

# A GUIDE TO THE PREPARATION OF ACVS CREDENTIALS APPLICATIONS

This guide has been prepared to assist ACVS residents, Resident Advisors (RA) and Program Directors (PD) in compiling accurately and completely the credentials application package. Carefully following these guidelines will assure that all documents that are necessary for the credentials evaluation procedure are present, and are in the correct location in the application so that Resident Credentialing Committee (RCC) reviewers will find them where they are expected to be. This organization will eliminate the necessity for the ACVS office or the RCC lead reviewer to contact you to provide missing documents, signatures, forms, letters etc. Where possible, the appropriate section of the ACVS *Information Brochure* has been referenced. A box is present so that you can check off each item as you prepare the application.

In July of each year, the Residency Program Documentation files are available to be downloaded from the ACVS web site. You can reach this site by going to [www.acvs.org](http://www.acvs.org), then choosing “Residents” and then “Credentials Application.” The Credentials Application can be downloaded from this page. Residents should consult the printed copy of the current *Information Brochure* (mailed in July each year to all current residents) for complete guidelines and requirements.

The entire *Information Brochure* can also be downloaded in rtf format. The required forms can be downloaded from the General Information page in the Residents section of the website.

Read Chapter 4 of the *Information Brochure*. This section describes in detail the credentials application, including deadlines, time limits, application fees, and the order in which the application materials are to be arranged. **You will need FOUR bound copies of the application.** The candidate’s name and “YYYY Credentials Application” (i.e., 2006) must be typed in the upper right corner on the front of each packet. The easiest way to arrange the packet is to use a clear plastic cover, and have as the first page of the application a page with the applicant’s name and YYYY Credentials Application (specify the correct year) in the upper right corner of the page. The complete application must be arranged in the sequence listed, (see Ch. 4, 1, F. and ACVS Form 3) 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.

**If you are resubmitting a Credentials Application, review the instructions on page 8 for a previously unsuccessful application and page 9 for reapplication following unsuccessful examination attempts.**

## APPLICATION FORM

- Insert a tabbed divider with “Application Form” typed on the tab
- Insert the Application Form. (see Ch.4, II ) This form is available online at [www.acvs.org](http://www.acvs.org). Click the Residents tab, then Credentials Application. The Credentials Application Packet contains the Credentials Application form. You must use the current version of the Credentials Application Packet and not a previous version.

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Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the e-mail address and phone numbers. If the ACVS office or the lead reviewer needs to get in touch with you, this form is where we will look for the proper phone numbers or addresses.

Remember to make a photocopy of the form to mail along with your check for the application fee. (See Ch.4, 1, G.)

### LETTERS OF REFERENCE

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” manila envelope for the sealed Letter of Reference forms. Once you have collected them from your referees, place them in the manila envelope. Read the instructions regarding the Letters of Reference in Ch.4, III. The Letters of Reference form is downloadable in the Credentials Application Packet (see above); It is the last page of the document. The form is also available or as a separate Word file.

### PUBLICATION

- Insert a tabbed divider with “Publication” typed on the tab.
- Insert your publication—either a copy of the published manuscript or a copy of the final edited version of the manuscript. If the manuscript has not yet been published, insert as the first page after the “publication” divider a copy of the letter or e-mail from the journal editor indicating that the manuscript has been accepted.
- If a publication has been submitted for early review by the RCC and accepted by the RCC, insert the following items:
  1. A copy of the letter from the RCC indicating acceptance of the manuscript
  2. A copy of the ACVS Manuscript Evaluation Form
  3. A copy of the published manuscript showing the date of publication or a copy of the final, fully edited manuscript (including figures) and acceptance letter or e-mail from the journal

The date of the publication can be no more than five years old by the deadline for credentials submission. Read the section in the *Information Brochure* regarding publications. This is found in Chapter 3, V, (Specific Program Description) I, (Research and Publications) 2. (Publications).

### PROGRAM DIRECTORS STATEMENT (ACVS FORM 1A)

- Insert a tabbed divider with “Program Director’s Statement” typed on the tab.
- Insert the Program Director’s Statement (ACVS Form 1a). A copy of this form should have been given to you by your PD within 30 days after you began your program, as well as sent to you by the ACVS office. You must include a copy of this original form. Be sure that the date (Month, Day, and Year) on the form indicating when you began your program is accurate and that it corresponds with the dates on all other forms requiring your program start date.

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- If there has been more than one Program Director for your program, insert a copy of the Program Director's Statement(s) indicating the change to a new Program Director.

### **INITIAL RESIDENT ADVISOR'S STATEMENTS / REGISTRATION OF RESIDENT ADVISOR (ACVS FORM 1B)**

- Insert a tabbed divider with "Initial Resident Advisor's Statement" typed on the tab.
- Insert your Initial Resident Advisor's Statement (ACVS Form 1b)
- If your resident advisor changed during your residency program, insert next the Initial Resident Advisor Statements, in chronological order, of all subsequent resident advisors.

### **DOCUMENTATION OF PROGRAM REQUIREMENTS**

Choose items from Section A or Section B:

A. Applicants should include all items in section A (pp 3-6) if they are including the third year program documentation for evaluation as part of the credentials application.

B. Applicants who have already had their third (final) year evaluated should continue to section B (pp 7-8).

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## **A Residents submitting a Credentials Application and Third Year Residency Documentation, include the following items:**

(Residents whose final program year has been evaluated previously go to Section B on page 7 for a list of items to include.)

### **RESIDENCY TRAINING DOCUMENTATION (ACVS FORM 3)**

- Insert a tabbed divider with "Residency Training Documentation, ACVS Form 3" typed on the tab
- Insert the Residency Training Documentation, ACVS Form 3. This form is the first form that must be completed in the Excel workbook ACVS Residency Documentation file (the Excel workbook file is required only for residents who started in July 2002 or later). Be sure that the information entered here is accurate as date fields will automatically be entered on other forms in the Excel workbook. Note that the bottom of Form 3 also contains instructions regarding the correct organization of materials in the surgery logs. Pay particular attention that the Program Director and Resident Advisor's names are current and correct. Also be sure that the "Program Initiated on" date corresponds with the dates listed on other forms (Program Director's Statement, ACVS Form 1a, and both sides of all ACVS Log Summaries, ACVS Form 4)

## PREVIOUS YEARS' EVALUATIONS AND CORRESPONDENCE

- Insert a tabbed divider with "Previous Evaluations and Correspondence" typed on the tab
- Insert a copy of the letter from the RCC chair you received when your first year log evaluation form was returned to you.
- Insert a copy of your first year's ACVS Residency Documentation Evaluation (ACVS Form 12). You received this form from the RCC following your first year documentation submission. Be sure to include ALL pages. There will normally be two pages but could be more if many comments were made. Be sure the dates on this form correspond with the dates on other forms such as the Program Director's Statement (ACVS Form 1a), the Registration of Resident Advisor (ACVS Form 1b), the Annual Resident Advisor's Statement (ACVS Form 11) for the first year, and the Resident Training Documentation form (ACVS Form 3)
- If first year logs were resubmitted, insert copies of correspondence relating to the resubmission and insert the revised evaluation form (Form 12)
- Insert the documents relating to the second year documentation evaluation, and the second year ACVS Residency Documentation Evaluation (Form 12) and any re-submissions in similar fashion to the first year logs as described above.
- If there has been a year three log evaluation, insert the the documents relating to the third year evaluation and the third year ACVS Residency Documentation Evaluation form (ACVS Form 12) and any resubmissions as described above
- If you have had any other correspondence with the RCC, the ACVS Board of Regents or the ACVS office, insert that communication in chronological order

## RESIDENT'S LOG SUMMARY (ACVS FORM 4)

- Insert a tabbed divider with "Resident's Log Summary" typed on the tab
- Insert the ACVS Resident's Log Summary, for your particular program type (ACVS Form 4-SA or -LA). Be sure to include BOTH pages. In Excel, this form automatically summarizes all components of the Surgery Case Log, Resident Activity Log and Resident Oral Presentation Log. There are variations of this form depending on whether the resident is in a Large Animal (Equine), Large Animal (General) or Small Animal program. While most of the information is automatically calculated as information is entered into the worksheets, there are fields on this form in which information will need to be entered directly. When a Resident meets or exceeds the required minimum number of cases in each Core Curriculum category, in the Excel file the calculated numbers on Form 4 should appear in red type. Be sure that the dates correspond with dates on other documents, particularly the Program Director's Statement (ACVS Form 1a). Be sure to include both pages of the form and be sure that the bottom of the second page is signed and dated appropriately.

## INDEX OF SUPERVISORS (ACVS FORM 5)

- Insert a tabbed divider with "Index of Supervisors" typed on the tab
- Insert the Index of Supervisors form (ACVS Form 5). Be sure that this form lists ALL supervisors that were involved in your program. Pay particular attention to including the non-ACVS diplomates that were involved with anesthesia, radiology internal medicine and pathology.

### **COVER SHEET FOR SURGERY CASE LOG (ACVS FORM 6)**

- Insert a tabbed divider with “Cover Sheet for Surgery Case Log” typed on the tab
- Insert the Cover Sheet for Surgery Case Log (ACVS Form 6). Be sure that the start and end numbers for the surgical cases are correct, and that the dates covered by the case log are correct. Be sure to have your resident advisor sign and date in both places where required.

### **SURGERY CASE LOG (ACVS FORM 7)**

- Insert a tabbed divider with “Surgery Case Logs” typed on the tab
- Insert the third or final year surgery case log. Do not include the entire program surgery log — only that for the final year. Cases should be listed in chronological order. Be sure that the cases belong in the core curriculum to which you have listed them. (See ACVS Form 2-SA, -LA or -EQ). Also, be sure that you have NOT counted any of the non-operative or minor procedures as listed in the *Information Brochure*, Chapter 3, Instructions for Completing forms, II, H, 5.

### **SURGERY LOG DISKETTE OR CD-RW**

- Insert a tabbed divider with “Surgery Log CD” or “Surgery Log Disk”, as appropriate, typed on the tab
- Insert a 9” x 12” envelope into which you will put a diskette or a CD-RW. The information required on the diskette or CD-RW depends on when the residency program was started. (See the *ACVS Information Brochure*, Chapter 4, Instructions for Submitting Credentials to the ACVS, 1, H, paragraph 2.)

### **RESIDENT ACTIVITY LOG (ACVS FORM 8)**

- Insert a tabbed divider with “Resident Activity Log” typed on the tab
- Insert the properly filled out ACVS Residency Activity Log (ACVS Form 8) for the current year. Read the instruction for properly filling out this form in the *ACVS Information Brochure*, Chapter 3, Instructions for Completing Forms, II, I. Be sure that there is a signature on each line of the form. A single signature with a line down through a number of weeks is NOT appropriate and is not acceptable because it is impossible to verify.

### **RESIDENT ORAL PRESENTATION LOG (ACVS FORM 9)**

- Insert a tabbed divider with “Resident Oral Presentation Log” typed on the tab
- Insert the filled out ACVS Form 9, Resident Oral Presentation Log. Instructions for this form are found in Chapter 3 of the *ACVS Information Brochure*. Be sure that you and your resident advisor have both signed the form. This log should be cumulative and include all six presentations that you wish to count toward this requirement.

## DOCUMENTATION OF SPECIALTY SERVICE TRAINING (ACVS FORM 10)

- Insert a tabbed divider with “Documentation of Training” typed on the tab
- Insert the Documentation of Training Form (ACVS Form 10). Be sure that all of the specialty diplomates have signed the form. Also, be sure that all of these diplomates are listed on the lower half of the Index of Supervisors (ACVS Form 5). You must include documentation for each of these rotations, regardless of when they were completed during your program.

## ANNUAL RESIDENT ADVISOR’S STATEMENTS (ACVS FORM 11)

- Insert a tabbed divider with “Annual RA Statement” typed on the tab
- Insert in chronological order each year’s Annual Resident Advisor’s Statement (ACVS Form 11). Be sure these forms are signed and that they accurately reflect the beginning and ending dates (month, day, and year) of the year that they cover. These dates must correspond with dates listed on other documents.

**Go to page 8 for Additional Documentation you should include in your packet.**

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## **B** For Residents submitting a Credentials Application only, include the following items:

**NOTE:** Resident must have already received a completed third/final year Documentation Evaluation from the Resident Credentialing Committee indicating completion of minimum program requirements. A final evaluation form must be included that has the box checked off “Requirements Complete –  Resident has met the requirements for completing an ACVS Veterinary Surgery Residency Program.” If the final evaluation form received by the resident does not have this information checked off, submit documentation as listed above (starting on page 3).

## PREVIOUS YEARS’ EVALUATIONS AND CORRESPONDENCE

- Insert a tabbed divider with “Previous Evaluations and Correspondence” typed on the tab
- Insert a copy of the letter from the RCC chair you received when your first year log evaluation form was returned to you.
- Insert a copy of your first year’s ACVS Residency Documentation Evaluation (ACVS Form 12). You received this form from the RCC following your first year documentation submission. Be sure to include ALL pages. There will normally be two pages but could be more if many comments were made. Be sure the dates on this form correspond with the dates on other forms such as the Program Director’s Statement (ACVS Form 1a), the Registration of Resident Advisor (ACVS Form 1b), the Annual Resident Advisor’s Statement (ACVS Form 11) for the first year, and the Resident Training Documentation form (ACVS Form 3)
- If first year logs were resubmitted, insert copies of correspondence relating to the resubmission and insert the revised evaluation form (Form 12)

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- Insert the documents relating to the second year documentation evaluation, and the second year ACVS Residency Documentation Evaluation (Form 12) and any re-submissions in similar fashion to the first year logs as described above.
- If there has been a year three log evaluation, insert the the documents relating to the third year evaluation and the third year ACVS Residency Documentation Evaluation form (ACVS Form 12) and any resubmissions as described above
- If you have had any other correspondence with the RCC, the ACVS Board of Regents or the ACVS office, insert that communication in chronological order.

### RESIDENT ORAL PRESENTATION LOG (ACVS FORM 9)

- Insert a tabbed divider with “Resident Oral Presentation Log” typed on the tab
- Insert the filled out ACVS Form 9, Resident Oral Presentation Log. Instructions for this form are found in Chapter 3 of the *ACVS Information Brochure*. Be sure that you and your resident advisor have both signed the form. This log should be cumulative and include all six presentations that you wish to count toward this requirement.

### DOCUMENTATION OF SPECIALTY SERVICE TRAINING (ACVS FORM 10)

- Insert a tabbed divider with “Documentation of Training” typed on the tab
- Insert the Documentation of Training Form (ACVS Form 10). Be sure that all of the specialty diplomates have signed the form. Also, be sure that all of these diplomates are listed on the lower half of the Index of Supervisors (ACVS Form 5). You must include documentation for each of these rotations, regardless of when they were completed during your program.

### ANNUAL RESIDENT ADVISOR’S STATEMENTS (ACVS FORM 11)

- Insert a tabbed divider with “Annual RA Statement” typed on the tab
- Insert in chronological order each year’s Annual Resident Advisor’s statement (ACVS Form 11). Be sure these forms are signed and that they accurately reflect the beginning and ending dates (month, day, and year) of the year that they cover. These dates must correspond with dates listed on other documents.

**Continue with Additional Documentation.**

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**For all first time applicants as appropriate:**

#### ADDITIONAL DOCUMENTATION

- Insert a tabbed divider with “Additional Documentation” typed on the tab
- Insert relevant documentation, if needed:
  1. Residents who started a program before July 1, 1989 need to submit additional material. Contact the ACVS office for more information.

2. If you are not a graduate of an AVMA accredited veterinary school, insert one of the following
    - a. A certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG), or
    - b. 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, or
    - c. 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 during the term of his or her surgical residency program, or
    - d. If previously accorded, waiver from the ACVS Board of Regents of this requirement.
  3. If previously accorded, a letter from the ACVS Board of Regents granting an extension of the Credentials Application due date for materials to arrive on or before August 10.
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## **C Applicants resubmitting credentials following an unsuccessful credentials application must include:**

### **APPLICATION FORM**

- Insert a tabbed divider with “Application Form” typed on the tab
- Insert the Application Form. (see Ch.4, II ) This form is available online at [www.acvs.org](http://www.acvs.org). Click the Residents tab, then Credentials Application. The Credentials Application Packet contains the Credentials Application form. You must use the current version of the Credentials Application Packet and not a previous version.

Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the e-mail address and phone numbers. If the ACVS office or the lead reviewer needs to get in touch with you, this form is where we will look for the proper phone numbers or addresses.

Remember to make a photocopy of the form to mail along with your check for the application fee. (See Ch.4, 1, G.)

### **LETTERS OF REFERENCE**

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” manila envelope for the sealed Letter of Reference forms. Once you have collected them from your referees, place them in the manila envelope. Read the instructions regarding the Letters of Reference in Ch.4, III. The Letters of Reference form is downloadable in the Credentials Application Packet (see above); It is the last page of the document. The form is also available or as a separate Word file.

## CORRESPONDENCE

- Insert a tabbed divider with “Correspondence” typed on the tab
- Include letter(s) from the Resident Credentialing Committee explaining the previous deficiency in credentials
- Include, if applicable, letter(s) documenting the appeal process/appeal decision
- Include letter(s) or other supporting documentation specifying the correction of credentials found deficient

## PUBLICATION

(required only if credentials were found unacceptable based on the publication requirement)

- Insert a tabbed divider with “Publication” typed on the tab.
- Insert your publication —either a copy of the published manuscript or a copy of the final edited version of the manuscript. If the manuscript has not yet been published, insert as the first page after the “publication” divider a copy of the letter or e-mail from the journal editor indicating that the manuscript has been accepted.
- If a publication has been submitted for early review by the RCC and accepted by the RCC, insert the following items:
  1. A copy of the letter from the RCC indicating acceptance of the manuscript
  2. A copy of the ACVS Manuscript Evaluation Form
  3. A copy of the published manuscript showing the date of publication or a copy of the final, fully edited manuscript (including figures) and acceptance letter or e-mail from the journal

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## **D** Applicants resubmitting credentials following three unsuccessful examination attempts must include:

### APPLICATION FORM

- Insert a tabbed divider with “Application Form” typed on the tab
- Insert the Application Form. (see Ch.4, II ) This form is available online at [www.acvs.org](http://www.acvs.org). Click the Residents tab, then Credentials Application. The Credentials Application Packet contains the Credentials Application form. You must use the current version of the Credentials Application Packet and not a previous version.

Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the e-mail address and phone numbers. If the ACVS office or the lead reviewer needs to get in touch with you, this form is where we will look for the proper phone numbers or addresses.

Remember to make a photocopy of the form to mail along with your check for the application fee. (See Ch.4, 1, G.)

## LETTERS OF REFERENCE

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” manila envelope for the sealed Letter of Reference forms. Once you have collected them from your 2 referees, place them in the manila envelope. Read the instructions regarding the Letters of Reference in Ch.4, III. The Letter of Reference form is downloadable in the Credentials Application Packet (see above); It is the last page of the document. The form is also available or as a separate Word file.

## CORRESPONDENCE

- Insert a tabbed divider with “Correspondence” typed on the tab
- Include all pertinent correspondence including a list of all dates of previous applications