



INSTRUCTIONS FOR SUBMITTING APPLICATIONS TO ACVS

GENERAL: Following completion of the requirements for Dual Certification, ACVS Diplomates may submit an application to the Resident Credentialing Committee (c/o the ACVS office) to determine eligibility to take the ACVS Phase II Surgical Competency Examination.

- I. Each candidate must use the Application for Dual Certification and follow the instructions for submission published the year in which he/she submits the application.
- II. **APPLICATION DEADLINE:** Completed applications must arrive at the ACVS office **on or before August 1.**
- III. **All requirements for Dual Certification must be complete prior to August 1.**
- IV. It is the candidate's responsibility to ensure that the application is complete by following these instructions precisely and using the checklist provided.
- V. **APPLICATION PACKET PREPARATION:**
 - A. Prepare one bound copy of the application materials. Detailed instructions are on page 4 for candidates pursuing Option A and on page 5 for candidates pursuing Option B.
 - B. The first page of each packet must be a cover sheet with the following information:
 - Candidate's name
 - "2021 Application for Dual Certification"

You may include a clear plastic protective page before the cover sheet, but *the candidate's name must be visible on the front of each packet.*
 - C. The complete application must be arranged in the sequence below, separated by 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.
 - D. Label tabbed dividers with these headings:
 - Application Form/Narrative
 - Case Log
 - Specialty Services (if applicable)
 - Letters of Support
 - Additional Documentation (if applicable)
- VI. **SUBMISSION OF APPLICATION MATERIALS AND FEE:** Submitted application materials become the sole property of ACVS and will not be returned to the candidate.

Candidates are fully responsible for delivery of application materials and fee by the deadline. ACVS strongly encourages Diplomates to submit documentation well before the deadline to avoid any unforeseen delivery problems and to use a delivery service that provides tracking information. Candidates should monitor the tracking service to ensure timely delivery. ACVS will not allow late submission of application materials or fees due to delivery service problems, insufficient postage, international customs, computer/internet issues, etc.

A. Mail application packets **for receipt at the ACVS office on or before August 1**, to:

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

B. Submit **Application Fee of \$1,150 on or before August 1**. 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 will have been met prior to the August 1 deadline* for requirement completion.

1. To pay by MasterCard or Visa, choose one of the following options:

- submit payment online at www.acvs.org/fees
- fax the Payment Authorization form (included at the end of this packet) to 301-916-2287
- mail the Payment Authorization form to American College of Veterinary Surgeons. If including payment with application material, paperclip it to the front cover of the first packet.

2. To pay application fee by check, mail application fee and Payment Authorization form to the ACVS office. If including payment with application material, paperclip it to the front cover of the first packet.

VII. **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, UPS or Express Mail that you can track yourself.

B. The Diplomat 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.

VIII. **NOTIFICATION OF ACCEPTANCE/REJECTION OF APPLICATION: The ACVS office will send**

notification to all candidates by October 1. If the application is accepted by the Resident Credentialing Committee and approved by the Board of Regents, the Diplomat will be notified regarding the dates and procedure of the next Phase II examination.

Unsuccessful candidates will be notified at the same time by a letter explaining the deficiency in credentials. Diplomates 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 Surgery Summit.

- IX. **APPEAL PROCEDURE:** A candidate for Dual Certification who disagrees with a determination by the American College of Veterinary Surgeons regarding the acceptance or rejection of their application may appeal such determination by submission of a written petition for reconsideration. Please refer to the *Protocol for Processing of Appeals* for more information about this process. A copy of the protocol may be obtained from the ACVS office.
- X. **MAINTENANCE OF CERTIFICATION:** Candidates who are certified by the American College of Veterinary Surgeons in 2016 or later will be issued a time-limited certificate for the alternate species and must undergo mandatory maintenance of certification (MOC). Initial certificates are effective until the sixth December 31 after examination. Upon successful maintenance of certification, Diplomates are issued revised certificates that are effective for a period of 5 years. Certificates awarded by ACVS show the initial date of certification and the current date of expiration. To maintain ACVS certification, Diplomates must complete and submit professional development activities in accordance with the *ACVS Diplomate Maintenance of Certification Policies and Procedures*. This information is available at www.acvs.org/moc.

Instructions for Candidates Pursuing Option A

This section applies to Diplomates who passed the certification examination prior to 2001 and have practiced for more than 5 years as surgical specialists in an animal emphasis in which they are not residency trained.

I. APPLICATION FORM AND NARRATIVE

- A. All areas of the application form must be completed. Download and use the PDF form (www.acvs.org/dual-certification) to complete; do not hand-write the application.
- B. All three copies of the application form must contain an original signature by the candidate.
- C. Include a one-page narrative outlining the Diplomate's surgical practice, average annual surgical caseload, the percent distribution of orthopedic vs. soft tissue cases, other specialists in the hospital, species emphasis, opportunity for radiographic review and any other relevant experience over the previous 5 years. The narrative should include a description of the methods of training in the alternate species emphasis that you have undertaken.

II. SURGERY CASE LOG

- A. Include a printout of the Dual Certification Training Documentation (Form 3).
- B. Include a printout of the Dual Certification Log Summary (Form 4).
- C. Include a printout of the Index of Supervisors (Form 5).
- D. Include a printout of the Surgery Case Log (ACVS Form 7).
- E. Include a CD or USB drive containing the electronic ACVS Dual Certification Excel workbook file placed in an appropriately sized envelope and bound into the packet.

III. LETTERS OF SUPPORT

Provide letters of support from two species appropriate ACVS Diplomates. There is no form to use. The Diplomates should submit their letters of support to you in sealed envelopes. Place a copy of one letter from each Diplomate inside a large envelope that is bound into the packet.

IV. ADDITIONAL DOCUMENTATION

If applicable, include copies of any significant correspondence between the Diplomate and the ACVS office or Resident Credentialing Committee regarding pursuit of Dual Certification.

Instructions for Candidates Pursuing Option B

This section applies to Diplomates who obtained ACVS Diplomate status in 2001 or later or obtained Diplomate status prior to 2001 and have practiced less than five years as surgical specialists in the animal emphasis in which they were not residency trained.

I. APPLICATION FORM AND NARRATIVE

- A. All areas of the application form must be completed. Download and use the PDF form (www.acvs.org/dual-certification) to complete; do not hand-write the application.
- B. All four copies of the application form must contain an original signature by the candidate.
- C. Include a one-page narrative outlining the Diplomate's surgical practice, average annual surgical caseload, the percent distribution of orthopedic vs. soft tissue cases, other specialists in the hospital, species emphasis, opportunity for radiographic review and any other relevant experience over the previous 5 years. The narrative should include a description of the methods of training in the alternate species emphasis that you have undertaken.

II. SURGERY CASE LOG

- A. If applicable, include all previous evaluation forms received from the Resident Credentialing Committee during yearly review of your training.
- B. Include a printout of the Dual Certification Training Documentation (Form 3).
- C. Include a printout of the Dual Certification Log Summary (Form 4).
- D. Include a printout of the Index of Supervisors (Form 5).
- E. Include a printout of the Surgery Case Log (ACVS Form 7) and the Abbreviations worksheet (if used).
- F. Include a CD or USB drive containing the electronic ACVS Dual Certification Excel workbook file placed in an appropriately sized envelope and bound into the packet.

III. SPECIALTY SERVICES

Include a printout of the Documentation of Specialty Service Training (ACVS Form 10) or, if training began July 1, 2017 or later, the Specialty Service and Emergency Training form. If necessary, multiple pages may be included with signatures for each rotation. Forms must be submitted for Anesthesiology, Diagnostic Imaging, and Internal Medicine/Critical Care rotations, and for Emergency duty.

IV. LETTERS OF SUPPORT

Provide letters of support from two species appropriate ACVS Diplomates. There is no form to use. The Diplomates should submit their letters of support to you in sealed envelopes. Place a copy of one letter from each Diplomate inside a large envelope that is bound into the packet.

V. ADDITIONAL DOCUMENTATION

If applicable, include copies of any significant correspondence between the Diplomate and the ACVS office or Resident Credentialing Committee regarding pursuit of Dual Certification.