templates for both the Letter of Intent to Apply and the Mentor's Agreement Letter. If you are planning to start collecting cases for your logs in July of 2011 with the intent to submit your application by July 15, 2013, you must ensure that both of these forms are properly completed and submitted to the Secretary by July 15, 2011.

There is a US\$150 Intent to Apply fee, payment for which is to be enclosed with the completed Intent to Apply form.

## **Regarding Finding a Mentor**

As a prospective applicant to the Academy of Veterinary Dentistry, you must complete a credentials package. This is a large task but can be made much easier by having the guidance of a mentor.

The Mentor-Mentee relationship can be a very intense one, not unlike a marriage. You will need to work closely together, often under stressful conditions and you will be placing demands on each other on top of the normal demands of your everyday lives. It is very important that there be good “chemistry” between the parties involved. Therefore, rather than the Academy assigning mentors to mentees, we feel it is best if each prospective applicant find their own mentor.

Our preference is that your mentor be a Fellow of the Academy of Veterinary Dentistry, as Fellows have been through the process themselves and so are best equipped to guide you through the process. If you are unable to find a Fellow of the Academy to act as your mentor, you may also ask Diplomates of the American or European Veterinary Dental Colleges. For people working toward Fellowship in the Equine Track, you may also petition the Board of Directors of the Academy to accept as your mentor an acknowledged leader in the field of Equine Dentistry who may not be a Fellow of the Academy or a Diplomate of the Dental Colleges.

A list of Fellows of the Academy can be found at the Academy website ([www.advonline.org](http://www.advonline.org)). There are also member lists at the AVDC site ([www.avdc.org](http://www.avdc.org)) and the EVDC site ([www.evdc.info](http://www.evdc.info)).

If you already know and have a relationship with a suitable potential mentor, then simply ask them if they would consent. Bear in mind that many people are already mentoring several candidates and so they may have to decline.

If you do not know any Fellows or Diplomates, then it is time to change that. Attend the Veterinary Dental Forum ([www.veterinarydentalforum.com](http://www.veterinarydentalforum.com)) and any other meetings offering dental continuing education and make a point of meeting the speakers. Arrange to visit with Fellows and Diplomates at their practices. Get to know them and let them get to know you. Then when you think you have found someone with whom you would like to work on this project, ask if they are willing.

Bear in mind that geography need not be a barrier. With the Internet and email, it is quite possible for your mentor to be on the other side of the globe. Finding the right person is more important than geographic proximity.

Good Luck in your search for a mentor.



# Letter of Intent to Apply to the Academy of Veterinary Dentistry

Please complete this form completely and legibly.

Name: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Clinic Address: Street \_\_\_\_\_

City, State \_\_\_\_\_

Code, Country \_\_\_\_\_

Clinic Phone: \_\_\_\_\_ Clinic Fax: \_\_\_\_\_

Clinic Email: \_\_\_\_\_ Clinic Website: \_\_\_\_\_

Veterinary College and Year of Graduation: \_\_\_\_\_

List Dental Society memberships and year that you joined: \_\_\_\_\_

Home Address: Street \_\_\_\_\_

City, State \_\_\_\_\_

Code, Country \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Home Email: \_\_\_\_\_

I am interested in the: Small animal track [  ] Equine track [  ]

I wish to register my intent to apply to the Academy of Veterinary Dentistry. I have read the entire application package and understand what is required to apply and that following acceptance of my package, I will have the right of sitting the Examination. It is my hope to submit my completed application package by the July 15<sup>th</sup> deadline in the year \_\_\_\_\_.

I have an agreement with \_\_\_\_\_ to act as my mentor and a Mentor's Agreement Letter accompanies this letter or will follow separately in the near future.

Intent to Apply fee: Enclosed is a check for US\$150, made out to "AVD".

Signed \_\_\_\_\_ Date \_\_\_\_\_

To be sent to:  
Cindy Charlier, DVM, FAVD, Dipl AVDC  
Secretary of the Academy of Veterinary Dentistry  
c/o Fox Valley Veterinary Dentistry & Surgery  
37W748 Stratford Lane, Elgin, IL 60124  
ccharlier@sbcglobal.net



# Mentor's Agreement Letter

Mentor's Name: \_\_\_\_\_

Mentee's Name: \_\_\_\_\_

- I have read the entire AVD application package and understand what my mentee must accomplish before submitting the package.
- I understand that being a mentor represents a considerable commitment of time and energy and I am prepared to meet the expectations of the Academy and my mentee in this regard. I am committing to act as mentor until such time as my mentee has passed the credentials process or to help find a suitable replacement if I am unable to fulfill this obligation for any reason.
- I understand that the role of mentor is that of a trusted guide, not parent. Though I will want my mentee to succeed, I will ensure that the credentials committee will be evaluating my mentee's work, not mine. As an example, I will proofread and offer suggestions for improvements to case reports, but I will refrain from rewriting these reports.
- I have visited my mentee's facility and inspected his/her dental equipment or I have seen a photographic catalogue of same. I have pointed out deficiencies to ensure that my mentee is properly equipped to provide the quality of dental care expected of a Fellow of the Academy of Veterinary Dentistry.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To be sent to:  
Cindy Charlier, DVM, FAVD, Dipl AVDC  
Secretary of the Academy of Veterinary Dentistry  
c/o Fox Valley Veterinary Dentistry & Surgery  
37W748 Stratford Lane, Elgin, IL 60124  
ccharlier@sbcglobal.net

### **Pre-approval of Case Reports**

Submission of case reports for Pre-approval is allowed from November 1 until April 15. Submission is via DMS. Log in and click the DMS User's Guide to find information on how to submit a document via DMS.

Applicants should expect a turn-around time of 6 weeks, so submission prior to April 15 is encouraged. Applicants who submit a case for pre-approval are not allowed to re-submit the same case report if it fails.

Clarification of a case report detail may be sought by the credentials committee members if other deficiencies are not severe enough to warrant failure of the report. This clarification process will be mediated by the credentials chair or the Secretary to maintain anonymity.