Info to Application for Training Programme Approval

Introduction

The European Veterinary Dental College (College) handles training document submissions using an on-line Document Management System (DMS). Prospective trainees are requested to contact the College Secretary (secretary@evdc.org) for guidance at an early stage of planning their training programmes. Once a College Diplomate has agreed to supervise the training programme, access will be granted to the DMS so that an application can be submitted. Once you have access to DMS, please read the help and guidance provided there. Contact the College Secretary if you need additional help.

Training requirements

There are many requirements to be met, so please read the current training programme related documents carefully. These are available from the College web site (*www.evdc.org)*. The College Secretary will be able to provide information on any imminent changes in requirements.

Required format of a Training Programme Application

Your application for a training programme approval should be in the form of a PDF file copy of a clearly laid out letter containing all the necessary information as indicated in the template available on the College web site.

This letter must be accompanied by the appropriate supporting documents listed in the template (e.g. receipt for payment of the appropriate fee, the description of the training programme and an application for approval of training facilities that have not previously been certified by a College Diplomate.

Training programme description

Your training programme descriptions need to explain how you will fulfil all the requirements listed in the current training programme related documents. This brief "Training Programme Applications" document and the two associated forms do not list everything you have to describe.

The training programme description should explain how and where all the main training requirements will be fulfilled, giving specific details for the coming year and an outline for the remainder of the intended training programme. Clinical and training activities must be undertaken where there are appropriate facilities.

Application for approval of Training Facilities

It is only necessary to apply for approval of training facilities that are not already certified as appropriate by a Diplomate. Templates of applications for approval of training facilities are available on the College web site. These provide details of the required format and list the required facilities. An index of contents is required before a detailed and well-illustrated description of:

- Type and construction of any veterinary practice buildings or other premises.

- The facilities available at the veterinary practice and elsewhere.

- Lists of available instruments, equipments and materials.

- Other resources available to trainees.

The minimum requirement lists in the template may be added to, but no items are to be removed from the listings.

The EVDC and its Diplomates are recognised by the European Board of Veterinary Specialisation.

EBVS EUROPEAN BOARD OF VETERINARY SPECIALISATION

Training facilities approval request documents should be copiously illustrated with photographs. JPEG images of 800 x 600 pixels and 300 dpi are suitable. When possible, images should show multiple items to reduce the number of required images. Use of larger format images will significantly increase file size. The resultant PDF file should be no more than 50 MB in size, (however preferably smaller file size). Using a PDF converter software will help you to decrease the file size. You may contact the College Secretary if it is difficult keeping within this file size limit.

Document submission

All applications for training programme and facilities approval must be converted to PDF files and uploaded into DMS in the appropriate categories. The file names of uploaded supporting files need to be recorded for inclusion in the training programme application letter. Several individual documents can easily be fitted into one PDF document/file by running it through a multi scanner. If any other separate items are submitted, they must be uploaded in the appropriate category and their details added to the training programme application before it is uploaded. These file details allow the Education and Credential Committees to easily find the associated documents, thus speeding up assessments.

Training programme application documents must be checked by the training supervisor once they have been uploaded. If the supervisor is satisfied with them, he/she must set them as "OK" and send it to "Executive Director/Secretary's inbox". Once this has been done, the documents become available to the Secretary, who will then make it available for Education and Credential Committees. The supervisors, the Secretary and the Committees will automatically be notified when the application or documents are in the appropriate folder ("Pending Supervisor's approval", "Executive Director/Secretary's inbox", and "Pending Committee Review").

Please keep copies of your original training facilities description files, as these can then be easily updated and resubmitted as and when you need to submit details of changes.

Document assessment

The time taken for assessment of training applications depends on the workload the Education and Credential Committees have at the time. Avoid submitting training programme applications around the time of training review or membership application deadlines. (1st. July – 31st. August and 1st. December to 31st. January).

Application deadlines for approved training programmes are 1st. April and 1st. October. Training programmes may start at 1st. July and 1st. January and application for training programme approval must be submitted at least 3 months before the intended start date of a training programme.

If the Education and Credential Committees requires clarification regarding training programme or facilities details, the prospective trainee will be contacted, and the necessary information requested. This should be supplied promptly to avoid further delays.

If an application is not approved, guidance will be provided on how to improve it.

When an application is approved, this will be notified by email and the trainee's DMS records updated accordingly. A copy of the letter of approval will automatically be uploaded into the trainee's DMS records so that it is available to the Resident and Credentials Committee at a later date.

If required, please contact the College Secretary (secretary@evdc.org) for guidance.