



INSTRUCTIONS FOR SUBMITTING CREDENTIALS TO 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 supplementary document has been prepared to assist applicants in the compilation of the packets. "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. **Application Packet Preparation:** Each complete application includes the following materials arranged in the order presented (explanations of each item follow). Packets must be compiled using the supplementary document "Preparation of ACVS Credentials Packets."
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 email from the journal editor indicating acceptance of the manuscript.
 4. Program Director's Statement and Registration of Resident Advisor (formerly Initial Resident Advisor's Statement) — all such forms submitted throughout the residency
 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 (optional)

Four bound copies of items F,1 through F,6 must be submitted. The candidate's name and "2010 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 labeled, tabbed dividers and bound to prevent loss and to facilitate review. The binding must allow pages to lie flat as turned. Plastic spiral, wire or comb bindings are acceptable. Three-ring notebooks are not acceptable. A 7½" x 10 ½" inch (or similar size) envelope should be bound into each packet 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" (or similar size) 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 CD-ROM of the entire Surgery Case Log (MS Excel). For residents who started their programs on or after July 1, 2002, the second envelope should contain the CD-ROM of the electronic ACVS Residency Program Documentation Excel workbook file.

- G. **Application Fee:** The 2010 credentials application fee is \$490 and is payable by check in U.S. funds or by MasterCard or Visa. 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 Payment Authorization 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. Should you wish to submit payment by MasterCard or Visa, please fill out the Payment Authorization Form located at the end of this document and mail to the ACVS lock box or fax to the ACVS office or pay online at www.acvs.org/residents/credentialsapplication/. The fee is due on or before August 1 regardless of payment method.

The application fee is not refundable. Do not submit payment until you are certain that all requirements (including acceptance of publication) will have been met prior to the August 1 deadline for requirement completion.

- H. Submitted application materials become the sole property of 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/indication of credit card payment and notation of Residency Program Documentation must be typed in the spaces provided in upper right corner.

III. Letters of Reference

All 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. Reference letters must be current (if submitting credentials in 2010, forms must be completed – signed and dated – in 2010).

- A. Two of the referees must be Diplomates of ACVS who had Diplomat status throughout the entirety of the candidate's residency. The third referee may be a Diplomat of ACVS and must be a DVM or equivalent (VMD) who served in a supervisory role to the applicant during the residency program or currently serves in a supervisory role to the applicant.
- B. 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.

- C. ACVS made a significant revision to the Letter of Reference Form in 2007. Candidates have two options from which to choose, and this choice will affect the referee requirements.
1. Use the older version of the Letter of Reference Form (2006 version).
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. This form must be used in conjunction with the Annual Resident Advisor's Statement (Form 11) that was part of the applicant's residency program documentation Excel file.
 2. Use the newer version of the Letter of Reference Form (2010 version).
Two of the referees must be the candidate's Resident Advisor and Program Director in effect at the end of the residency program. Candidates for whom the Resident Advisor and Program Director is the same person must have another ACVS Diplomate act as a referee to meet the criteria in items A and B. This version of the form must be used in conjunction with the Semi-Annual Resident Advisor's Statement, ACVS Form 11 found in this packet. The Semi-Annual Resident Advisor's Statement will replace any Annual Resident Advisor's Statement previously submitted to the ACVS as part of the residency documentation. Applicants choosing this option will need at least six Semi-Annual RA Statements to cover the full three-year residency program. **The 2010 version of the form must be used by all residents using the Resident Training Log system.**
- D. 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.
- E. The Letter of Reference Forms must collectively document the following:
1. Letter of Reference Forms (2006 version):
 - a. Verification of satisfactory completion of an ACVS residency training program and of a satisfactory level of Diplomate supervision.
 - b. The applicant's proficiency, judgment, competence as a veterinary surgeon and academic readiness to sit the examination.
 - c. The commitment of the applicant to the constitutional objectives of ACVS.
 - d. 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.
 2. Letter of Reference Forms (2010 version):
 - a. The commitment of the applicant to the constitutional objectives of ACVS.
 - b. 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 or 2 above. A "cannot answer" or 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 email (see *Residency Program Guidelines, 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 accepted manuscript (including title page with list of authors and all images, figures and tables) and acceptance letter or email from the journal editor, OR, if in print/published online early, 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 *Residency Program Guidelines*, 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. If requirements have been documented in the Resident Training Log, submit items listed in option C.

- A. If submitting **Third/Final Year** documentation for evaluation 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. This section should include any changes that were requested by the RCC on a previous evaluation and have not yet been submitted to the committee for review.
 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 CD-ROM of the entire Surgery Case Log (MS Excel). For residents who started their programs on or after July 1, 2002, a CD-ROM containing the electronic ACVS Residency Program Documentation Excel workbook file. Diskette or CD should be bound in an appropriately sized envelope (approximately 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 began July 1, 2006, or later must include applicable letters of explanation.

or

Semi-Annual Resident Advisor's Statements (Form 11), two for each year of the resident's program. Applicants choosing to use the 2010 version of the Letter of Reference Form must include copies of the new Semi-Annual Resident Advisor's Statement. Versions of Form 11 previously submitted to ACVS as Annual RA Statements must be replaced by the new forms.

12. Abbreviations list

- 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
- or**
- Semi-Annual Resident Advisor's Statements (Form 11), two for each year of the resident's program. Applicants choosing to use the 2010 version of the Letter of Reference Form must include copies of the new Semi-Annual Resident Advisor's Statement. Versions of Form 11 previously submitted to ACVS as Annual RA Statements must be replaced by the new forms.
- C. If the applicant has been using the Resident Training Log to document requirements, the credentials application must include these items:
1. A printout of the Requirements Summary screen
 2. A printout of the Core Curriculum Summary screen
 3. A printout of the email notification that the Resident Advisor has initiated program completion in the Resident Training Log

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, a 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.

VIII. Submission of Application Materials and Fee

- A. Mail Credentials Application packets and self-addressed blank postcard **for receipt at the ACVS office on or before August 2**, to:

American College of Veterinary Surgeons
19785 Crystal Rock Drive, Suite 305
Germantown, MD 20874

- B. Submit Application Fee of \$490 on or before August 2.
1. If paying application fee by check, mail application fee and Payment Authorization form to:
American College of Veterinary Surgeons
c/o SunTrust Bank
PO Box 79484
Baltimore, MD 21279-0484

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

2. If paying by MasterCard or Visa, choose one of the following options:
 - submit payment online at www.acvs.org/residents/credentialsapplication
 - fax the Payment Authorization form (included at the end of this packet) to 301-916-2287
 - mail to American College of Veterinary Surgeons, c/o SunTrust Bank, PO Box 79484, Baltimore, MD 21279-0484

IX. Confirmation of Receipt of Application Materials

- A. If desired, 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. The most efficient way to determine if your package has been received by ACVS is to use an expedited service such as FedEx, DHL or Express Mail that you can track yourself.
- 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.

X. Notification of Acceptance/Rejection of Application

The ACVS office will send notification letters to all candidates by October 1. 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 found to contain easily resolvable discrepancies or other errors will be conditionally denied and will have the option to submit additional information to the ACVS office within 14 days from the date of the notification letter. This additional material will be reviewed by the Resident Credentialing Committee and a final recommendation will be made to the Board of Regents. Candidates will receive notification of the Board's decision regarding their application within two weeks after the ACVS Veterinary Symposium.

XI. 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 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 and adherence to the supplementary document, "Preparation of ACVS Credentials Packets."

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 — 2010 version. 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 questions 1 or 2 on the Letter of Reference Form. A cannot answer or 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 credentials application was previously denied based on the publication requirement. Do not resubmit a previously approved publication(s).
- E. Application fee: The 2010 credentials reapplication fee is \$490. 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.

XII. Reapplication Following Three Examination Attempts

Failure to complete successfully 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, including following the supplementary document, “Preparation of ACVS Credentials Packets.”

- A. A new Credentials Application form
- B. Two (no more) current letters of reference using the Letter of Reference – 2010 version 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 questions one or two on the Letter of Reference Form. A cannot answer or 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 2010 credentials reapplication fee is \$490. 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.

XIII. 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 ACVS *Information Brochure* (www.acvs.org/residents/infobroch/) for more information about this process.

CHECKLIST

SUBMISSION OF CREDENTIALS TO 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 **at the ACVS office on or before August 2** (unless I have been granted an extension by the ACVS Board of Regents).
- 3. I have submitted to the ACVS office (ACVS, 19785 Crystal Rock Drive, Suite 305, Germantown MD 20874) four bound and indexed packets that contain:
 - a. Application form (signed)
 - b. 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. (Not required for those rec credentialing after unsuccessful examination attempts.)
 - c. Publication - Include a copy of the published manuscript showing date of publication OR a copy of the final accepted version of the manuscript with figures and photographs and a letter/email 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 ACVS and the manuscript evaluation form.
 - d. Program Director's Statement(s) and Registration of Resident Advisor forms (formerly Initial Resident Advisor's Statement)
 - 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 VI,B 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) and translation into English, if necessary.
 - 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 have submitted my application fee (choose one).
 - a. I mailed a check for \$490 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. OR
 - b. I have mailed or faxed my Credit Card Payment Authorization form to ACVS.
 - b. I have submitted payment online via the ACVS website.
- 5. (Optional) 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.



Area Trained In:

___ Small Animal

___ Large Animal

Application Fee: \$490

___ Check # _____

___ Credit Card

Residency Program Documentation

___ Third/Final Year included (Excel)

___ Residency requirements have been verified by RCC (limited documentation included)

___ Resident Training Log user (online)

___ N/A (reapplying or recredentialing)

2010 ACVS CREDENTIALS APPLICATION

(Please type)

NAME _____ VETERINARY DEGREE _____
(first) (middle) (last)

PREFERRED MAILING ADDRESS Work Home (If work, please list company name.)

PHONE Work (_____) _____ Home (_____) _____ Fax (_____) _____

EMAIL _____

Credentials notification letters will be sent by October 1. Please contact ACVS immediately with new address and email.

VETERINARY SCHOOL: _____ Graduation Date _____

- Check one of the following:
- This school is an AVMA accredited veterinary school.
 - I have a certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG) and a copy is enclosed with this application.
 - I am legally qualified or was legally qualified during my residency program to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada or other country and a copy of a current veterinary license or other form of verification is enclosed.
 - I have been granted waiver of this requirement by the ACVS Board of Regents and have enclosed a copy of the letter from the Board.

INTERNSHIP: Location _____ Dates (Start & End) _____

RESIDENCY: Location	Dates (Start & End)	Diplomate Resident Advisor
_____	_____	_____
_____	_____	_____

PREVIOUS CREDENTIALS APPLICATION(S) TO ACVS: _____ YES _____ NO

If yes, reason(s) for re-application: previous refusal (residency program, publication, letters of reference, etc.) or re-credentialing after three examination attempts:

1. _____
2. _____

If you started your residency before 1995, would you like your publication reviewed under pre-February 1995 requirements?
_____ Yes _____ No

False information or other evidence of fraud will nullify this application and any action of ACVS resulting there from, and will be reason for disqualification of the applicant.

Should this application result in a decision from ACVS that adversely affects the applicant, the decision may be appealed under certain circumstances. These circumstances and the procedure for appeal are found in the current *ACVS Information Brochure*.

(signature of applicant) (date)



LETTER OF REFERENCE FORM (2006 version)

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 ACVS.			
5.	The applicant has a moral and ethical standing that is appropriate for membership in 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.



LETTER OF REFERENCE FORM (2010 version)

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:

1. The applicant is committed to the constitutional objectives of ACVS.

Yes _____ No _____ Cannot Answer _____

2. The applicant has a moral and ethical standing that is appropriate for membership in ACVS.

Yes _____ No _____ Cannot Answer _____

Are you an ACVS Diplomate? Yes _____ No _____

If Yes, year board certified: _____

If No, provide a brief explanation of how you currently serve in a supervisory role to the applicant or served in such a capacity during the applicant's residency program.

 (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 answered "No" or "Cannot Answer" to questions 1 or 2, please include a letter of explanation as to why the applicant or the program was deficient.

Note: All Resident Training Log users must have their referees complete this version of the Letter of Reference Form. Applicants who are still using the Excel/paper log system and choose this version of the form must also submit the new Semi-Annual Resident Advisor's Statements (Form 11) with their documentation.

SEMI-ANNUAL RESIDENT ADVISOR'S STATEMENT*

This form replaces the Annual Resident Advisor's Statements previously filed with ACVS for candidates who choose to use the 2010 Letter of Reference Form. A copy of this form must be included in the Credentials Application for each six-month period of the residency program. This form must be signed by the Resident Advisor in effect during the time period indicated. Note: Resident Training Log users do not need to submit this version of the form. Semi-Annual Reviews are completed online.

For the Resident Advisor to complete:

I have read the current description of a Veterinary Surgery Residency Program as adopted by the American College of Veterinary Surgeons and have supervised (resident's name) _____ during the period beginning (date: month/day/year) _____ and ending (date: month/day/year) _____. I completed a semiannual progress and performance evaluation with the resident and verified the Surgery Case Log, Resident Activity Log and Resident Oral Presentation Log.

A. The resident's performance for the past 6 months is as follows (choose one option):

1. The resident's performance is satisfactory and he/she is acceptably proceeding with the requirements of an ACVS Veterinary Surgery Residency Program.
2. The resident's performance was minimally acceptable, but he/she is promoted to the next evaluation period pending meaningful response to criticism. The failure to improve performance during the next 6 months could result in loss of weeks counted toward core curriculum requirements. Note: A letter of explanation signed by both the Program Director and Resident Advisor must accompany this form.
3. The resident's performance was not satisfactory and the clinical work performed during the period indicated below will not be applied toward satisfaction of core curricular requirements. Note: A letter of explanation signed by both the Program Director and Resident Advisor must accompany this form.

The activity weeks and surgical procedures performed during this time period will not be counted toward the completion of the core curriculum requirements:

From (date) _____ to (date) _____.

B. Current residency status (choose one option):

1. The resident will not be continued in the residency program as of (date) _____.
2. The resident is continuing in the program at this institution.

To be completed by the Resident Advisor and Program Director:

Resident Advisor: _____	Program Director: _____
Signature: _____	Signature: _____
Date:** _____	Date:** _____
Phone: _____	Phone: _____
Email: _____	Email: _____

To be completed by the resident (signature acknowledges that the resident has received a copy of this form).

Resident: _____	Signature: _____
Date:** _____	
Telephone: _____	Email: _____

*Note: This form is to be used in conjunction with the 2010 Letter of Reference Form. See *Credentials Application Guidelines* for detailed instructions.

**Note: This form cannot be signed prior to the ending date listed above.



ACVS[®]
AMERICAN COLLEGE of
 VETERINARY SURGEONS

**ACVS CREDENTIALS APPLICATION
 PAYMENT AUTHORIZATION**

Name of Credentials Applicant: (print) _____

Application Fee: \$490

Payment must be received on or before August 2, 2010.

The ACVS is a 501(c)(6) tax-exempt organization. Tax amount charged: \$0.00

Check attached: # _____

Charge to: _____ VISA _____ MasterCard Amount to be charged: \$ _____

Acct #: _____/_____/_____/_____

Expiration Date: _____

Signature: _____

Credit Card Billing Address (required):

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