

RCVS Specialists Information and Application Pack

2024 edition for 2024/2025 listing

All new applications to be considered in March, July, September and December 2024

Deadline for full RCVS reapplications to be considered before 2025 listing:

Saturday 30th November 2024

Those due to reapply in 2024 will be contacted in the summer with further details on how to reapply.

Royal College of Veterinary Surgeons

3 Waterhouse Square, 138-142 Holborn, London, EC1N 2SW

T 020 7 222 2001

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Preface

Recognition as a Specialist by the RCVS is based upon the following criteria:

- a. **Possession of an RCVS, or RCVS-approved diploma, or other relevant postgraduate qualification;**
- b. **being acknowledged by peers in the area of specialisation;**
- c.
 - i. **maintaining and providing acceptable documented CPD**
 - ii. **contributing to the specialty through publication, teaching, reviewing, examining, attending and participating in national and international meetings within the specialised field;**
- d. **being available for referral or consultation by other veterinary colleagues (if appropriate to their area of work);**
- e. **being a current active practitioner within the specialised field.**

The objectives of the RCVS list of Specialists include:

- to promote specialisation within the veterinary profession.
- to identify, for the public and the profession, veterinarians who have specialised knowledge and skills; who are active practitioners within a recognised field of specialisation; who maintain specialised competence through continuing professional development. Such individuals will meet the criteria listed in a. – e. above.
- to encourage veterinary surgeons to refer cases, as appropriate, to RCVS Specialists.
- to recognise specialised competence in key areas where there are suitable postgraduate qualifications.

Please note that the Code of Conduct has been changed, and with effect from March 2016, all Specialists “must be registered with the RCVS and included on the RCVS specialist list if they want to practise and use the title ‘specialist’ in the UK.”

We have consequently introduced a streamlined application process for European specialists, to take account of their accreditation with accepted European Colleges. Please see Section E for further information.

RCVS Specialists

Introduction

RCVS Specialist status is not easily achieved. To be included on the list of Specialists, an individual must have achieved a postgraduate qualification at least at Level 8 in the [FHEQ](#) (Diploma level), and must additionally satisfy the College that they make an active contribution to their specialty. A Specialist must also be available for referral or consultation by other veterinary colleagues (**if appropriate to their area of work**). Specialist status is time bound, and the individual must reapply for recognition every five years (or earlier in certain cases) to maintain their name on the list.

This Information Pack outlines the criteria for recognition and describes the process by which individuals can apply to have their name included on the list. This information pack is normally updated annually in early spring and applicants should ensure that they hold the most recent edition before applying.

1. How do I apply to be a RCVS Specialist and have my name included on the list?

Applications for inclusion on the list of RCVS Specialists will be considered in March, July, September and December by the Specialist Subcommittee. This is a Subcommittee of the Education Committee of the RCVS. Reapplications are considered once a year, normally in January. Education Committee then approves the list of Specialists for publication.

Before proceeding with an application, it is important that you read the following sections carefully to satisfy yourself that you meet all the requirements, that you understand the application process and the type of information that you will need to provide. Before applying, you may also find it helpful to seek an informed opinion from a current RCVS Specialist.

- The criteria for eligibility are given in Section B.
- The list of specialties which are currently recognised are listed in Section C.
- The qualifications on which your eligibility may be based are given in Section D.
- Information for Specialists with European College qualifications is given in Section E
- Section F contains guidance notes on how to complete the RCVS Specialist application form.

Please note that as of 2023, applications will no longer need to be supported by references.

To accompany your completed application form, you will also need to allow RCVS to have access to your 1CPD account, covering the period of the previous 5 calendar years, including any relevant CPD from the current year.

Both re and new applicants complete the same application form.

There is an application fee which is reviewed annually. Current fees are set out at Annex 2, and the appropriate fee must accompany your application. If your application is unsuccessful, we will be unable to offer any refunds.

It is essential that you make sure your application form, including the requirements for CPD records are fully and accurately completed. Failure to do so may result in your application being rejected in the current application year.

2. What happens if my application for recognition as an RCVS Specialist is approved?

The names of those whose applications are approved are listed in the RCVS Register of Members, a new edition of which is published annually in the autumn. Recognition is given for up to five years in the first instance (this may vary for European Specialists). After your initial period of recognition has expired, you will need to reapply. All reapplicants are required to assess themselves against a clear set of criteria which is published on the RCVS website.

All listed RCVS Specialists must pay an annual administration fee, **by 1 July** each year, to ensure retention of their name on the published list.

Listed Specialists are also required to self-certify that they are still active as a Specialist, and confirmation of this is taken in the form of paying the annual fee.

Note that European Specialists will be awarded accreditation based on the length of their accreditation with EBVS in order to line up reaccreditation dates for both organisations.

3. What happens if my application to be a RCVS Specialist is rejected?

You will be notified, in writing, by RCVS with an indication of the reason for the decision.

You may appeal against the decision within 28 days of receipt of notification. Appeals must be made, in writing, and submitted to the Registrar. In no circumstances will RCVS staff or the Chairman of the Specialist Sub Committee cannot enter into telephone discussions or correspondence with individuals concerning appeals.

Appellants must state, succinctly, their grounds for appeal.

Your appeal will be considered by the Specialist Appeals Committee who will meet as necessary, and report directly to RCVS Council. Its membership is independent of the Specialist Subcommittee. The Specialist Appeals Committee consists of the immediate-past Senior Vice-President (Chairman), the Senior Vice-President and the Registrar. The Chairman of the Specialist Subcommittee attends meetings of the Specialist Appeals Committee only in the capacity of Adviser.

No new or additional information unseen by the Specialist Subcommittee will be considered by the Specialist Appeals Committee.

4. How do I maintain my continued status as an RCVS Specialist?

RCVS Specialist status is granted for a period of up to five years. When this period has expired, the holder is required to reapply if they wish their recognition to be continued. Listed RCVS Specialists are required to meet the criteria in place at the time of re-application. **These may differ from the criteria that were in place at the time of the first application.** Approval of a reapplication allows retention of the RCVS Specialist's name on the List for a further period of up to five years, subject to payment of the annual administration fee on 1 July.

The annual deadline for reapplications is in November, preceding the year of expiry of the status. Reminders are sent in the Summer, but it is ultimately the responsibility of the applicant to ensure that their reapplication is submitted in time.

RCVS Specialist

Criteria for eligibility

Membership

1. Only those who are Members of the Royal College of Veterinary Surgeons, and those on the Temporary Register, may apply to be included on the list. Members who are on the Non-Practising Register are not eligible to apply.

Qualifications

2. Both new and reapplicants must hold one of the following qualifications at the date of application.
 - a. An RCVS Diploma, RCVS approved European College Diploma, American College Diploma or Fellowship of Australian and New Zealand College of Veterinary Scientists in, or relevant to, the specialty concerned (see Section D, paragraphs 1 and 6 for allowable Diploma titles);

(if applying with a European Diploma, please see Section E for details on how to apply)

or

- b. The RCVS Diploma of Fellowship gained by Examination¹, or by Meritorious Contributions to Learning (MCL)², in a subject which is in, or relevant to, the specialty concerned;

or

- c. A postgraduate qualification (see Section D), other than a named RCVS Diploma or a Diploma of Fellowship by Examination or MCL, which you wish to submit for consideration by the RCVS for this purpose, which is in, or relevant to, the specialty concerned. (For full details re: Diploma of Fellowship, see **Section D, para. 3**).

If your qualification is not currently listed in the RCVS Register, a certificate from the awarding body will also need to be submitted as verification.

It should be noted that obtaining an RCVS Diploma confers eligibility but does not *automatically* qualify the holder to become an RCVS Specialist; and they will also need to meet other criteria as described below.

Please see section E for the application process for those applying with European College Diplomas

¹ 1999 was the final year in which it was possible to achieve a Diploma of Fellowship by examination. This route to Fellowship is no longer available.

² 2016 was the final year that the Fellowship by MCL was awarded. This route to Fellowship is now no longer available

CPD Requirements (and re-validation criteria)

3. During the period of accreditation, the Specialist must undertake a minimum of **250 hours of CPD over 5 calendar years** (whilst also complying with the formal RCVS requirement). At least **125 hours of that CPD should be in the Specialist's chosen designated field**.

Specialists should be involved with their subject or species community and be undertaking a breadth of CPD, some of which should involve engagement with other practitioners.

CPD records should be presented using the 1CPD digital recording platform. If you do not already use your 1CPD account, please log in using the information provided here, [1CPD](#). If you are a veterinary surgeon working overseas, you are not required to use 1CPD for recording and reflecting, however, this platform is advised. A description of the CPD and the amount of hours undertaken must be recorded in English, so that the details of what you have done are transparent and understood by the application assessors.

For guidance on how to reflect, please visit the following short course [Record & Reflect](#).

Professional Key Skills Requirements

4. As with Advanced Practitioners, RCVS considers it important that RCVS Specialists have developed and are maintaining their skills in key areas of professional development. The expectation is that Specialists will have developed the majority of these skills during the training and residencies required for their Diploma qualifications and thus what is required is some evidence that those skills are being utilised as part of day-to-day practice and being continually updated. Applicants will therefore have to confirm that they are able to do the following upon application:
 - Use established models of professional and evidence-based reasoning to tackle complex problems in specialist practice.
 - Recognise the responsibility specialists have for protecting human and animal health.
 - Undertake specialist practice with a critical awareness of animal welfare, professional conduct and veterinary ethics.
 - Promote continuous improvement in the quality and standard of specialist practice.
 - Communicate effectively to the public and to professional colleagues.

Experience

5. Both re and new applicants must ensure that they are up to date and fit to practise in their area of speciality.

Other criteria

6. All applicants will be required to submit evidence of recent publications (i.e. in the last 5 years) in refereed journals; and/or of contributions to local, national and international meetings, and of appointments on official bodies in their field, as an indication of their continuing active involvement in their speciality. Publications in the professional and lay press will also be taken into consideration as well as expert reports not in the public domain.

7. If you do not hold either the RCVS Diploma or an approved European Diploma, (i.e. those meeting the criteria at paragraphs 2.b. and 2.c. above) you will be required to submit additional evidence of at least 5 recent principal author papers as well as other relevant and recent contributions in refereed or specialist journals as described in para. 7 above.
8. Those applying under paragraphs 2.b. or 2.c. above may additionally be asked to sit and pass a relevant appropriate postgraduate qualification, before an application can be considered.
9. Specialists can only be listed in one area of designation.
10. Specialists cannot also be listed as an Advanced Practitioner in the same area of designation. Specialists are permitted to be listed as Advanced Practitioners in different areas.
11. Specialists are expected to contribute to the examination processes in their specialties either as examiners or by submitting questions and key points. The Subcommittee will take this into account when considering applications and reapplications. (Question 19 Section B of Application Form refers).

Self-assessment

12. All applicants, whether submitting a reapplication or new application, are required to self-assess themselves against a clear set of criteria. Applicants can score themselves as the application form is completed.

Re-applications

13. The Specialist re-application fee is £105.00 with the annual administration charge being the same level at £105.00 (European Specialist application and annual listing fee is £53.00.)

Next deadline for re-applications

14. Existing Specialists due for reaccreditation will need to be apply by **30th November 2024**

Emeritus Specialist status

15. Specialists who have or are about to retire or have moved into a related but non-clinical role may be eligible for Emeritus RCVS Specialist status.
16. The requirements are:
 1. to have been previously listed as specialists normally for at least 15 consecutive years.
 2. listed in the Register as non-practising or able to self-certify as not being active in the area of specialisation and no longer involved in providing clinical specialist services, for example having moved into a full-time managerial role.

17. Those wishing to be listed as an Emeritus Specialist should put a request in writing to the Specialist Sub Committee to inform them that you have either retired (or are about to) or are no longer working in the area. There is no fee for Emeritus Listing and no re-application will be required once listed.

RCVS Specialist

Specialities and Specialist titles

1. This is not an exhaustive list and may be amended from time to time as required. There are three broad groups of specialties. These are:
 - A. Production Animal Medicine
 - B. Companion and Competitive Animals
 - C. Disciplines

2. Specialist titles for which an application may be made are listed under one of these headings. In some areas, sub-specialties are listed beneath the full specialist title. Those shown are the sub-specialties agreed so far for each specialty. Sub-specialties indicate that the holder is a Specialist only in that restricted field. A Specialist in one of these fields must show the sub-specialty in brackets after the main title of the specialty.

3. Specialists can only be listed in one area, even if the fields are related. Applications to change the area of listing can be made and must follow the usual re-application process.

Main title	Sub-specialities (where applicable)
A. Production Animal Medicine Group	
Cattle Health and Production:	Beef Dairy Genetics Mastitis Reproduction
Camelid Health and Production Deer Health and Production Fish Health and Production Goat Health and Production Laboratory Animal Science Pig Medicine Poultry Medicine and Production Sheep Health and Production:	Sheep Health and Production (Reproduction)
B. Companion and Competitive Animals Group	
Equine Medicine:	Internal Medicine Reproduction Sports Medicine Stud Medicine
Equine Gastroenterology	
Equine Surgery:	Orthopaedics Soft Tissue

Feline Medicine	
Rabbit Medicine and Surgery	
Small Animal Medicine:	Endocrinology Gastroenterology Internal Medicine Oncology
Small Animal Surgery:	Ear, Nose and Throat Oncology Orthopaedics Soft Tissue
C. Disciplines Group	
Animal Welfare Science, Ethics and Law Emergency and Critical Care Tropical Animal Health and Production Veterinary Behavioural Medicine Veterinary Anaesthesia Veterinary Cardiology Veterinary Clinical Nutrition: Veterinary Dentistry: Veterinary Dermatology Veterinary Epidemiology Veterinary Neurology: Veterinary Nutrition Veterinary Oncology Veterinary Ophthalmology Veterinary Parasitology Veterinary Pharmacology and Toxicology	Equine Equine Small Animals
State Veterinary Medicine	
Veterinary Pathology: * <i>(*applicants under this title are expected to be significantly involved in dealing with clinical material)</i>	Small domestic animals (dog, cat) Farm animals (cattle, sheep, pig, goat, deer) Equine animals (horse, donkey) Laboratory animals (rabbit, rat, mouse, guinea pig, hamster, dog, non-human primates) Birds (poultry, game birds, cage birds, wild birds) Fish (wild, farmed) Zoo and Wildlife Clinical pathology Microbiology Toxicology
Veterinary Public Health:	Meat Hygiene Food Hygiene
Veterinary Diagnostic Imaging:	
Veterinary Reproduction:	Cats Cattle

	Dogs Goats Horses Pigs Sheep Small Animal - alternative title Small Domestic Ruminants - alternative title Theriogenology
Zoo and Wildlife Medicine:	Avian Herpetology Mammalian Pathology Small Mammal Reptilian Wildlife Population Health Zoo Health Management

RCVS Specialist

Qualifications on which eligibility may be based

The following is a list of the acceptable qualifications on which an application for inclusion on the List of RCVS Specialists may be based.

RCVS Diplomas

(Section B, paragraph 2.a. refers)

- | | | |
|----|--|--|
| 1. | <ul style="list-style-type: none"> Animal Welfare Science, Ethics and Law Cattle Health and Production Equine Internal Medicine Equine Stud Medicine Equine Orthopaedics Equine Soft Tissue Surgery Fish Health and Production Laboratory Animal Science Pig Medicine Poultry Medicine and Production Sheep Health and Production Small Animal Orthopaedics Small Animal Medicine | <ul style="list-style-type: none"> Small Animal Medicine (Feline) Small Animal Surgery (Orthopaedics) Small Animal Surgery (Soft Tissue) Veterinary Anaesthesia Veterinary Cardiology Veterinary Dermatology Veterinary Ophthalmology Veterinary Public Health (Food Hygiene)
(Meat Hygiene) Veterinary Radiology (pre 2004) Veterinary Diagnostic Imaging Veterinary Reproduction Zoological Medicine |
|----|--|--|

RCVS Diploma of Fellowship

(Section B, paragraph 2.b. refers)

2. A Fellowship gained **by Examination or by Meritorious Contributions to Learning**

3. RCVS Council has ruled that a Diploma of Fellowship **by Thesis** is by nature, too narrow a field to be considered as a main qualification towards RCVS Specialist status and would not normally be considered as sufficient evidence **alone**. However, a Diploma of Fellowship by Thesis would be considered as an indicator of educational attainment if offered as another postgraduate qualification (see Section B, paragraph 2.c.) along with evidence of a substantial number of publications in refereed journals.

Other Postgraduate qualifications

(Section B, paragraph 2.c. refers)

4. Other postgraduate degrees, e.g. PhDs, M/FRCPath may be submitted for consideration and approved for the purpose of specialist recognition by the RCVS in respect of any individual applicant.

5. Other Diplomas include the Diploma of the Institute of Biology in Toxicology and the Royal College of Pathologists Diploma in Toxicology.
6. Applicants relying on an MSc or other one-year qualification will have to offer a substantial amount of evidence of their expertise, such as a considerable number of publications and many years of experience.
7. **European College** Diplomas where the College has received full recognition are accepted for RCVS Specialist Status. To see the full list of approved Colleges, [please check the EBVS website](#).

Please see section E for the application process for those applying with European College Diplomas.

If the European College has not yet received full approval from EBVS, then applications will still be considered. However, applicants must go through the “full” application system until full approval is given by EBVS.

8. **American** College Diplomas and the Fellowship of the **Australian and New Zealand** College of Veterinary Scientists may also be acceptable qualifications on which an application may be based. The following are currently acceptable:

Fellow of Australian and New Zealand College of Veterinary Scientists

Diploma of the American College of Veterinary Internal Medicine

Diploma of American College of Veterinary Radiology

Diploma of American College of Veterinary Surgeons

Diploma of the American College of Veterinary Pathology

Diploma of the American College of Emergency and Critical Care

Diploma of the American Veterinary Dental College

This list is not exhaustive, and other American College Diplomas will be considered upon application.

European Diplomates

1. Those applying on the basis of a European Diploma from an accepted European College (i.e. where RCVS is satisfied with the standards of the College³) will normally be subject to a simplified process, as they will already have provided their college with much of the information required by RCVS. You will need to provide proof of accreditation by the relevant European College, and once on the specialist list, provide further proof each time you re-validate with your European College. This proof should be in the form of a certificate from the EBVS, or your college. If this is not available, then formal confirmation from your European College on letterheaded paper (pdf) may be acceptable. Emails or screenshots will not be accepted as proof. **Applications which do not contain this proof will not be reviewed.**
2. **For applicants applying for RCVS Specialist Status in the same title as their European Diploma:** You will need to complete the application form online and submit evidence of accreditation by your European College. You do not need to complete a self-assessment form.

Please note: applicants wishing to apply for an RCVS Specialist title or sub-title which does not match their European Diploma will need to apply through the “full” application process to be able to provide the evidence to support recognition by RCVS of the different chosen title. Please see **Section B** for the full details on the criteria, and **Section F** for full details on how to apply via this route.

3. **From 2022, for all accepted new and reapplicants going through the European Diploma system, the length of RCVS accreditation awarded to successful applicants will be based on the applicant’s EBVS accreditation, rather than a five-year period being awarded as standard.** Then, once the accreditation dates have been aligned, a five-year RCVS accreditation period would then be awarded again as normal (subject to the full five-year EBVS accreditation being awarded). For example, if a successful RCVS Specialist applicant in 2022 was accredited with EBVS until 2025, then they would be awarded RCVS accreditation for 3 years until 2025 to match the EBVS date. Then, following a further successful reapplication at that time in 2025, the full five-year RCVS accreditation would be awarded until 2030.
4. **New applications from European Diploma holders will be processed and listed in March, July, September and December, subject to the correct information being supplied.**

Guidance on completing your application form

³ The current recommendation about approval is ‘full recognition’ of the European College (EC) by the European Board of Veterinary Specialisation (EBVS), which occurs once the EBVS is satisfied that the EC is fully functional and has introduced all aspects of the EBVS Policies and Procedures.

Applications should be made online on the RCVS website via the 'My Account' area - www.rcvs.org.uk.

A representation of the application form can be seen below.

Once completed and submitted, new applications will be processed every March, July, September and December.

Reapplications will be processed at the time of their renewal.

Please ensure that you include the following items with your application:

- Verification of the qualification you are offering by means of a copy of the Certificate from the European College, **if you have not already provided RCVS with this.**
- Verification that you have re-validated with your European College – your application will not be considered until this has been submitted.

Please read these notes carefully before completing your application form.

Once you have logged into your account on the RCVS website, please click the button, "Apply to become a Specialist".

You will then be taken to an initial screen which will ask if you are applying with a European Diploma or not. Please click on "apply with European Diploma" to be taken to the correct application form.

Please note, you will not be able to save your progress, so the form must be completed in full in one sitting.

Professional and academic credentials for recognition as a Specialist

You will be asked to select your European Diploma from a list, along with the date you received your award.

Then you will be asked to provide proof of award and/or current accreditation with your college. You can attach documents to the application form with the document uploader. To attach documents, click "choose file". This will then open up a window where you will be able to select the documents from your computer. Once you have selected the relevant document, click "attach". Once it has attached, you will then have the option to view, or remove the document.

References

As of 2023, references will no longer be required for new and reapplications.

Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

Your application will not be considered until you have provided both the certification which shows that you are currently accredited with EBVS, or evidence of reaccreditation as appropriate. RCVS may issue reminders to those who have items outstanding, however it is ultimately the responsibility of the applicant to ensure that everything is submitted.

RCVS Specialist

Guidance on completing your application form

(For those not applying based on a European College Diploma)

Applications should be made online on the RCVS website via the 'My Account' area - www.rcvs.org.uk.

Once completed and submitted, application forms will be checked by staff in the RCVS office, before being forwarded on to the Specialist Sub-Committee for assessment.

New applications will be considered by the Specialist Subcommittee in March, July, September and December.

Reapplications will be considered after the November deadline, and considered by the subcommittee before final decisions on outcomes are agreed at their annual meeting which usually takes place in January. New applications received during the reapplication window will be considered with the reapplications.

CPD

CPD records must be presented using the 1CPD digital recording platform. If you do not already use your 1CPD account, please log in using the information provided here, [1CPD](#).

As part of the application, you will need to give permission for the RCVS to access your full record. To do this, please just click "yes" when prompted with the question on the application form. The RCVS office will then be able to access your record and share the relevant years' CPD with the Specialist Subcommittee.

CPD records from the previous five calendar years must be submitted as part of applications.

References

As of 2023, references will no longer required for new and reapplications.

Please read these notes carefully before completing your application form.

For new applications:

Once you have logged into your account on the RCVS website, please click the button, "Apply to become a Specialist".

You will then be taken to an initial screen which will ask if you are applying with a European Diploma or not. Please click on "apply with other qualification" to be taken to the correct application form.

Once the form has loaded, you will be able to save your progress at any point and complete it at a later stage if required.

Section A

Qualifications

Here you will be asked to provide details of the qualification/qualifications that you are applying with. To select your qualification, click on “add new record” and you will then be given the option to select the type of qualification and awarding body from a list, before being able to specify the title of the qualification. Once you have selected the qualification, click “save” to return to the initial screen, or if you wish to add another qualification, click “save & new”.

You will then need to select the relevant points scored for your qualification. The points value is indicated after each question. A full list of the self-assessment points available is linked to at the top of the application form and can also be found [here](#).

If your qualification/s is not yet listed on the Register, you can indicate this on the form and provide proof of award. There are instructions on the form about how to attach documents to your application.

Current working situation

In order to meet the criteria for Specialist status, you are required to confirm that you are currently active, and up to date and fit to practice in your area of speciality.

Section B

Publications and professional contributions to the specialty

These questions are designed to establish the extent of your active involvement in the specialty over the last 5 years. Please list dates for all publications and contributions. A substantial number of publications and other original contributions to your specialty would normally be expected. Alternatively, or in addition, you may present evidence of your practical/clinical workload that you believe should be considered.

Any publications or other contributions cannot be listed twice within the same application.

Any applications where items are listed twice will only be counted once, with your self-assessment points amended accordingly.

Hours spent working on contributions cannot also be counted towards further relevant CPD if they are already listed and accruing points in Section B of the application.

Submission of essentially the same publication and or presentation to separate journals or organisations will also not be acceptable. Only one point will be accrued in instances where applicants have submitted duplicate contributions.

To answer each question, please click on “add new record”, and once you have input the information, click “save” to return to the main application screen.

The Specialist Subcommittee can only make an assessment on clear, concise and specific properly detailed information.

Publications

Provide full details of your publications relevant to the specialty in refereed journals from the previous 7 years (new applicants), 5 years (reapplicants). Quote author(s), year, title, journal name, volume and page numbers. If you are unsure whether the publication is refereed, include publications under Question 13.

(NB If you have a substantial number of publications, you should list just 5 that you consider to be the most significant).

Contributions to books

Provide details of any contributions to published books relevant to the specialty in the last 7 years (new applicants) 5 years (reapplicants). Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.

Non-refereed journals

Provide full details of any publications relevant to the speciality in non-refereed journals for the last 7 years (new applicants) 5 years (reapplicants). Quote author(s), year, title, journal name, volume and page numbers.

Expert and scrutineer reports

This category recognises that for some Specialists, much of their expertise is provided in the form of confidential reports. Provide details of contributions to expert reports during the last 7 years (new applicants) 5 years (reapplicants). Routine case or laboratory reports are not acceptable for this purpose. Expert reports can include legal, welfare or commercial scientific reports. Reviewing papers for refereed scientific journals cannot be included.

The next category deals with advancing the subject and should not be confused with contributions to CPD.

Presentations

Give details of presentations you have given at scientific meetings in the last 7 years (new applicants) 5 years (reapplicants) that are relevant to the specialty. For each category - (a) international, (b) national, (c) local - quote date, location, organisation/sponsors.

Lay Publications

Give details of any relevant contributions to lay publications, and/or lay presentations in the last 7 years (new applicants) 5 years (reapplicants).

Please note 'in press' publications are NOT acceptable.

Contributions to CPD

Provide details of any specialist contributions during the last 5 years to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages). Any activities previously listed in the application cannot be counted in this section.

Self-Assessment

Applicants will need to self-assess their application as it is completed, selecting the relevant points as indicated after each sub-section. The minimum number of points normally required for Section B is 15. Applicants that do not meet this may be asked to submit further information to satisfy the committee, and ultimately applications that do not meet the points requirement may be turned down.

Section C

Memberships

List your current membership of colleges, relevant societies and/or other official bodies and indicate where appropriate how you may have contributed to your specialty through these associations (e.g. through appointments/committee membership) either now or in the past – please **do not** include 'MRCVS'.

Postgraduate Training

List any contributions to postgraduate training and examining in your specialty over the last 5 years.

- a. Training e.g. supervision of Interns/Certificate/Diploma/Residents/other postgraduate training - **give names and dates**. Only instances where you are the primary adviser will be accepted.
- b. Examining - quote awarding body, examination and year.
- c. Involvement in RCVS or European College Boards.

Other experience

Provide details of any other relevant information of experience during the last 5 years that you wish to be considered.

CPD

NB With your application **it is essential that you** submit your completed CPD record covering the appropriate period, i.e. the last 5 calendar (January – December) years, inclusive of relevant CPD from the current year.

Here, you can give permission for RCVS to access your 1CPD account.

Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

For reapplications:

Once you have logged into your account on the RCVS website, please click the button, “Reapply to become a Specialist”.

Once the form has loaded, you will be able to save your progress at any point and complete it at a later stage if required.

Section A

Current working situation

In order to meet the criteria for Specialist status, you are required to confirm that you are currently active, and up to date and fit to practice in your area of speciality.

Section B

Publications and professional contributions to the specialty

These questions are designed to establish the extent of your active involvement in the specialty over the last 5 years. Please list dates for all publications and contributions. A substantial number of publications and other original contributions to your specialty would normally be expected. Alternatively, or in addition, you may present evidence of your practical/clinical workload that you believe should be considered.

Any publications or other contributions cannot be listed twice within the same application.

Any applications where items are listed twice will only be counted once, with your self-assessment points amended accordingly.

Hours spent working on contributions cannot also be counted towards further relevant CPD if they are already listed and accruing points in Section B of the application.

Submission of essentially the same publication and or presentation to separate journals or organisations will also not be acceptable. Only one point will be accrued in instances where applicants have submitted duplicate contributions.

To answer each question, please click on “add new record”, and once you have input the information, click “save” to return to the main application screen.

The Specialist Subcommittee can only make an assessment on clear, concise and specific properly detailed information.

Publications

Provide full details of your publications relevant to the specialty in refereed journals from the previous 5 years. Quote author(s), year, title, journal name, volume and page numbers. If you are unsure whether the publication is refereed, include publications under Question 13.

(NB If you have a substantial number of publications, you should list just 5 that you consider to be the most significant).

Contributions to books

Provide details of any contributions to published books relevant to the specialty in the last 5 years. Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.

Non-refereed journals

Provide full details of any publications relevant to the speciality in non-refereed journals for the last 5 Years. Quote author(s), year, title, journal name, volume and page numbers.

Expert and scrutineer reports

This category recognises that for some Specialists, much of their expertise is provided in the form of confidential reports. Provide details of contributions to expert reports during the last 5 years Routine case or laboratory reports are not acceptable for this purpose. Expert reports can include legal, welfare or commercial scientific reports. Reviewing papers for refereed scientific journals cannot be included.

The next category deals with advancing the subject and should not be confused with contributions to CPD.

Presentations

Give details of presentations you have given at scientific meetings in the last 5 years that are relevant to the specialty. For each category - (a) international, (b) national, (c) local - quote date, location, organisation/sponsors.

Lay Publications

Give details of any relevant contributions to lay publications, and/or lay presentations in the 5 years.

Please note 'in press' publications are NOT acceptable.

Contributions to CPD

Provide details of any specialist contributions during the last 5 years to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages). Any activities previously listed in the application cannot be counted in this section.

Section C

Memberships

List your current membership of colleges, relevant societies and/or other official bodies and indicate where appropriate how you may have contributed to your specialty through these associations (e.g. through appointments/committee membership) either now or in the past – please **do not** include 'MRCVS'.

Postgraduate Training

List any contributions to postgraduate training and examining in your specialty over the last 5 years.

- a. Training e.g. supervision of Interns/Certificate/Diploma/Residents/other postgraduate training - **give names and dates**. Only instances where you are the primary adviser will be accepted.
- b. Examining - quote awarding body, examination and year.
- c. Involvement in RCVS or European College Boards.

Other experience

Provide details of any other relevant information of experience during the last 5 years that you wish to be considered.

Self-Assessment

Applicants will need to self-assess their application as it is completed, selecting the relevant points as indicated after each sub-section. The minimum number of points normally required for both Sections B and Section C is 10. Applicants that do not meet this may be asked to submit further information to satisfy the committee, and ultimately applications that do not meet the points requirement may be turned down.

CPD

NB With your application **it is essential that you** submit your completed CPD record covering the appropriate period, i.e. the last 5 calendar (January – December) years, inclusive of relevant CPD from the current year.

Here, you can give permission for RCVS to access your 1CPD account-

Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

New applications

Annex 1

RCVS Specialist

Scale of fees for new applications

With effect from **1 January 2024**, the following fees are payable to the RCVS with your application. The closing date for receipt for new applications is **30th November**, for consideration by the Subcommittee at its annual meeting in January 2025:

- RCVS new and reapplications £105.00
- Applications and reapplications £53.00
from European Diplomates

The annual listing fee is also the same amount as the application fee.

- Restoration fee £105.00

Notes:

- a. No refunds will be made if an application is turned down.
- b. Applicants who are turned down by the Subcommittee, or on appeal, must pay another fee when applying again.
- c. An administration fee is payable annually for retention of a RCVS Specialist's name on the List which appears in the RCVS Register of Members. The Annual Administration fee is due for each year that your name is listed.
- d. Reapplication for continued recognition as a Specialist is required every five years, or less as determined by the Subcommittee in certain cases.

RCVS Specialist

Timetables for applications to be considered in 2024

<ul style="list-style-type: none"> The RCVS sends Advance Notice regarding renewal of Specialist status to those whose recognition is due to expire. 	Summer 2024
<ul style="list-style-type: none"> Payment due for retention of name on the 2021 edition of the List: 	1 July 2023
<ul style="list-style-type: none"> Reapplication due: 	<p>30th November 2024</p> <p>Those Specialists who do not reapply will be removed from the next published List of Specialists i.e. in March 2024</p>
<ul style="list-style-type: none"> RCVS circulates completed reapplication forms to Members of the SSC for consideration and recommendation: 	December 2024
<ul style="list-style-type: none"> SSC considers new applications and agrees recommendations to go to Education Committee: 	<p>March 2024</p> <p>July 2024</p> <p>September 2024</p> <p>December 2024</p>
<ul style="list-style-type: none"> Education Committee considers SSC recommendations: 	<p>May 2024</p> <p>September 2024</p> <p>November 2024</p> <p>February 2025</p>
<ul style="list-style-type: none"> Applicants advised of decision: 	As soon as possible after application decision agreed by Education Committee

