



ACVS
AMERICAN COLLEGE of
VETERINARY SURGEONS

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 ensure that all documents necessary for the credentials evaluation procedure are present and in the correct location in the packet 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 *Credentials Application Guidelines — 2010* has been referenced (this document will be referred to as *Guidelines*). A box is present so that you can check off each item as you prepare the application.

Read the *Credentials Application Guidelines — 2010*. This section describes in detail the credentials application requirements, including deadlines, time limits, application fees and the order in which the application materials are to be arranged.

For all applicants:

You will need FOUR bound copies of the application materials. Each packet should have a cover sheet with the candidate's name and "YYYY Credentials Application" (i.e., 2010) typed in the upper right corner on the front of each packet. It is recommended that a clear plastic cover is placed over the cover sheet. The complete application must be arranged in the sequence listed, (see *Guidelines*, I, 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, wire or comb bindings are acceptable. Three-ring notebooks are not acceptable.

If you are resubmitting a Credentials Application, review the instructions in section II (p 11) for a previously unsuccessful application and section III (p 12) for reapplication following three unsuccessful examination attempts.

I. First-time applicants should prepare the application packets as follows:

APPLICATION FORM

- Insert a tabbed divider with "Application Form" typed on the tab
- Insert the Application Form (see *Guidelines*, II). This form is available online at 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. A version of the Application Form can be downloaded that is a Word form field document to allow for typing the information (without needing to locate a typewriter).

Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the email 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 current contact information.

Remember to make a photocopy of the form to mail along with your check for the application fee or to submit the credit card authorization form (see *Guidelines*, I, G).

LETTERS OF REFERENCE

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” (or similar sized) 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 (*Guidelines*, III). The Letter of Reference Form is downloadable in the Credentials Application Packet (see above). The form is also available as a separate Word form field document that allows for easy of completing the top portion of the form.

Note: There are two versions of the form included in the *Guidelines*. Please read instructions carefully. If you choose to use the 2010 version of the form, you must also replace previous Annual Resident Advisor’s Statements with the new Semi-Annual Resident Advisor’s Statement. If you choose to use the 2006 version of the form, you should continue to submit/use the Annual Resident Advisor’s Statement that is part of your residency documentation Excel file. All residents using the Resident Training Log system to track their requirements must use the 2010 Letter of Reference Form.

PUBLICATION

- Insert a tabbed divider with “Publication” typed on the tab.
- If a publication has been submitted for early review by the RCC and accepted by the RCC, insert the following items in this order:
 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 email from the journal.
- If the publication has not yet been reviewed by the RCC, 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 email from the journal editor indicating that the manuscript has been accepted.

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

PROGRAM DIRECTOR’S 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.

- 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.

REGISTRATION OF RESIDENT ADVISOR (ACVS FORM 1B)

- Insert a tabbed divider with "Registration of Resident Advisor" typed on the tab.
- Insert your Registration of Resident Advisor (ACVS Form 1b). Note this form was previously called the Initial Resident Advisor's Statement.
- If your resident advisor changed during your residency program, insert copies of the forms, in chronological order, submitted by all subsequent Resident Advisors.

DOCUMENTATION OF PROGRAM REQUIREMENTS

Choose items from Section A, Section B or Section C:

A. Applicants should include all items in section A (pp 3-6) if they are including the third (final) 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).

C. Applicants who have been using the Resident Training Log to document requirements should continue to section C (pp 9).

A Residents submitting a Credentials Application and Third/Final Year Residency Documentation for evaluation, include the following items:

(Residents whose final program year has been evaluated previously go to Section B)

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). The bottom of this form should be completed, both the checklist and the dates of completion of specialty service rotations. 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 the Resident's Log Summary, 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. The forms sent to residents are typically double-sided and usually 2-3 pages, depending on the number of comments. 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 any pertinent correspondence relating to the resubmission and insert the Revised Evaluation Form (Form 12)
- Insert the documents relating to the second year documentation evaluation, the second year ACVS Residency Documentation Evaluation (Form 12) and, if applicable, insert the Revised Evaluation Form (Form 12) along with any pertinent correspondence relating to the resubmission.
- If there has been a year three log evaluation, insert the documents relating to the third year evaluation and the third year ACVS Residency Documentation Evaluation form (ACVS Form 12) and, if applicable, insert the Revised Evaluation Form (Form 12) along with any pertinent correspondence relating to the resubmission. This includes any outstanding items that needed to be corrected from Y2 (last evaluation received had the box checked stating, “Correct discrepancies and incorporate as indicated in next year’s log summary sheet or next year’s log”).
- Repeat the previous step for fourth and fifth year evaluations and revisions, as applicable.
- 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.

LOG REVISIONS

- Insert a tabbed divider with “Log Revision” typed on the tab
- If there were any outstanding items to be changed or addressed on the previous year’s evaluation (Form 12) year evaluation, include copies of required revised documents and any letters of explanation in this section.

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 proper order. In Excel, this form automatically summarizes all components of the Surgery Case Log, Resident Activity Log and Resident Oral Presentation Log. While most of the information is automatically calculated as information is entered into the worksheets, **the completion of 80 hours of each of the specialty service rotations needs to be typed directly into this form.** 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 dates covered by the case log are correct. Be sure to have your Resident Advisor sign and date in both places where required. This form may not be signed prior to the end date listed on the form.

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 *Residency Program Guidelines*, Instructions for Completing forms, II, H, 5.

SURGERY LOG CD-ROM

- Insert a tabbed divider with “Surgery Log CD” typed on the tab
- Insert an appropriately sized envelope into which you will put a CD-ROM. The information required on the diskette or CD-ROM depends on when the residency program was started (see *Guidelines*, I, H, paragraph 2).

ABBREVIATIONS LIST (Optional)

- Insert a tabbed divider with “Abbreviations” typed on the tab
- Insert the Abbreviations List if you have added used abbreviations in the Surgery Case Log that need explanation.

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. 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. Do not include partial weeks on this form.

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. 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. Duplicate seminars may not be counted.

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 or SEMI-ANNUAL RESIDENT ADVISOR’S STATEMENTS (ACVS FORM 11)

- Insert a tabbed divider with “(Semi-)Annual RA Statement” typed on the tab
- Insert in chronological order each year’s Annual Resident Advisor’s Statement (ACVS Form 11) or each of the six Semi-Annual RA Statements. The Semi-Annual forms replace existing Annual Statements and must be used in conjunction with the 2010 version of the Letter of Reference Form. 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. If you had more than one Resident Advisor during the course of your program, the Semi-Annual forms must be signed by the Resident Advisor who was in effect during the period listed on the form.

Go to page 10 for Additional Documentation you should include in your packet.

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 any pertinent correspondence relating to the resubmission and insert the Revised Evaluation Form (Form 12)
- Insert the documents relating to the second year documentation evaluation, the second year ACVS Residency Documentation Evaluation (Form 12) and if applicable, any pertinent correspondence relating to the resubmission and insert the Revised Evaluation Form (Form 12)
- Insert the documents relating to the third year documentation evaluation, the third year ACVS Residency Documentation Evaluation form (ACVS Form 12) and if applicable, any pertinent correspondence relating to the resubmission and insert the Revised Evaluation Form (Form 12)
- Insert the same information as in the previous steps if you submitted fourth or fifth year documentation and revisions to the RCC.
- 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. 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 or SEMI-ANNUAL RESIDENT ADVISOR'S STATEMENTS (ACVS FORM 11)

- Insert a tabbed divider with "(Semi-)Annual RA Statement" typed on the tab
- Insert in chronological order each year's Annual Resident Advisor's Statement (ACVS Form 11) or each of the six Semi-Annual RA Statements. The Semi-Annual forms replace existing Annual Statements and must be used in conjunction with the 2010 version of the Letter of Reference Form. 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. If you had more than one Resident Advisor during the course of your program, the Semi-Annual forms must be signed by the Resident Advisor who was in effect during the period listed on the form.

Go to page 10 for Additional Documentation you should include in your packet.

C For Residents who have used the Resident Training Log to document completion of ACVS requirements, include the following items:

REQUIREMENTS SUMMARY

- Insert a tabbed divider with “Requirements Summary” typed on the tab
- Insert a printout of the Requirements (Residents) Summary screen from your log. Use the Print link at the top right side of the screen and format the page to “Landscape” prior to printing. Be sure to include the complete page – the printout must include the following sections: Activity, Surgery Cases, Specialty Services, Seminars and Semi-Annual Reviews.

CORE CURRICULUM SUMMARY

- Insert a tabbed divider with “Core Curriculum Summary” typed on the tab
- Insert a printout of the Core Curriculum Summary screen from your log. There is a link to this screen from the Requirements Summary. Use the Print link at the top right side of the screen and format the page to “Landscape” prior to printing.

PROGRAM COMPLETION

- Insert a tabbed divider with “Program Completion” typed on the tab
- Include a printout of the email that indicates your Resident Advisor initiated the Program Completion process for your online log. This email is sent from residency@acvs.org and the subject line is “FirstName LastName has completed the ACVS Program.”

Go to page 10 for Additional Documentation you should include in your packet.

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.

Note: If submitting item b or c, include translation into English, if applicable.

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.

II. 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 *Guidelines*, II). This form is available online at 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. A version of the Application Form can be downloaded that is a Word form field document to allow for typing the information (without needing to locate a typewriter).

Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the email 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 current contact information.

Remember to make a photocopy of the form to mail along with your check for the application fee or to submit the credit card authorization form (see *Guidelines*, 1, G).

LETTERS OF REFERENCE

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” (or similar sized) 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 (see *Guidelines*, III). The Letters of Reference form is downloadable in the Credentials Application Packet (see above). The form is also available as a separate Word file.

Note: There are two versions of the Letter of Reference Form this year. Candidates who are reapplying should use the 2010 version of the form.

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 email from the journal editor indicating that the manuscript has been accepted.

III. 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 *Guidelines*, II). This form is available online at 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. A version of the Application Form can be downloaded that is a Word form field document to allow for typing the information (without needing to locate a typewriter).

Be sure all four copies of the application form are signed. Pay particular attention to filling this form out correctly, especially the email 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 or to submit the credit card authorization form (see *Guidelines*, I, G).

LETTERS OF REFERENCE

- Insert a tabbed divider with “Letters of Reference” typed on the tab
- Insert a 9” x 12” (or similar sized) 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 (see *Guidelines*, III.). The Letter of Reference form is downloadable in the Credentials Application Packet (see above). The form is also available or as a separate Word file.

Note: There are two versions of the Letter of Reference Form this year. Candidates who are recredentialing should use the 2010 version of the form.

CORRESPONDENCE

- Insert a tabbed divider with “Correspondence” typed on the tab
- Include all pertinent correspondence regarding prior examination results and include a list of all dates of previous applications