

# Reference letter for ECPHM Diplomate Re-certification



## GENERAL GUIDANCE

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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 formated 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](mailto:credentials@ecphm.org)) and the Secretary ([secretary@ecphm.org](mailto:secretary@ecphm.org))
- Submission deadline: **1<sup>st</sup> of March 2026**
- Name the applicant you are suporting with your letter as subject of the E-Mail in order to support the assignment

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

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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.**

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Your name

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Date

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Signature