



ANIMAL CHIROPRACTIC CERTIFICATION COMMISSION

of the American Veterinary Chiropractic Association

CERTIFICATION CANDIDATE HANDBOOK

2017

ANIMAL CHIROPRACTIC CERTIFICATION COMMISSION (ACCC)
442236 E 140 RD.
BLUEJACKET, OK 74333
918-784-2231 FAX 918-784-2675

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Welcome and Congratulations on taking the first step toward earning the

American Veterinary Chiropractic Association Certification Credential

The Certification Program is developed and operated by the Animal Chiropractic Certification Commission (ACCC), a certification body of the American Veterinary Chiropractic Association (AVCA). The ACCC promotes the highest standards of competence and safety in animal chiropractic care for the protection and benefit of the patient as well as the public.

This Certification Candidate Handbook has been developed for individuals who are candidates for certification in animal chiropractic. As such, it contains information on eligibility requirements, the application process, recertification and a variety of other important topics. Candidates are responsible for becoming familiar with the contents of this handbook to complete the certification process.

Although ACCC gives applicants, candidates and certificants as much notice as possible when policies and procedures change, it is always the individual's responsibility to make sure that he/she is fully informed about the current rules for certification or recertification. If, after reading this handbook, and/or consulting the association web site (www.animalchiropractic.org) you are unsure about a policy or procedure, please contact the AVCA office by telephone, fax or mail.

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MISSION

The Animal Chiropractic Certification Commission (ACCC) of the American Veterinary Chiropractic Association (AVCA) implements and maintains a certification program that promotes quality in animal chiropractic based upon current and valid standards that provide reliable indicators of competence and safety for the protection and benefit of the public in this discipline.

NON-DISCRIMINATION

ACCC/AVCA does not discriminate among candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. ACCC/AVCA strives to adhere to all federal, state/provincial, and local regulations pertaining to non-discriminatory practices.

ADMINISTRATION

The Animal Chiropractic Certification Commission (ACCC) of the American Veterinary Chiropractic Association (AVCA) is responsible for the development, administration and ongoing evaluation of the certification program. The management office is:

Animal Chiropractic Certification Commission
442236 E 140 Rd
Bluejacket, OK 74333 USA
918-784-2231 Fax: 918-784-2675
Email: avcainfo@junct.com Web Site: www.animalchiropractic.org

WHY ACCC/AVCA CERTIFICATION IS DESIRABLE

Certification is a voluntary process by which a non-government entity grants a time-limited recognition and use of a credential to an individual after verifying that he/she has met predetermined and standardized criteria. Certification is distinct from licensure in that it is voluntary and requires recertification to maintain the credential.

Earning certification from the American Veterinary Chiropractic Association ACCC represents a significant professional achievement. ACCC/AVCA Certification makes an important statement about professional competence that is recognized by the profession, the public and some regulatory bodies.

- AVCA is the primary national credential for this field in North America
- Certification was developed based upon input and oversight from both professions
- Nearly 1,300 animal chiropractic professionals have been certified since 1989
- ACCC has embarked upon a program of continuous improvement for the certification program
- ACCC/AVCA Certification establishes and promotes professional accountability and visibility
- ACCC/AVCA Certification increases referrals by identifying those professionals who have met specific standards of knowledge and experience
- Certification encourages continued professional growth and development
- Certified Doctors may call themselves “certified in animal chiropractic by the American Veterinary Chiropractic Association (AVCA)”
- AVCA Certified Doctors can request release of AVCA Certification status to state/provincial licensure boards
- AVCA Certified Doctors can be listed in the ACCC’s Directory of Certified Doctors which is published on the referral web site (www.avcadoctors.com) and which has come to be recognized and published as a valuable resource for consumers and other professionals to find certified practitioners

STEPS TO ACCC/AVCA CERTIFICATION IN ANIMAL CHIROPRACTIC

1. Attend a basic post-graduate animal chiropractic program that is approved by the Education Committee of the American Veterinary Chiropractic Association (AVCA).
2. After successfully passing the AVCA approved program’s exit exam, apply to sit the ACCC written and clinical (practical) examinations.
3. Sit the ACCC written and clinical (practical) examinations.
4. Pass both the written and clinical (practical) examinations.
5. Applicant must hold a current/active (good standing) state/provincial license of chiropractic or of veterinary medicine.
6. Applicants receive 3 year certification by the ACCC/AVCA based on fulfillment of all requirements.

MAINTAINING CERTIFICATION

Certification is a voluntary process by which a non-government entity grants a time-limited recognition and use of a credential to an individual after verifying that he/she has met predetermined and standardized criteria. AVCA Certification is issued for a 3 year period. Certified doctors are responsible for renewing their certification every 3 years. The AVCA/ACCC is committed to promoting life-long continual improvement for those who have earned certification in animal chiropractic.

RECERTIFICATION

Certification is distinct from licensure in that it is voluntary and requires recertification to maintain the credential. In order to remain certified by the AVCA, certificants must apply for recertification at the end of each three (3) year period. Recertification requirements mandate a minimum of 30 approved credits. Of those credits, 20 must be in animal chiropractic continuing education hours approved by the Education Committee of the American Veterinary Chiropractic Association (AVCA). The remaining 10 credits may be acquired through approved literature, pre-approved cross-professional training, pre-approved certificant presentation/lecture/s and accompanying and observing another AVCA Certified Doctor. Recertification applications are available through the ACCC office and are mailed with recertification notices 3 – 6 months prior to certificant's expiration date.

In order to receive important communications, policy updates and information, it is imperative that the ACCC be informed of certificant's current information including mailing address, telephone numbers, and e-mail.

EXPIRED CERTIFICATION

A doctor whose certification has expired may re-certify by completing the following:

1. Audit an AVCA approved basic animal chiropractic program Integrated module.
2. Apply to sit the ACCC clinical (practical) examination within 1 year of auditing the Integrated module.
 - a. A letter of attendance from approved program must accompany application.
3. Sit and pass the ACCC clinical (practical) examination within 1 year of auditing the Integrated module.

ELIGIBILITY

1. Be a current licensed doctor of chiropractic or veterinary medicine in good standing.
2. If a candidate is a student of veterinary medicine or chiropractic within 6 months or less of graduating
 - a. contact the ACCC/AVCA office regarding an alternative application process.
3. Be a graduate of a basic animal chiropractic program approved by the Education Committee of the American Veterinary Chiropractic Association (AVCA).
 - a. If a candidate is currently enrolled in an AVCA approved program that ends after the exam application deadline but is completed prior to the examination date and wants to sit this exam, they must:
 - i. complete the application and submit with the appropriate fees and the required documents by the application deadline less the copy of AVCA approved program certificate of completion.
 - ii. make sure the AVCA approved program notifies (in writing) the AVCA office of student's exit examination results 48-hours prior to the AVCA examination date.
 1. candidate who does not pass their program exit examination may withdraw by faxing a notice of withdrawal to the AVCA office no later than 48-hours prior to the AVCA examination date. A full refund minus a processing fee applies.
 - a. candidates who withdraw for any other reason will be subject to the regular withdrawal and refund policies.
 - iii. send a copy of program certificate of completion to the AVCA office as soon as received.
 - b. The Certification Commission will handle other situations that arise on an individual basis.

APPLICATION PROCEDURES

Applicants are cautioned to read and follow instructions when completing the application forms. Any of the following will result in rejection of the application:

1. An illegible, improperly completed, or incomplete application (including all required documentation)
2. An application received by the ACCC after the published deadline
 - a. This includes resubmission of a returned incomplete application
3. An application submitted without correct and guaranteed fees

Applicants are encouraged to keep a photocopy of the application for their records and to send applications via certified mail, return receipt requested. The ACCC will make no accommodations due to misdirected mail unless evidence of mailing (such as a certified receipt or other postal documentation) is provided.

After verification and processing of the application is complete, the ACCC will mail a letter of receipt of application.

A confirmation letter containing the applicant’s test date/s, time/s and location/s will be mailed after the examination application deadline. **It is advisable to wait until receiving the confirmation letter with test day/s and time/s to make travel arrangements**; though candidates are encouraged to make motel (or lodging) reservations early.

Examinees will be required to present two forms of identification (including one photo-bearing ID) at the testing locations. The primary identification must include a recent photo of the applicant. Acceptable forms of the primary identification include a valid driver’s license with photo, a valid state/province ID card with photo, a valid passport or military identification card.

If an applicant’s address changes after submitting the application, the ACCC must be notified in writing as soon as possible.

Application, required documentation, and examinations fees must be mailed to:

Animal Chiropractic Certification Commission
 442236 E 140 Rd
 Bluejacket, OK 74333 USA

FEEES AND DEADLINES

Fees must accompany the fully completed application (including all required documentation).

All fees must be made payable to the American Veterinary Chiropractic Association (AVCA) in the form of U.S. guaranteed funds (bank drafts, certified check or money orders). Visa, Master Card, or Discover will also be accepted. No personal or business checks will be accepted.

NOTE: Registration for ACCC examinations require a current, properly completed original application, with the appropriate fees, **RECEIVED BY MAIL** in the AVCA office **BY THE DEADLINE DATE**. Any improperly completed application (including documentation) or application without guaranteed fees will be RETURNED unprocessed and charged an incomplete application fee. Applicants must then resubmit a complete application with the correct fee/s, **RECEIVED by mail in the AVCA office by the application deadline date or it will be rejected**.

Examination Fees:	Fee:	Deadline:
Written and Clinical (Practical) Competency examination	\$ 700.00	June 28, 2017
Written and Clinical (Practical) Competency examination – Retake	\$ 700.00	June 28, 2017
Written, knowledge-based examination – Retake	\$ 425.00	June 28, 2017
Clinical (Practical) Competency examination – Retake	\$ 425.00	June 28, 2017
Administrative Fees Related to Application:	Fee:	Resubmission Deadline:
Returned Incomplete Application Fee	\$ 50.00	June 28, 2017
Returned Bank Funds	\$ 50.00	June 28, 2017
Withdrawal due to ineligibility	\$ 50.00	N/A

UNDERSTANDING DEADLINES:

Completed application form/s, application fee/s, and all supporting documents must be **RECEIVED BY MAIL** in the AVCA office by the **application deadline date**. Applications RECEIVED AFTER the deadline date will **NOT** be accepted. Submission of an application by the application deadline date does not automatically guarantee eligibility to take an examination. Candidates must meet all eligibility criteria to sit for an examination.

Applicants are solely responsible for ensuring that the ACCC receives all required documentation and fees by the applicable deadlines. This also applies to returned incomplete applications.

REFUND POLICY

The ACCC will accept a mailed or faxed signed written request to withdraw from the examination and issue a partial refund if the ACCC receives the cancellation request by the published deadline. All refunds (US Funds only) will be issued approximately 3 weeks after receipt of written notice to withdraw.

Withdrawal by July 26, 2017 – Refund less \$50.00 Processing Fee

Withdrawal after July 26, 2017 – Refund less 29% Administration Fee

EXAMINATIONS/INFORMATION

Candidate Examination Instruction Booklet is available online or by contacting the ACCC/AVCA office. Please read prior to the examination.

The purpose of the examination process is to assure the public and the animal chiropractic profession that those candidates who pass written and clinical (practical) examinations are competent for practice in the field of animal chiropractic. The examinations are designed to evaluate the suitability for practice in the international animal chiropractic environment. It is the candidate's responsibility to ensure that they correctly expose themselves to matters and concerns specific to animal chiropractic. The examinations are conducted for certification purposes and as such are not a learning tool for candidates.

Advance notice of the exact date/s, time/s and location/s of test administration will be provided to candidates in writing. Any candidate who arrives after the proctor has started pre-test instructions is considered a no-show, forfeits the right to sit for the examination and will forfeit all examination fees.

Punctuality and compliance with instructions are essential.

No visitors are permitted in examination area/s.

The examination/s will be held only on the day and at the time scheduled.

Unless otherwise notified in advance, all necessary supplies will be furnished at the test site.

No electronic equipment of any kind is permitted in test rooms/test centers. This includes, but is not limited to, cell phones, computers, calculators, palm pilots, ipods, computerized watches, etc. If a candidate is caught with any of this equipment during either exam, their paper/s will be confiscated and they will fail that exam.

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

Examinations

The examination consists of written and practical components with blueprints and passing scores set by content area experts. The examination is under continuous review and refinement as the ACCC strives to meet the standards set by the American Psychological Association.

Please note that the examination is an English language examination, therefore no language dictionaries or aids will be allowed at the examination.

All of the subjects being tested may determine abilities in the following learning outcomes:

- 1) Understanding of terminology (or vocabulary).
- 2) Understanding of fact and principle (or generalization).
- 3) Understanding of illustrations.
- 4) Ability to recommend appropriate action
- 5) Ability to make evaluative judgments

PLEASE NOTE:

Candidate numbers are limited and will be assigned on the basis of date of receipt of completed application form.

In the event that an insufficient number of candidates apply to take the examinations, the ACCC may cancel the examination anytime up to 6 weeks prior to the examination date to ensure the validity of results.

Written, Knowledge-Based Examination

The written examination is composed of questions that evaluate knowledge, and problem solving questions to assess the ability to apply knowledge. The problem solving questions are generally in a clinical vignette format. The examination is challenging and is designed to test clinical abilities, as well as knowledge. This examination may consist of multiple-choice (computer marked) and/or short answer questions.

1. Know the general summaries of the major chiropractic theories.
2. Be able to comprehend and associate clinical signs with the different regions of the spine and extremities.
3. Know the clinical importance of anatomy, neurology, and biomechanics, and their applications in animal chiropractic.
4. Be familiar with the anatomical, biomechanical and physiological consequences of the vertebral subluxation complex.

Test Content and Approximate Weightings

The written examination currently contains 50% to 60% clinically scenarios based on animal vignettes and 40% to 50% knowledge based questions.

The clinical scenarios are approximately split with half being canine vignettes and half being equine vignettes. The knowledge questions content areas include anatomy, neurology, pathology and neuromusculoskeletal diagnosis.

Clinical (Practical) Competency Examination

The Clinical (Practical) Competency Exam is reflective of a candidate's knowledge of the art, science and philosophy of animal chiropractic in general as well as the ability to relate that knowledge in the following areas: animal chiropractic adjusting techniques; animal chiropractic case management; animal chiropractic report of findings and general animal management and safety. The candidate is expected to be familiar with all aspects of animal chiropractic. This examination is intended to test the candidate's performance in a clinical setting; therefore, the candidate must be able to reproduce his/her knowledge in the written as well as verbal form.

At the Clinical (Practical) examination, there will be numerous stations. The following information will assist in preparing for the exam:

There will be three canine and three equine stations consisting of:

Canine History: At this station, based on a provided history, candidates are required to provide a report of findings, recommend treatment and a plan of management, and obtain informed consent. Candidates are also required to respond to any questions by the examiner.

Canine Adjusting Techniques: At this station candidates are required to demonstrate and explain the setups for the listings provided. There are a maximum of six listings. Candidates are also required to instruct the handlers on where to stand, how to hold/support the animal, and any other safety issues.

Equine History: At this station, based on a provided history, candidates are required to provide a report of findings, recommend treatment and a plan of management, and obtain informed consent.

Equine Adjusting Techniques and Saddle Fit: At this station candidates are required to demonstrate and explain the setups for the listings provided and demonstrate and explain a proper saddle fit. Candidates are also required to instruct the handlers on where to stand, how to hold/support the animal, and any other safety issues.

Equine Adjusting Techniques: At this station candidates are required to demonstrate and explain the setups for the listings provided. There are a maximum of six listings. Candidates are also required to instruct the handlers on where to stand, how to hold/support the animal, and any other safety issues.

Be able to identify common clinical conditions which may present in an animal chiropractic setting.

Be prepared to discuss the science, art and philosophy of animal chiropractic, a subluxation and/or an adjustment with a mock owner.

Demonstrate conduct that provides for personal safety, handler safety, and the safety of others and the animals.

Be familiar with all animal adjusting techniques referenced in the examination references.

Examiners will evaluate all demonstrated techniques to determine their appropriateness and effectiveness. Be prepared to offer an alternative adjustment if requested by an examiner.

Please Note:

Bales of hay or hard foam will be provided for the candidates to use when testing on the horse.

Personal adjusting bales are not allowed.

It is the candidate's responsibility, if assistance is needed to move or position the bales, a request is made to the handler or examiner.

Apparel: Barn/stable/equine arena is dirt/sand – wear appropriate clothing and footwear.

No clothing with logo, emblem, or other identifying mark (e.g., degree) is permitted.

Only closed heel and closed toe footwear is allowed during the clinical (practical) competency examination.

ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

Candidates with disabilities may apply to the ACCC for testing accommodation. Candidates must complete and submit a Candidate Accommodations Form. A Health Care Professional Accommodations Form must be completed by a suitably qualified health care provider and accompany the request for candidate accommodations. Forms are available by contacting the ACCC/AVCA office. The candidate must be assessed by a suitably qualified health care provider within three (3) years of the application date. All documentation must be received by the ACCC/AVCA office prior to the application deadline date.

Such accommodations must not disadvantage other candidates and must not alter the reliability and validity of the examinations.

Reasonable accommodation means:

An adjustment or modification of the standard testing conditions that ameliorates the impact of the applicant's disability without doing any of the following:

- altering the nature of the examination or the ACCC's ability to determine through examination whether the applicant possesses the essential knowledge, skills, and abilities required to practice animal chiropractic;
- imposing an undue burden on the ACCC and/or other candidates;
- compromising the security of the examinations;
- compromising the validity of the examinations.

The candidate's application will be assessed by the Certification Commission with a view to the candidate's safety and the commission's liability in allowing the candidate to test. The Commission may request additional documentation or testing to substantiate the disability. The commission will then notify the candidate of its decision as to whether to allow the candidate to test, or to make a recommendation that the candidate sit a future examination. The decision of the Commission will be final in that regard.

Other Testing Accommodations

The ACCC will make reasonable efforts to accommodate eligible candidates, who provide documented evidence of their need for special arrangements, with auxiliary aids and services that do not present an undue burden to ACCC and do not fundamentally alter the measurement of the knowledge and skills the assessment is intended to test. Examples of potential special accommodations may be requested for injury, religion, or perceived bias. If special testing arrangements are required, the candidate must inform the ACCC of such requirement in writing with documentation evidence to support the accommodation request. Request and all documentation must be received by the ACCC/AVCA office prior to the application deadline date.

PASSING SCORE

A passing score of 75 must be achieved on both the written and practical examinations.

MAILING OF RESULTS

Examination results are scheduled to be mailed approximately six weeks following the exam. No telephone or verbal confirmation of examination results is provided. Examination results are only confirmed in writing. If results are not received within ten weeks of the exam, it is the candidate's responsibility to contact the AVCA office.

CONFIDENTIALITY

The ACCC respects the privacy of all applicants, candidates and certified doctors. Any information or material, other than certification status, that is received or generated by the ACCC in connection with the certification of a candidate will be kept confidential and will not be released except when release is authorized by the candidate or required by law.

Applicants and candidates are strictly forbidden from contacting any members of the Certification Commission during the evaluation process. Failure to comply with this regulation may result in voiding of the results.

RE-SCORES

Candidates receiving failing scores may request a hand scoring of their answer sheet. An additional fee applies. Requests for re-scoring of answer sheets must be received no later than 30 days following the release of examination results. Requests received later than 30 days will not be processed.

APPEALS

An appeal is a separate action from a re-score. Appeals can only be made on the circumstances of the examination and not the results. Candidates may only appeal examination results in those situations that arise from extraordinary circumstances. Extraordinary circumstances shall be defined as situations outside of the control of the candidate relating to the candidate's ability to sit for the examination or examinations and shall be determined to be extraordinary in the sole discretion of the Examination Chair.

Extraordinary Circumstance Form must be completed and turned in to exam proctors before leaving the last examination station. Extraordinary Circumstance will not be given to candidates if they have communicated with any other candidate or a person external to the examination process. All Appeals relating to extraordinary circumstances shall be determined by the Certification Commission Chair.

REFERENCE TEXTS

These references are presented to assist individuals in preparing for the Written Comprehensive and Clinical (Practical) Competency Examinations and are used in the development of both examinations. Study of these references will not guarantee that an individual will pass the ACCC certification examinations.

Moreover, this list is not comprehensive and does not imply that references that are not on this list are inappropriate or of lesser value or quality than references that are included.

1. Animal Chiropractic Care: Willoughby, DVM, DC (Revised Edition, 2001), published by Graphic Concepts, DVM, Hillsdale, IL, Can be ordered directly from Graphic Concepts: 309-658-2144, fax 309-658-2157
2. Palpation Skills, Assessment and Diagnosis Through Touch: L. Chaitow, Churchill, Livingstone, (2000), ISBN: 0-443-05320-0
3. Guide to Equine Clinics #2: Pasquini, Jann & Pasquini, Sudz Publishing, Pilot Point, TX, 940-686-9208, OCLC:39260737
4. Understanding the Horse’s Back: S. Wyche (2001), Crowood Press, Marlborough, ISBN: 1861261144
5. The Chiropractic Theories: Leach (2000), Williams & Wilkins, Baltimore, ISBN:0683049046
6. Tschauners Guide to Small Animals: Pasquini & Pasquini, Sudz Publishing, Pilot Point, TX, 940-686-9208, OCLC: 34744155
7. Illustrated Atlas of Clinical Equine Anatomy and Common Disorders of the Horse: Vol. One: R.J. Riegel, S. E. Hakola (1997) Equistar Publications, 800-440-8064 or <http://www.equistarpub.com/>
8. Clinical Biomechanics of Spinal Manipulation: W. Herzog (2000). Churchill Livingstone, ISBN: 0-443-07808-4
9. Essential Principles of Chiropractic: V.V. Strang (1984), Palmer College of Chiropractic, Davenport, Iowa
10. The Horse’s Pain-Free Back and Saddle-Fit Book: Joyce Harman, DVM, MRCVS (2004), ISBN: 1-57076-292-9, Trafalgar Square Publishing
11. Zoonosis Updates from the Journal of the American Veterinary Medical Association, Second Edition: (1995), American Veterinary Medical Association or www.avma.org/reference/zoonosis/default.asp

EXAM DATE AND LOCATION

September 8-9, 2017

Northeastern Oklahoma A&M College, 200 I Street, Miami, Oklahoma 74354

** Applicant’s confirmation letter will provide applicant’s exact test date/s, time/s and location/s.*

AIR TRAVEL – MILEAGE FROM AIRPORTS TO EXAM LOCATION:

Tulsa International Airport is located 85 miles from Miami. Most of the major airlines travel into this airport and have non-stop destinations to/from larger cities.

www.tulsaairports.com/tia/tulsa_intl_airport.html

Springfield/Branson Regional Airport is located 102 miles from Miami. Hub cities served are Chicago, Cincinnati, Dallas/Ft. Worth, Denver, Detroit, Memphis, Minneapolis, and St. Louis. www.sgf-branson-airport.com

Joplin Regional Airport is located 28 miles from Miami. American Connection and American Eagle serves this airport. St. Louis is the hub city for this airport. www.jlnairport.com



CAR RENTAL: Rentals available at all three airports. Contact directly.

AREA INFORMATION: Area information may be obtained by contacting the Miami Chamber of Commerce, Box 760, Miami, OK 74355, 918-542-4481.

CERTIFICATION EXAMINATION APPLICATION

PRINT LEGIBLY - Application is two pages; complete both pages.

Name:

 FIRST Middle Name/ Initial LAST
 (*Please print clearly, exactly as you would like your name to appear on your certificate)

Address: (street; town or city; state or province; zip or postal code; country)

(Please note – The ACCC will use only the above address for all correspondence, results and certificates)

Office Ph. () Fax No. ()

Home Ph. () Cell Ph. ()

E-Mail Address

Date of Birth (Month/ Day/Year) ____/____/____

Please indicate Degree(s) Held: DC DVM VMD License No. _____

ATTACH A COPY OF YOUR CURRENT PROFESSIONAL STATE/S, PROVINCE OR COUNTRY LICENSE/S OR EQUIVALENT THEREOF.

Chiropractic or Veterinary Student: DC Student DVM/VMD Student

If candidate is a student of veterinary medicine or chiropractic within 6 months or less of graduating COMPLETE THIS APPLICATION, AND CONTACT THE ACCC/AVCA OFFICE REGARDING AN ADDITIONAL ALTERNATIVE APPLICATION PROCESS.

Chiropractic and/or Veterinary College(s) attended:

Graduation Date(s) (Month/Day/Year): ____/____/____

AVCA Approved Animal Chiropractic School attended: _____

Graduation Date: (Month/ Day/Year): ____/____/____

IT IS THE CANDIDATE'S RESPONSIBILITY TO ENSURE THAT HIS/HER ANIMAL CHIROPRACTIC INSTITUTION SENDS A COPY OF THEIR TRANSCRIPTS TO THE ACCC. FOR OFFICE USE recv'd yes no

Please indicate the examination/s for which you are making application:	Fee:	Deadline:
Written and Clinical (Practical) Competency examination	\$ 700.00	June 28, 2017
Written and Clinical (Practical) Competency examination – Retake	\$ 700.00	June 28, 2017
Written, knowledge-based examination – Retake	\$ 425.00	June 28, 2017
Clinical (Practical) Competency examination – Retake	\$ 425.00	June 28, 2017

If this is your first sitting of the ACCC/AVCA Certification Examinations you must check mark the first option (Written and Clinical (Practical) Competency) above.

The appropriate funds, in the form of a CERTIFIED CHECK, BANK DRAFT, MONEY ORDER, VISA MASTERCARD, or DISCOVER are to be sent in US FUNDS, made payable to the ACCC/AVCA.

No personal or business checks will be accepted. Fees must accompany your application.

Incomplete applications or those received with any other currency will be returned.

TO COMPLETE APPLICATION FORM:

You must meet the current eligibility requirements as stated in the corresponding candidate handbook at the time of application. Certificate of Completion from the animal chiropractic program from which you graduated must accompany your completed application, or as directed in the eligibility requirements.

CHECKLIST - MAIL THE FOLLOWING TO THE ACCC/AVCA OFFICE – Deadline Receive Date: June 28, 2017

1. This completed application form.
2. A copy of candidate state/provincial, or country’s current professional license or the equivalent thereof.
3. A copy of certificate of completion from the AVCA approved animal chiropractic program attended.
 - a. Doctors recertifying must submit Integrated module letter of attendance from approved program.
4. Two passport style/type photos (portraits) taken within the last year. No application will be accepted without photographs.
5. Examination Fee in the appropriate form.
6. If you are at chiropractic or veterinary student within 6 months of graduation, additional alternative application and documents must be completed and attached.
7. If you are requesting Testing Accommodations, the additional forms and documentation must be included.

Application will be returned if - incomplete, lacks proper documentation, or contains unacceptable payment form. Incomplete application fee applies. Application deadline applies.

The ACCC/AVCA Certification Examination is subject to acts of God, War, Government regulation, disaster, civil disorder, and curtailment of transportation facilities making it inadvisable, illegal or impossible to hold the event. The ACCC/AVCA or NEO College, their directors, commissions, committee members or employees, cannot be held responsible for expenses incurred by candidates if the examination must be altered, cancelled or rescheduled. The ACCC/AVCA or NEO College is not responsible for any articles lost, stolen, or damaged at examination centers or for any personal injury.

READ AND SIGN THE FOLLOWING.

Respect for Certification. Candidates must not share, disseminate, or otherwise distribute confidential or proprietary information pertaining to the ACCC Certification Examination.

I confirm that I have completely read the Application Form and the Candidate Handbook and understand and agree to abide by the information contained therein. I agree to allow the Animal Chiropractic Certification Commission (ACCC) of the American Veterinary Chiropractic Association (AVCA) to send performance information to my program/college of attendance for animal chiropractic. I further agree that I will hold the exam center and the ACCC/AVCA harmless and defend them from any and all liability for any injury, claim, damage, or loss, of whatever kind or nature, whether to person or property, caused at or near this event, whether directly or indirectly, by or to myself, family members, or guests who may attend.

I understand and agree that all examination materials, answers, and test scores are the exclusive property of the Animal Chiropractic Certification Commission (ACCC) of the American Veterinary Chiropractic Association (AVCA). Any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be grounds for rejection of my application, and I realize that certification is subject to revocation for misrepresentation.

I, hereby acknowledge and agree that I have elected to register for the ACCC/AVCA Certification Examinations and acknowledge that the ACCC/AVCA has a responsibility to administer the examination in accordance with the professional standards of the ACCC/AVCA, and that the ACCC/AVCA has full discretion to determine whether the applicant has successfully completed the examinations after a fair and reasonable consideration of the applicant’s performance during the examinations.

This _____ day of _____, AD 20_____

Signature of Applicant _____

~~ CREDIT CARD PAYMENT – VISA, MASTERCARD or DISCOVER ACCEPTED ~~

Circle one: **Visa** **MC** **DISC** Name as Listed on Card: _____

Credit Card Number: _____ Expiration Date: _____

CVV No. _____

Signature of Cardholder: _____

Card Billing Address: _____

**MAIL Completed Application Form, Fees, Documentation and Passport Type Photos to:
ANIMAL CHIROPRACTIC CERTIFICATION COMMISSION
442236 E. 140 Rd., Bluejacket, OK 74333, USA**