

GENERAL GUIDANCE

According to the valid version of our Constitution and Bylaws, the Diplomate re-certification shall be supported by two (2) letters of reference from other Diplomates.

Who is eligible to support re-certification of a Diplomate as a referee?

A referee must know the applicant to such level that one can confirm the below mentioned criteria.

Preferrably a referee should be a Diplomate of the ECPHM from the same country. Alternatively a Diplomate of the ECPHM from another country, another EBVS-recognised Diplomate from the same country or a senior academic colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a letter of reference. It is not allowed that the referee is a relative or partner (business or social) of the applicant. Persons connected in a direct reporting line within an institute or company cannot function as a referee for each other.

How long does a referee need to know the applicant?

A referee must have known the applicant for the five-year period prior to application for re-certification. A professional and not a personal reference is required.

How to fill-out this template?

Page 2:

- You may insert a logo from your computer by clicking on the icon in the upper left corner
- Add your full name & contact details on the upper right corner (you may slightly edit the text within the file OR copy & paste any formatted text)
- Add the applicants name
- Check boxes as appropriate

Page 3:

- You may add any other comments if desired
- Add your name & the date
- Add your electronic signature (alternatively: print, sign and scan the document)
 - Please follow instruction after clicking on the respective box
 - Activate the checkbox for locking the document after signing (no changes possible after saving)
 - In any case do not edit the document after signing or repeat the signing process, as the system will alert on any changes on the document done post signing

How to submit?

- Send the signed document via E-Mail to the chair of the Credentials Committee (credentials@ecphm.org) and the Secretary (secretary@ecphm.org)
- Submission deadline: **1st of March 2026**
- Name the applicant you are supporting with your letter as subject of the E-Mail in order to support the assignment

Insert institute / company logo here:

*Please add your full name & contact details:
(You may copy & paste formatted text)*

Subject: Letter of reference for re-certification as ECPHM Diplomate

Name of the applicant for re-certification as ECPHM Diplomate(in capital letters)

I know the applicant

- ☐ personally
- ☐ by reputation

Confirm the criteria by which, in your opinion, the applicant is maintaining their EBVS Specialist status. The applicant:

- ☐ is assumed being practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years,
- ☐ demonstrated satisfactory moral and ethical standing in the profession,
- ☐ practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation,
- ☐ promoted continuous improvement in the quality and standard of specialist practice, and
- ☐ communicated effectively with the public and with professional colleagues.

Add any other comment:

I signify below my support for this Diplomates re-certification.

Your name

Date

Signature