ANIMAL CHIROPRACTIC
CERTIFICATION COMMISSION
of the American Veterinary Chiropractic Association

CERTIFICATION EXAMINATION

CANDIDATE INSTRUCTION BOOKLET

September 9-10, 2016

www.animalchiropractic.org

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

GENERAL INFORMATION

This booklet will provide candidates with **important information** about the examination day. It should answer all of the questions candidates may have about the examination process and site. On the date of the examinations, the ACCC/AVCA staff and proctors will **NOT** provide any further information about the examination.

DO NOT contact the AVCA office regarding examination questions as it is inappropriate to advantage one candidate over all others. Please check the web site for up-to-date information.

Candidates are expected to behave in a professional and courteous manner at all times. If a candidate is suspected of improper conduct, including cheating on an examination, he/she is to comply with any reasonable request of a proctor.

Be aware that an examination environment is never perfect. Please be prepared for some noise, distractions, temperature variations, etc.

The ACCC/AVCA is not responsible for any personal injury or articles lost, stolen, or broken at the examination centers.

The candidate's attire should not have the name, logo, emblem, or degree of the candidate, or any educational institution displayed.

Only closed heel and closed toe footwear is allowed during the practical examination.

EXAMINATION DAY REGISTRATION (15 MINUTES):

1. Examinations start promptly at the times stated. Please arrive at the indicated Registration Start Time and identify yourself to the registration desk.

2. Each candidate must sign in on the signature sheet at the registration desk.
   Candidates MUST bring current photo identification.
   Candidates will be refused from taking the examination should they not have adequate photo identification.

3. Please note the address we have registered. This address is where results will be mailed. If correspondence should be sent elsewhere, contact one of the proctors about a Change of Address Form.

4. During registration of the practical examination, please review the list of examiners. It is the candidate's responsibility to review this list. If there is anyone on the list who would be negatively biased toward you as a candidate, please inform the proctor at the registration desk. Remember, this does **NOT** include persons with whom you are acquainted, but people you feel may be biased negatively toward you. The merit of such a request will be judged by the Head Proctor and Chief Examiner. Should a legitimate conflict exist, every attempt will be made to remove the conflict. However, the possibility exists that a request cannot be accommodated. As a result, you may have to write the examination at a different time over the weekend, or possibly at a later date as scheduled by the ACCC.

5. At registration of the practical examination, candidates will be given a badge with their candidate identification number. This badge must be worn prominently at all times. Candidate numbers are used to protect anonymity and will not change over the examination. This badge must be returned after the practical examinations.

6. At registration for the practical examination, candidates will receive a booklet for notes and for reference during the practical exam. The booklet is NOT graded and does not count toward the exam score. At the end of the exam, the booklet will be collected. If the booklet does not have the appropriate number of pages inside it, or is missing from our inventory, the missing material will be considered stolen and the examination will not be scored. Bring a writing instrument.

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

7. As a courtesy to other candidates, candidates must turn off anything they may have in their possession that vibrates, beeps or rings. Candidates are not permitted to bring cellular phones, cameras, pagers or any other device capable of storing or communicating information into the examination.

8. All study material and notes are to be left outside of the examining room or under the control of the proctor(s).

9. ACCC/AVCA assumes no responsibility for lost, stolen or misplaced property.

10. Candidates will not be permitted to contact individuals outside of the examination site after the registration process has begun unless they are under the direct supervision of a proctor or chief examiner. Once candidates have completed the registration process, they MUST be accompanied by an ACCC/AVCA representative at all times.

11. During the examinations there are to be **NO** private conversations with other individuals or candidates.

12. The examination days may be long. Examinations are scent free environments (animals excluded). Please bring water and snacks to the examination site. Water and snacks can be kept in your pocket. Personal rest periods may be provided throughout the examination process. During these breaks, candidates may eat, drink, or attend the washroom (proctor supervision).

13. Examinations are the property of the ACCC and therein protected by copyright law. The ACCC/AVCA will take legal action against individuals who steal exam questions. The dissemination of any content to any person, organization, company or other entity in any manner shall constitute a breach of professional ethics and theft of the exam. Any person found guilty of such violation may have his/her score voided.

WRITTEN EXAMINATION

1. The written examination is two (2) hours in length.

2. Clearly print your name and candidate identification number on the computer score form and the cover page of your examination booklet.

3. Watches must be placed on the upper corner of the desk.

4. Hats with brims may not be worn during the examination.

5. Candidates who believe that there are administrative errors during the examination that significantly impair their performance must **IMMEDIATELY** report such administrative errors to the Head Proctor.

6. No candidate may leave the examination room until sixty (60) minutes after the commencement of the exam. When you have completed your examination, stay in your chair and raise your hand. Wait until the proctor checks your examination materials and tells you that you may leave. Examination materials will not be collected until the sixty (60) minute mark.

7. After the examination booklet and score forms have been picked up, courtesy must be shown to those still writing. Please quietly exit the premises, speaking quietly once outside the room.

8. An announcement will be made when 60 minutes, 30 minutes and 10 minutes remain to complete the examination. When the final time is called candidates must immediately cease writing and close their booklets.

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

9. Unless otherwise instructed, all questions have one best answer, and have equal marking value. If directed to “select three” or “select up to three” and a candidate chooses more than the stated number, the candidate will receive a score of zero (0). If a question directs to “select one or more” and a candidate bubbles in all of the available options - when all options are not correct - the candidate will receive a score of zero (0) for that question. Marks are not removed for incorrect answers (i.e., no question has a score of -1 for a wrong answer).

10. Feedback Forms will be provided upon request. The Feedback Form is for information regarding any exam questions and/or criticisms that will be of a constructive nature. Comments **not specific** to a particular question should be sent to the Operations Manager at a later date. Additional examination time is not provided for the feedback process.

PRACTICAL EXAMINATION

STATIONS:

Canine History

Canine Adjusting Techniques

Canine Adjusting Techniques

Equine History

Equine Adjusting Techniques & Saddle Fit

Equine Adjusting Techniques

Rest stations may be added to the examination to accommodate the number of candidates and the time frames available for the examinations. During the examinations there are to be **NO** private conversations with other individuals or candidates.

The practical examination portion of the certification examinations is approximately three hours in length.

1. Candidates are assigned to a start station. The label on the Candidate Booklet indicates in which station to begin.

2. The Candidate Booklet given at registration is provided to make notes for reference during the examination stations. The booklet is not graded and does not count towards the exam score. It will have 2 pages and these pages **MUST** be returned to the proctor and all pages accounted for prior to completion of the sign-out process. If there are pages missing, the missing material will be considered stolen and the examination will not be scored. Bring a writing instrument.

3. There will be candidate identification number stickers attached to the front of the Candidate Booklet. Give one sticker to the examiner of every station as you progress through the stations (you may not need all the stickers). For each examination station, take the booklet with the sticker sheet with you. Extra time is not allowed if any of these materials are left behind.

4. The examination stations utilize animals or mannequins when appropriate. In addition to the handlers, examiners will be present in each station assessing candidate performance. Please ensure that you explain any procedures to the examiner as you would to any client in your office. Candidates should assume that the examiners have a grade 8 education and have no previous knowledge of chiropractic or the scope of chiropractic. All questions should be specific. Examiners will not respond to general questions (e.g., “anything else wrong”, or "was that okay").

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

5. Station Protocol:
    - Examination staff will move candidates to their assigned stations.
    - Remain with your back to the instructions until the first signal is given. At that time you may turn and read the instructions for the station.
    - At the first signal, read the information on the sign outside the station area. The same information is available in the station. DO NOT ENTER THE EXAMINATION AREA UNTIL INSTRUCTED TO DO SO.
    - At the second signal you may enter the examination area and perform as directed on the station sign.
    - If you feel the need to introduce yourself, please do so as: "Hello, I am Dr. "first name only"; or "Hello, I am Candidate ####".
    - When you have been in the station 6 minutes, there will be a signal as a warning signal that there are 2 minutes remaining in the station.
    - The next signal indicates that the station is completed. You are to immediately exit the station examination area, proceed to the next station, and read the information. You will have two (2) minutes to reach the next station and prepare.
    - All conversations in the stations are to be with the handlers/examiners. Examiners should be treated just as a client would in your office. The examiners will not come out of their role at any time during the examination. If you have completed the station, do not engage in small talk with the handlers or examiners.
    - **At all times, ensure that the examiner has viewed what you have done. To assist in this regard, it is recommended that you confirm with the examiner by asking, "Have you completed your evaluation of this setup and may I proceed to the next?" The examiner will respond accordingly or ask that you repeat the setup.**
    - **Examiners will not respond to questions about the case or about how you are doing, nor will they engage in small talk. DO NOT CONVERSE OR EXPECT TO CONVERSE WITH THE EXAMINERS.**

6. Examiners will only initiate interaction in the following ways:
    - If your activity will place the animal, handler, examiner or candidate at risk or create discomfort to the animal if performed.
    - If they have not been able to visually verify your demonstration and may request that you repeat the setup etc,
    - If they are unable to support the efficacy of a demonstrated setup, request that you perform a different setup. This should not be interpreted by the candidate that the first setup was scored as incorrect, simply that the examiner is providing the candidate a new opportunity to demonstrate competency with the listing.

7. At any one time, the following individuals may be present in the station: the candidate, the handler, the examiner, an observer, a quality assurance examiner.

8. Bales of hay or firm foam will be provided for the candidates to use when testing on horses. Personal adjusting bales are <u>not</u> allowed. It is the candidate's responsibility, if he/she needs help to move, position or stabilize the bales, that he/she request the handler or examiner to assist in bale positioning.

9. Candidates may move the animal to a more comfortable adjusting environment - if appropriate. For example, horses may be moved closer to a fence so that the candidate doesn't have to chase the animal in circles to perform a set-up.

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

STATION DESCRIPTIONS:

The intent of these stations is to assess your clinical skills when interacting with an animal and a client. Candidates must decide what to do in each station based on the information provided in the station scenario posted outside the station, information posted within the station, and by the responses given by the examiners; all within the time limitations of each station.

- **CANINE OR EQUINE HISTORY STATIONS**

The candidate will be provided with a focused case history and physical examination findings. The candidate must:

communicate a report of findings,
communicate a treatment plan,
obtain informed consent,
communicate after care instructions,
communicate any follow up care to the handler/examiner, and
respond to any questions or concerns the handler may have.

All communication is to be with the examiner, at a level of a client with grade 8 education.

- **CANINE OR EQUINE ADJUSTING TECHNIQUE STATION,**

Up to six listings will be provided in these stations. Candidates should respond to each listing separately.

DO NOT THRUST OR ADJUST THE ANIMAL. Please be kind and **use a light touch**. The animals are with us all day and it is important to treat them with respect.

The adjustments to be demonstrated may be spinal or extremity. Any adjustment that, in the opinion of the examiner experts, appears to be an effective adjustment may be used. If performing procedures that are generally uncomfortable for animals, candidates may verbalize, “normally this motion/position would be held for 30 seconds, but for the purpose of this demonstration I will not hold the position any longer”. This is more comfortable for the animals during a long day and is appreciated. There is no need to hold segments at the pre-stressed point for very long.

As candidates demonstrate the chiropractic adjustments, they will be evaluated on the following points:

1. instructions to handler on where to stand, hold/support the animal, and other safety issues,
2. position of doctor, animal, handler, and the contact,
3. communication of set up to the examiner, and
4. response to examiner concerns or animal reaction.

GENERAL SCORING

When entering the station have a sticker ready to give to the examiner. The examiner will place the sticker on the score form.

The practical examinations utilize two different rating scales; a check-list scale, and a global scale. For each station, check-lists reflect the key-features of the station. The rating scale for each checklist item is:

- No: not performed or performed incorrectly
- Yes but: attempted but not done correctly
- Yes: performed correctly

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA

In addition, each examiner completes a global rating scale at the end of each station. The global rating scale for each station is:

- Outright fail
- Borderline fail
- Borderline pass
- Outright pass
- Outstanding pass

Both rating scales are anchored on behaviors. Successful candidates will receive an outright pass on more than half of the stations. For the global rating scale, the behaviours are as listed in the following table:

Global Rating Scale
Attributes

Scale	Attributes
Outright Fail	any one of: high likelihood of animal being injured by adjustment, high likelihood of owner/handler being injured by animal handling, and high likelihood of doctor being injured
Borderline Fail	extremely tentative, uncomfortable with animal handling, high likelihood of adjustments being ineffective
Borderline Pass	moderately tentative, may be uncomfortable with animal handling, animal, owner, and doctor are safe, but adjustment might not be effective
Outright Pass	somewhat tentative, animal, owner, and doctor are safe, adjustments are of minimal quality, but probably effective
Outstanding Pass	very confident in animal handling, very confident and knowledgeable in management, good adjusting skills, good communication with owner

PRACTICAL EXAMINATION COMPLETION

There will be a final signal to end the practical portion of the Certification Examinations.

At this time the examination staff will ask candidates before they leave the last station if they have any extraordinary circumstances to report where the administration of the examination affected their ability to perform at their best. The examination staff will also ask candidates if they want to fill in a Feedback Form and will have the Extraordinary Circumstance and Feedback Forms available should candidates wish to use them. The examination staff will make these forms available to any candidates that may be in a rest stations at the completion of the examination.

The end of the final 8 minute station will be signalled by a verbal announcement. Examination staff will then direct candidates to the sign-out table.

Extraordinary Circumstance and Feedback Forms will not be given to candidates if they have communicated with any other candidate or a person external to the examination process.

Candidates must sign-out, and turn-in their identification badges and booklets.

© 2016 Animal Chiropractic Certification Commission (ACCC) of the AVCA