



## **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 to determine eligibility to take the ACVS Phase II Surgical Competency Examination.

- I. Each candidate must use the online Application for Dual Certification ([www.acvs.org/certification/dual-certification-application](http://www.acvs.org/certification/dual-certification-application)) and follow the instructions for submission published the year in which he/she submits the application.
- II. **APPLICATION DEADLINE:** Completed applications, submission of all references, and online payment of the application fee must be complete **by August 1 at 11:59pm (Eastern Time)**.
- 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. **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 submission of application materials and fee by the deadline. ACVS strongly encourages Diplomates to submit documentation well before the deadline to avoid any unforeseen problems. ACVS will not allow late submission of application materials or fees due to computer/internet issues, etc.

The 2024 dual certification application fee is \$1,225 and 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.

To submit payment online, go to [www.acvs.org/certification/dual-certification-application-fee](http://www.acvs.org/certification/dual-certification-application-fee).

- VI. **NOTIFICATION OF ACCEPTANCE/REJECTION OF APPLICATION:** **The ACVS office will send notification via email to all candidates by October 1.**  
  
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 ACVS 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 by November 1.
- VII. **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.

- VIII. **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](http://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. The application is submitted online at [www.acvs.org/dual-certification-application](http://www.acvs.org/dual-certification-application).
- B. 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

Upload the Dual Certification Log Excel file with all sections completed:

- A. Dual Certification Training Documentation (Form 3).
- B. Dual Certification Log Summary (Form 4).
- C. Index of Supervisors (Form 5).
- D. Surgery Case Log (ACVS Form 7).

### III. LETTERS OF SUPPORT

Provide letters of support from two species appropriate ACVS Diplomates. When completing the dual certification application, you will provide the names and email addresses for the Diplomates. The Diplomates will receive an email with a link to submit their letter of support online.

### 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. The application is submitted online at [www.acvs.org/dual-certification-application](http://www.acvs.org/dual-certification-application).
- B. 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

Upload the Dual Certification Log Excel file with all sections completed:

- A. If applicable, include all previous evaluation forms received from the Resident Credentialing Committee during yearly review of your training.
- B. Dual Certification Training Documentation (Form 3).
- C. Log Summary (Form 4).
- D. Index of Supervisors (Form 5).
- E. Surgery Case Log (ACVS Form 7) and the Abbreviations worksheet (if used).

### III. SPECIALTY SERVICES

Upload the Specialty Service and Emergency Training form or, if training began before July 1, 2017 upload the Documentation of Specialty Service Training (ACVS Form 10). 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. When completing the dual certification application, you will provide the names and email addresses for the Diplomates. The Diplomates will receive an email with a link to submit their letter of support online.

### V. ADDITIONAL DOCUMENTATION

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