

CHAPTER 4 – CREDENTIALS APPLICATION

INSTRUCTIONS FOR SUBMITTING CREDENTIALS TO THE ACVS

- I. **General:** Following completion of the Veterinary Surgery Residency Program, residents may submit a Credentials Application to the Resident Credentialing Committee (c/o the ACVS office) to determine eligibility to take the certifying examination.
 - A. Each candidate must use the Credentials Application and follow the instructions for submission published the year in which he/she submits credentials. A special document has been prepared to assist applicants in the compilation of the packets. The Guide to the Preparation of ACVS Credentials Applications can be downloaded from the ACVS website, www.acvs.org/residents, choose Credentials Application from the menu.
 - B. **Application Deadline:** Completed applications must arrive at the ACVS office on or before August 1 of the year preceding the anticipated examination, unless an extension has been granted by the Board of Regents*. When the deadline falls on a Saturday or Sunday, completed applications must arrive at the ACVS office no later than the following Monday. **LATE APPLICATIONS WILL BE RETURNED WITHOUT BEING PROCESSED OR REVIEWED.**
*Residents, whose programs started after July 25, may request an extension of this deadline. Residents wishing to do so must petition the ACVS Board of Regents *prior to the end of their second year*. Petitions must be sent in writing. If an extension is granted, the application materials are due in the ACVS office on or before August 10.
 - C. It is the candidate's responsibility to ensure that the application is complete by following these instructions precisely and using the checklist provided.
 - D. All requirements for admission must be complete by August 1 of the year preceding the anticipated examination. This includes acceptance of the publication and successful completion of the residency program.
 - E. **Application Time Limits:** Any applicant within 5 years of the completion of his/her program may apply under current requirements or the requirements in effect at the initiation of his/her program. Any resident whose credentials have not been accepted within 5 years of completion of his/her residency program must apply under the requirements currently in effect at the time of application. (Applies to residents starting their programs on or after June 15, 1996.) Any resident whose credentials are denied must only correct the deficit in order to reapply and is under no time limit for reapplication.
 - F. Each complete application includes the following materials arranged in the order presented:
 1. Credentials Application form
 2. Three confidential Letter of Reference Forms
 3. Publication — A copy of the published manuscript OR a copy of the final edited version of the manuscript and a letter or e-mail (**Specific Program Description, H. Research and Publications, 2, a, iii**) from the journal editor indicating acceptance of the manuscript.
 4. Program Director's Statement(s) and Initial Resident Advisor's Statement(s)
 5. Third Year (i.e., Final) Residency Program Documentation (see Section VI)
 6. Additional documentation, if applicable (e.g., started residency before July 1, 1989; not a graduate of an AVMA accredited veterinary college)
 7. Self-addressed, stamped blank postcard for confirmation of receipt
 - G. **Application Fee:** The 2006 credentials application fee is \$400 and is payable by check in U.S. funds. The candidate's name should appear on the check, and the number of the check should be written in the space provided on the upper right corner of the Application form. The fee and a photocopy of the Application form should be sent to the ACVS lock box (ACVS, c/o SunTrust Bank, PO Box 79484, Baltimore, MD 21279-0484) in a separate envelope. The fee is due at the ACVS lock box by August 1. Should you wish to submit payment by MasterCard or Visa, please contact the ACVS office.

- H. Four bound copies of items F1. through F6. must be submitted. The candidate's name and "2006 Credentials Application" must be typed in the upper right corner on the front of each packet. The complete application must be arranged in the sequence listed, separated by tabbed dividers, indexed and bound to prevent loss and to facilitate review. The binding must allow pages to lie flat as turned. Plastic spiral or 19 pin PVC bindings are acceptable. Three-ring notebooks are not acceptable. A 7½" x 10 ½" inch envelope should be bound into each folder and should contain a sealed Letter of Reference Form from each referee.

If the candidate's residency program started on or after July 1, 2000, a second 7½" x 10½"-envelope should be bound into each packet. For residents who started their programs July 1, 2000 through June 30, 2002, the second envelope should contain a diskette of the entire Surgery Case Log (PC compatible, MS Excel). For residents who started their programs on or after July 1, 2002, the second envelope should contain the CD-RW of the electronic ACVS Residency Program Documentation Excel workbook file.

- I. Submitted application materials become the sole property of the ACVS and will not be returned to the applicant.

II. Application Form

- A. The application form must be typed neatly with all lines completed.
- B. All four copies of the application form must be signed.
- C. Area trained in (large or small animal), application fee check number and notation of Residency Program Documentation must be typed in the spaces provided in upper right corner.

III. Letters of Reference

- A. Candidates must obtain a completed Letter of Reference Form from three (no more) different referees. As a courtesy to the referees, candidates should request reference letters as soon as the newest forms are available.
- B. One of the referees must be the candidate's Resident Advisor. If the candidate had more than one Resident Advisor during his/her program, each advisor must submit a Letter of Reference Form. The Annual Resident Advisor's Statement(s) is not considered a letter of reference.
- C. Two of the referees must be Diplomates of the ACVS who had Diplomat status throughout the entirety of the candidate's residency. The third referee may be a Diplomat of the ACVS.
- D. All referees must be familiar with the candidate's surgical residency training program. In the event that only one ACVS Diplomat worked directly with the resident, a second ACVS Diplomat must be identified who was familiar with the applicant's training program and can substantiate the qualifications of the applicant as requested in the Letter of Reference Form.
- E. The candidate must ask each referee to place four signed copies of his/her Letter of Reference Form in four individual envelopes, seal the envelopes and mark them "confidential," and give the sealed envelopes back to the candidate. Referees should not send letters directly to the ACVS office. Include the envelopes with the credentials application packet in the manner described in Section I.H. of these instructions. It is the candidate's responsibility to make certain the completed Letter of Reference Forms are included in each application packet. Applications that do not contain reference letters will be considered incomplete.
- F. Letter of Reference Forms must collectively document the following:
1. Verification of satisfactory completion of an ACVS residency training program and of a satisfactory level of Diplomat supervision.
 2. The applicant's proficiency, judgment, competence as a veterinary surgeon, and academic readiness to sit the examination.
 3. The commitment of the applicant to the constitutional objectives of the ACVS.
 4. The moral and ethical standing of the applicant within the veterinary profession.

Note: Credentials may be rejected if a "no" answer is given by any referee to 1, 2, 3 or 4 above. A negative response must be accompanied by a letter of explanation from the referee.

IV. Publication

Include a copy of the published manuscript showing date of publication OR a copy of the accepted version of the manuscript (with all figures and photographs) and a letter or e-mail (see **Specific Program Description, H. Research and Publications, 2, a, iii**) from the journal editor indicating acceptance of the manuscript.

If a manuscript has been submitted for early review and has been accepted by the RCC as meeting this requirement, applications must include the following:

1. a copy of the letter indicating early acceptance of the manuscript by the RCC,
2. a copy of the ACVS Manuscript Evaluation Form as completed by the RCC, and
3. a copy of the final edited manuscript (including figures) and acceptance letter or e-mail from the journal editor, OR, if in print, a copy of the published manuscript showing the date of publication.

One manuscript is required. The manuscript must fulfill the **Criteria for Acceptance of a Publication**, in the current *Information Brochure*, and must be clearly identified as the "primary" publication in the application packets. Supporting manuscripts that fulfill the requirements may be included. Manuscripts that do not fulfill the requirements, e.g., case reports and review articles, should not be included.

V. Program Director's Statement and Registration of Resident Advisor (formerly called Initial Resident Advisor's Statement)

- A. Program Director's Statement(s), ACVS Form 1a, include copy of Statement filed with the ACVS office to initiate program and any other Statements filed indicating a change in Program Director; under no circumstances should a new Program Director's Statement be created for the credentials application
- B. Registration of Resident Advisor, ACVS Form 1b, include copies of all registration forms submitted to the ACVS office reflecting the initial assignment and any subsequent assignments of a Resident Advisor.

VI. Residency Program Documentation

If submitting Third/Final year documentation, submit items listed in option A. If final program year has already been evaluated and requirements found to be complete, submit items listed in option B.

- A. If submitting **Third/Final Year** documentation include the following items:
 1. Residency Training Documentation (Form 3)
 2. All previous evaluation forms and all communications from the ACVS office and Resident Credentialing Committee. Note: Include regardless of previous log approval status.
 3. ACVS Resident's Log Summary (Form 4)
 4. Index of Supervisors (Form 5)
 5. Cover Sheet for Surgery Case Log (Form 6)
 6. Surgery Case Log (Form 7)
 7. For candidates who started residency programs on or after July 1, 2000 through June 30, 2002, a diskette of the entire Surgery Case Log (PC compatible, MS Excel). For residents who start their programs on or after July 1, 2002, a CD-RW containing the electronic ACVS Residency Program Documentation Excel workbook file. Diskette or CD should be bound in an appropriately sized envelope (7½" x 10½").
 8. Resident Activity Log (Form 8)
 9. Resident Oral Presentation Log (Form 9)
 10. Documentation of Specialty Service Training in Anesthesiology, Radiology, Internal Medicine and Pathology (Form 10)
 11. Annual Resident Advisor's Statements (Form 11), one for each year of the resident's program. Residents whose programs begin July 1, 2006, or later must include applicable letters of explanation.

- B. If Final Residency Program Documentation has already been submitted and verified by the RCC (indicated by the following statement being checked off on the Evaluation Form, "Resident has met the requirements for completing an ACVS Veterinary Surgery Residency Program"), include these items:
 1. All previous evaluations and communications from the ACVS office and Resident Credentialing Committee.
 2. Resident Oral Presentation Log (Form 9)
 3. Documentation of Specialty Service Training in Anesthesiology, Radiology, Internal Medicine and Pathology (Form 10)
 4. Annual Resident Advisor's Statements (Form 11), one for each year of the resident's program

VII. Additional Documentation

- A. If the candidate started the residency program before July 1, 1989, the application must include additional information. Please contact the ACVS office for documentation requirements.
- B. If the candidate is not a graduate of an AVMA accredited veterinary school, one of the following documents is required:
 1. A certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG), or
 2. A current veterinary license or other form of verification that the candidate is legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country (if applicable, translated into English), or
 3. Proof that the candidate was legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or some other country (if applicable, translated into English) during the term of his or her surgical residency program.
 4. If previously accorded, waiver from the ACVS Board of Regents of this requirement.
- C. If an extension of the due date for the credentials application materials has been granted to the applicant, a copy of the letter from the Board of Regents must be included in this section.

Clarification in 2006:
Documentation must be accompanied by English translation.

VIII. Confirmation of Receipt of Application Materials

- A. Include a stamped, self-addressed blank postcard with application materials. The ACVS office will return this card to the candidate upon receipt of the application. Receipt of this postcard confirms that the ACVS office received the application, but does not imply that the application has been reviewed, evaluated or accepted.
- B. The candidate is responsible for the accuracy and availability of all required application materials. The application materials sent to the ACVS office will be forwarded to the Resident Credentialing Committee.

IX. Notification of Acceptance/Rejection of Application

The ACVS office will send notification letters to all candidates in early October. If the application is accepted by the Resident Credentialing Committee and approved by the Board of Regents, the candidate will be notified regarding the dates and procedure of the next examination. Unsuccessful applicants will be notified at the same time by a letter explaining the deficiency in credentials. Candidates whose credentials are conditionally denied will have the option to submit additional information to the ACVS office within 14 days from the date of the notification letter.

X. Reapplication Procedure Following an Unsuccessful Credentials Application

Any resident whose credentials are denied must only correct the deficit to reapply and is under no time limit for reapplication. All correspondence regarding application procedures and notification should be addressed to the ACVS office. All submitted application materials become the sole property of the ACVS and will not be returned to the applicant. Candidates should be sure that the ACVS office has their

current addresses. Follow the instructions for submission of credentials outlined above, including formatting, binding and number of copies.

Reapplication following an unsuccessful credentials application must include:

- A. A new Credentials Application form
- B. Three (no more) current letters of reference using the Letter of Reference Form. Applicants may use the same referees but must obtain current letters of reference. Credentials may be rejected if a “no” answer is given by any referee to category 1, 2, 3, 4 or 5 on the Letter of Reference Form. A negative response must be accompanied by a letter of explanation from the referee.
- C. Pertinent correspondence to include:
 1. Letter(s) from the Resident Credentialing Committee explaining the previous deficiency in credentials
 2. Letter(s) documenting the appeal process/appeal decision (if applicable)
 3. Letter(s) specifying the correction of credentials found deficient
- D. Publication: Include only if the credential application was previously denied based on the publication requirement. Do not resubmit a previously approved publication(s).
- E. Application fee: The 2006 credentials reapplication fee is \$400. See I.G. of these instructions for additional details.
- F. Self-addressed, stamped, blank postcard to serve as receipt notification of the packets by the ACVS office.

XI. Reapplication Following Three Examination Attempts

Failure to successfully complete all three sections of the examination after three attempts will require submission of a new credentials application to the Resident Credentialing Committee and complete re-examination. Credentials applications following three unsuccessful examination attempts must include the following items and formatted as described in section I.H. of these instructions.

- A. A new Credentials Application form
- B. Two (no more) current letters of reference using the Letter of Reference Form; at least one of these letters must be from an ACVS Diplomate. Credentials may be rejected if a “no” answer is given by any referee to category 1, 2, 3, 4, or 5 on the Letter of Reference Form. A negative response must be accompanied by a letter of explanation from the Referee.
- C. All pertinent correspondence: This should include a list of all dates of previous applications and appropriate correspondence.
- D. Application fee: The 2006 credentials reapplication fee is \$400. See I.G. of these instructions for additional details.
- E. Self-addressed, stamped, blank postcard to serve as receipt notification of the packets by the ACVS office.

XII. Appeal Procedure

A candidate for membership in the College who disagrees with a determination by the American College of Veterinary Surgeons regarding the acceptance or rejection of credentials may appeal such determination by submission of a written petition for reconsideration. Please refer to the Appeal Procedure in the current ACVS *Information Brochure* for more information about this process.

Mail Credentials Application packets and self-addressed blank postcard for receipt at the ACVS office on or before August 1, to:

American College of Veterinary Surgeons
11 N Washington St, Suite 720
Rockville, MD 20850

Mail application fee with a photocopy of the application form to:

American College of Veterinary Surgeons
c/o SunTrust Bank
PO Box 79484
Baltimore, MD 21279-0484

Note: FedEx and DHL will not ship expedited items to the PO Box address.

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CHECKLIST

SUBMISSION OF CREDENTIALS TO THE ACVS

- 1. I have read and understand the enclosed Instructions for submission of credentials.
- 2. I understand my completed application and all related materials are due in the ACVS office on or before August 1 (unless I have been granted an extension by the ACVS Board of Regents).
- 3. I have submitted to the ACVS office (ACVS, 11 N Washington St, Suite 720, Rockville, MD 20850) four bound and indexed packets that contain:
 - a. Application form (signed)
 - b. Three Letter of Reference Forms (including one from each Resident Advisor):
 - i. Referee #1 - four copies, each in a sealed, labeled envelope; one envelope in each of the four bound packets.
 - ii. Referee #2 - four copies, each in a sealed, labeled envelope; one envelope in each of the four bound packets.
 - iii. Referee #3 - four copies, each in a sealed, labeled envelope; one envelope in each of the four bound packets.
 - c. Publication - Include a copy of the published manuscript showing date of publication OR a copy of the final edited version of the manuscript with figures and photographs and a letter/e-mail from the journal editor indicating acceptance of the manuscript OR if publication was submitted to RCC for early acceptance and was approved, copy of the approval letter from the ACVS and the manuscript evaluation form.
 - d. Program Director's Statement(s) and Initial Resident Advisor's Statement(s)/Registration of Resident Advisor
 - e. Third Year (i.e., Final) Residency Program Documentation. If documentation has been previously submitted to and verified by the Resident Credentialing Committee, please refer to page 54 for details.
 - f. Additional documentation if I started my residency before July 1, 1989.
 - g. If applicable (i.e., I am not a graduate of an AVMA accredited veterinary college), I have included a copy of my ECFVG certificate; a waiver from the ACVS Board of Regents or verification that I am legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country (e.g., copy of a current veterinary license).
 - h. If applicable, I have included a copy of the letter from the ACVS Board of Regents granting me an extension of the August 1 credentials application deadline.
- 4. I mailed a check for \$400 to the ACVS lock box (ACVS, c/o SunTrust Bank, PO Box 79484, Baltimore, MD 21279-0484). The check number is written on the application form and the check has my name on it. I enclosed a photocopy of the application form with my check.
- 5. I have submitted one stamped, self-addressed blank postcard in the package with the four bound packets, so that the ACVS office can confirm receipt of my application.



LETTER OF REFERENCE FORM

Thank you for agreeing to complete the following form on behalf of

(Applicant's name and address): _____

Please return this original form letter and three copies, sealed in four individual envelopes and marked confidential, to the applicant. The applicant will include the sealed letters with the other required application materials.

	Please answer the following questions:	Yes	No	Cannot Answer
1.	I verify that the applicant named above has satisfactorily completed an ACVS residency training program in (circle one) small or large animal surgery.			
2.	The level of Diplomate supervision was appropriate and consistent with ACVS requirements.			
3.	In my opinion, the applicant's proficiency, judgment, competence as a veterinary surgeon and academic readiness are at a level appropriate to allow him/her to sit the examination.			
4.	The applicant is committed to the constitutional objectives of the ACVS.			
5.	The applicant has a moral and ethical standing that is appropriate for membership in the ACVS.			
6.	I am an ACVS Diplomate and had ACVS Diplomate status throughout the entirety of the applicant's residency training.			
7.	If "Yes" to #6, I am the applicant's Resident Advisor, and advised from _____ (Month/Year to Month/Year)			

 (signature)

 (date)

 (type or print name)

Thank you for agreeing to serve as a referee on behalf of the above named applicant. If you would like to comment specifically in support of the applicant, please attach your personal comments or use the back of this form. If you have answered "No" to any of the questions 1-5, please include a letter of explanation as to why the applicant or the program was deficient.