

Specialist Assessment Checklist

You must provide the following ORIGINAL documents at >300dpi. Ensure all edges and corners are visible.

IDENTIFICATION DOCUMENTS

- EVIDENCE OF CHANGE OF NAME (if applicable)

VETERINARY EDUCATION

- Colour scans of your original SPECIALIST QUALIFICATIONS (the original testamur /certificate awarded to you upon completion of your specialist training and examinations, normally including security features such as an official stamp, seal or holograms).
- If you cannot provide a colour scan of the original document, you must provide a colour copy of the original document which has been certified as a true copy of the original OR arrange confirmation of your Diplomate / Fellowship status DIRECTLY from the relevant College or Chapter. This can be via a letter or email sent to specialists@avbc.asn.au.

REGISTRATION

- Evidence of CURRENT REGISTRATION/PRACTISING STATUS (e.g. colour scan of your current registration certificate, receipt of payment for renewal of registration, or specific confirmation by the veterinary registration board where a current registration certificate is unavailable).

OTHER

To reduce file size, these evidence documents may be scanned at a resolution of 300ppi.

- A CURRENT COMPREHENSIVE CURRICULUM VITAE, which provides information on: qualifications, professional employment and activities, publications, attendance at conferences, and ongoing participation in the profession.
- EVIDENCE OF MEMBERSHIP of professional bodies relevant to your specialist qualification.

If you have completed a **non-standard or alternative training program** (see Section 5.5.3 of the Specialist Eligibility Assessment Applicant Guide for more information) you will need to submit additional supporting documents. These could include:

- A document or letter which outlines your training program (as would have been submitted to your College or Chapter) OR a written submission addressing how your training program meets all of the criteria under Section 5.5 of the Specialist Eligibility Assessment Applicant Guide.
- A copy of your TRAINING TIMETABLE or CASE LOG.
- A copy of the SUBJECT GUIDELINES / TRAINING GUIDELINES for your specialty or training program.

AVBC Supporting Document Requirements

AVBC can only accept supporting documents that meet the following requirements:

1. Are COLOUR copies of the ORIGINAL document at > 300 dpi (or ppi) resolution (ideally 600dpi). Scans of photocopies will not be accepted.
2. All edges and corners are included
3. All text is readable
4. Security features are visible (such as the issuing authority's official stamp, seal, signatures, hologram etc.)
5. Are in .pdf format
6. Where a document has more than one page and/or side, all pages and sides are scanned and combined into one file.

Your assessment will be delayed if:

- Your documents do not meet the above requirements
- You do not upload the required documents

Digital documents

Some documents will not be able to be assessed for resolution as they are digital text files (e.g. digital academic transcripts). In these cases, AVBC needs to be able to verify the authenticity of the document with the issuing organisation.

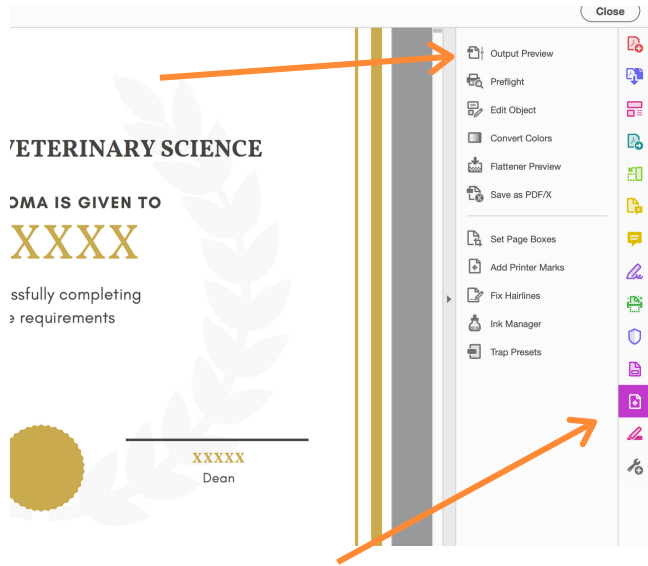
AVBC will contact you if there are problems verifying digital documents.

✓ AVBC Supporting Document Requirements

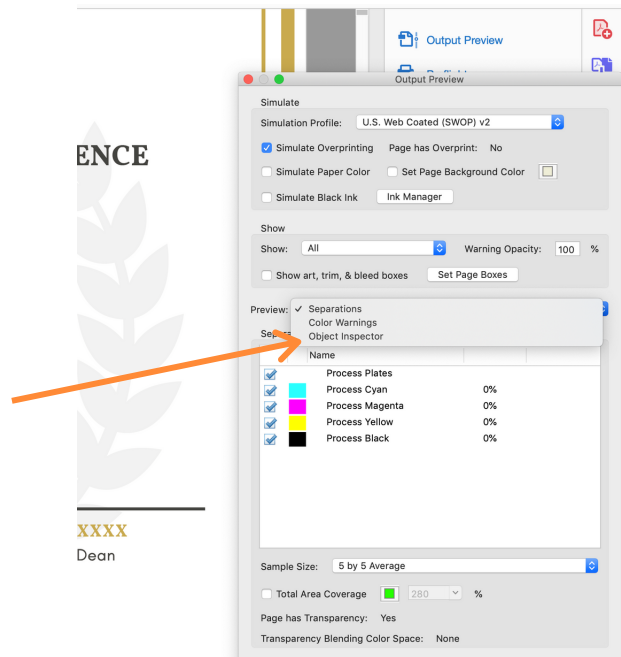
Checking the resolution of a document

For pdf documents, use Acrobat DC to open the file. Go to:

Print Production > Output Preview >



Preview Dropdown >



Object inspector > Click on document

This document fails our resolution standard because it is under 300dpi / ppi

