

VETERINARY PRACTICE MANAGEMENT ASSOCIATION

CERTIFICATE IN VETERINARY PRACTICE MANAGEMENT REGISTRATION FORM

TITLE _____ FIRST NAME(S) _____

SURNAME _____

Place of Employment _____

Address _____

_____ Postcode _____

Telephone Number _____ Fax _____

Preferred email address _____

Home Address _____

_____ Postcode _____

Telephone Number _____

Preferred address for correspondence Work / Home (please delete)

I confirm that I have met the criteria for registration for the Certificate in Veterinary Practice Management as detailed overleaf and hereby apply for registration.

SIGNED _____

DATE _____

Certificate in Veterinary Practice Management

The Certificate in Veterinary Practice Management is a formal qualification which will demonstrate to prospective and current employers that the holder has demonstrated measurable skills required for the management of a business within the veterinary sector.

Registration

Registration for the examination lasts for 4 years from the date of acceptance.

The registration criteria for the examination are:

1. You must be a full member of the VPMA and must remain so for the duration of your registration.
2. You must be actively employed in the veterinary environment with management experience. Management experience gained outside the veterinary environment within the last 5 years is also valid.
3. Continuing education appropriate to management must have been undertaken within the last 5 years.

The examination will comprise the following:-

Personal Portfolio and Portfolio Oral

The Personal Portfolio consists of three assignments undertaken by yourself and an oral examination. Assignment 1 is set by the Board of Examiners, assignment 2 is chosen from a list prescribed by the Board and assignment 3 is your own free choice.

Two hard copies and one electronic copy of the three assignments are to be submitted. The recommended portfolio submission date is 31 March with re-submission possible before the final portfolio submission date of 30 June. No re-submission is possible for portfolios submitted after 31 March but before 30 June

The Portfolio Oral is 30 minutes long during which you will be required to make a 10 minute presentation to the examiners on either assignment 2 or 3. You will not be permitted to present assignment 1. In addition questions will be asked during the portfolio oral examination to demonstrate an in depth knowledge of the topics and matters related to all the assignments.

Assignments are assessed, using the published Assessment Criteria, as either meeting the standard or not meeting the standard. If any of your assignments require re-submission you will be offered feedback and given the opportunity to re-submit your work. All three assignments must meet the standard in order to obtain a pass in the Personal Portfolio.

Written Examination

A 2 hour paper consisting of both short and long answer questions.

The long answer questions are on previously distributed material (sent to you around 2 weeks before the examination) and may consist of the accounts and profile of an imaginary veterinary practice. Details of the staff, the buildings, the turnover, the history and any known future plans are included.

You are permitted to look up books, make notes, or ask colleagues for help as you study this information. You are not allowed to take your annotated papers into the examination room. Fresh copies of the information you have received are issued along with the examination paper which contains the questions set on the information.

Oral Examination

The oral examination will be held on the same day as the written examination and will take the form of a series of 10 questions which you will be required to answer within a 30 minute period. This part of the examination may be recorded to assist the examiners.

The CVPM Examination is held annually, currently in early December (check for dates with the secretariat)

Two routes are available for candidates:

1. Route A – submit portfolio for approval before progressing to written and oral examinations
2. Route B – enter written and oral exam first, submitting portfolio subsequently, taking Portfolio Oral at next available exam date.

You must pass all parts of the examination within one registration period in order to be awarded the Certificate in Veterinary Practice Management