The application for establishing an ACVS Fellowship Program should include the following:

I. **Justification for development of the Fellowship Program:**
   A. Evidence that there is a critical mass of ACVS Diplomates within the field who wish to establish the program.
   B. A list of at least five ACVS Diplomates who are committed to the program.
   C. Description of the specific knowledge base or practice area that exists to merit an ACVS Fellowship Program.

II. **A description of the proposed training program for the Fellowship:**
   A. Case type and numbers expected.
   B. Activities/rotations to be undertaken.
   C. Seminars, rounds, lectures, conferences to be attended/presented.
   D. Scholarly activities.
   E. Training timelines.

III. **List and description of any facility or instructional requirements for institutions providing training within the Fellowship.**

IV. **Proposed procedures for recognition of Fellows successfully completing the program:**
   A. Competency assessment methods including evaluations, module completion and/or examination.
   B. Documentation of required clinical/non-clinical experience.
      1. Case logs.
      2. Activity logs.

V. **Plan for organization and administration of the Fellowship:**
   A. Selection of officers/board members/committee members.
   B. Duties of officers/board members/committee members.

VI. **Mechanisms for continual updating of the Fellowship such as inclusion of:**
   A. Advancements of knowledge in the area of the Fellowship.
   B. Incorporation of new procedures, techniques, etc.

VII. **Mechanisms for ACVS Diplomates to qualify as Founding Fellows:**
   A. “Open Call” period for ACVS Diplomates to apply.
   B. Minimum requirements needed to be considered a Founding Fellow.
   C. Mechanism for evaluation of ACVS Diplomates as Founding Fellows.
   D. Recognition of acceptance as a Founding Fellow.
   E. Fees associated with becoming a Founding Fellow.