



AMERICAN COLLEGE OF
VETERINARY ANESTHESIA
AND ANALGESIA

Instructions for Submission of Credentials for Candidates Applying for ACVAA Certification

Read these instructions carefully! Candidates are responsible for adhering to the requirements and deadlines described below.

The official language of the ACVAA Certification Examination is English.

***** DEADLINE for completed application is September 1 Annually *****

I. Training Requirements: see Residency Training Standards and ACVAA Bylaws on this website. Please take note of the required numbers of cases and species to be logged, and the requirements for your research manuscript for publication.

Submit proof of residency completion - a photocopy or photo of certificate, or statement by program leader

Note: Credentials may be submitted by residents who have completed at least 104 weeks of the required 3 years (156 weeks) of an ACVAA-registered anesthesia residency training program with the approval of their program faculty. In doing so, the expectation is that the resident would sit for the certifying examination the following spring near the completion of their 3rd year of residency. Candidates who pursue this course must provide documentation that they have completed their residency (see below)

II. Application process

- A. The **Credentials/Exam Application Form** can be found on this website Complete all fields. Sign either electronically or print out and sign, scan to email. If you have any questions when completing the application, please do not hesitate to contact the Executive Secretary at execdir@acvaa.org.
- B. A **complete application package** must be submitted to the ACVAA Executive Secretary by **September 1** in order for a candidate to be considered for the following year's examination. The examination is conducted in the spring, usually in May or June. The application package should be submitted as an email attachment and must include:
1. The completed and **signed application form**
 2. The candidate's *curriculum vitae*

3. The candidate's **Case and Activities Log**

*Candidates applying to take the exam during the 3rd year of their residency (after >104 weeks) should submit their Case and Activities Log current to the date of credentials submission. A schedule of the proposed clinical and scholastic activities to completion of the 3rd year of the residency should be outlined on the last sheet in the workbook labeled "plan for remainder of 3rd year". **Upon completion of their residency, these candidates must submit a final, complete, 3 year Case and Activities Log for review before they can awarded certification.** This means residents must continue to enter cases and activities in the log until they complete their residency training program. **In addition, proof of residency completion via photocopy of certificate or brief letter from the program leader must also be submitted.***

4. At least **one publication or manuscript accepted for publication** (as evidenced by a letter from the journal editor of a peer-reviewed journal) **or manuscript submitted for publication** (with journal name and date of submission) **MUST** be submitted with this application. The applicant must be the **first** author, with an additional author of at least one DACVAA or DECVA. The publication /manuscript must represent the applicant's efforts as an investigator in the areas of anesthesia, analgesia. Although a manuscript reporting research done during the residency is preferred, the work may have been done after graduation from veterinary school or during pursuit of a PhD or MS as long as this was no more than 2 years prior to starting or 5 years after completing the residency program.

A copy of the manuscript, even if not in its final publication form, must be included in the application packet submitted by September 1. **The Manuscript MUST have already been submitted to the journal by the time of submission of this application, or your application may be rejected.**

If you have any concerns regarding the suitability of your manuscript or the journal to which it will be/was submitted, please contact the Executive Secretary. Appropriate journals include, but are not limited to, VAA, JAVMA, AJVR, JVIM, JVECC, Vet Surg, EVJ, J Applied Physiology, Anesthesiology, Anesth Analg, and BJA. A more complete list can be found on this website.

Please use the following style for citations:

Authors, complete title, journal, volume, number, pages, year published.

5. **One Reference from mentor: A signed letter from the candidate's mentor** must be either an ACVAA or ECVA Diplomat but need not be the candidate's program leader.

6. **Three additional forms of reference** : This is a form that can be found under 'Residents/Exam Candidates,' Credentials/Exam Applications. It is recommended that at least one reference be a diplomate of the ACVAA or ECVA; other references must be diplomates in their specialty. It is important that the person giving reference has worked closely with the candidate either in the clinic or laboratory and can attest to the candidate's high ethical and

professional standing. **The mentor cannot also be a reference.** All reference letters/ forms should be sent as an email attachment by the mentor to the ACVAA Executive Secretary. **It is the responsibility of the candidate, his/her mentor and references to submit the required reference forms in time to meet the September 1 deadline.**

7. The **Credentials/Examination Fee of \$1,500** will be invoiced by the secretary once the application form is received. Payments must be paid by **September 1** of the application year, or within 30 days of invoice receipt, whichever comes second.

An application will be considered incomplete and the candidate deemed ineligible for that examination if any application materials have not been received by the Executive Secretary by September 1. After receiving an application, the Executive Secretary will inform a candidate of any outstanding supportive documents.

Note that one **signed**, copy of the application and forms are required to be kept on file with the Executive Secretary.

Specific questions should be directed to the Executive Secretary.

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The ACVAA Executive Secretary is:

Dr. Maria Killos
execdir@acvaa.org

III. Notification of decision by the Credentials Committee:

After September 1st the Credentials Committee will review the application documents. If questions arise, the Credentials Committee chair, directly or through the Executive Secretary, will request clarification. To facilitate these communications, please inform the Executive Secretary of any change of contact information since the time of your application submission. The Credentials Committee will come to its final decision by early January. Their recommendations must be submitted to the ACVAA Board of Directors for approval before the outcomes are final. Candidates will be notified of the Credentials Committee's decision on their application no later than January 15th of the year of the examination.

IV. Credentials Decision Consequences

The Credentials Committee will either accept, provisionally accept, or reject an applicant's application and credentials. Once accepted or provisionally accepted, the applicant will be contacted by the Exam Committee Chair regarding the details of the examination process. If an applicant's credentials are rejected, a letter from the Executive Secretary on behalf of the Credentials Committee will explain the decision and suggest actions to be taken to correct any problem(s).

Re-submission: If a rejected applicant wishes to resubmit his/her credentials the following year, he/she must inform the Executive Secretary **by September 1** of the current year, i.e. the year prior to the year of examination. Resubmission requires an explanation of his/her corrective measures in response to the Committee's previous recommendations, including any

supportive documents, and an updated CV. There will be no fee for resubmission of an applicant's credentials. If more than two years lapse between an initial application and a request for re-review, an abbreviated application packet including a letter of intent, up dated *curriculum vitae*, a letter of reference from the applicant's current supervisor or employer must be submitted. **Credentials must be approved within 3 years of completion of residency.**

V. Appealing a decision by the Credentials Committee or Exam Committee

ACVAA Bylaws, Article I, Section 4 Appeals Procedure

A candidate adversely affected by a decision of the Examination or Credentials Committees may petition for a review of the decision. The written petition must be filed with the Executive Secretary and shall include a statement of the grounds for reconsideration and any supporting documentation. The petition must be filed within 30 days of the date on which the Credentials or Examination Committee announces its decision or within 30 days of the date on which either Committee advises the affected person of the availability of this appeals process, whichever is later. Upon receipt of the petition, the Executive Secretary will notify the Chairperson of the appropriate committee or Board of Directors, as applicable, and the Chairperson of the Appeals Committee. The Appeals Committee will make a determination and submit their decision to the Board of Directors. The Executive Secretary/Administrator will inform the appellant of the decision within 30 days of the original petition.

VII. As stated in the ACVAA Bylaws amended December 2019

Section 3 Certifying examination

B. After approval of their credentials which must occur within 3 years of completion of residency, candidates are entitled to three (3) attempts to pass the examination. This is hereafter referred to as a 3-exam cycle. It is preferred that the 3-exam cycle be completed within three calendar years. The 3-exam cycle begins on the date an applicant first sits for the examination. An additional three-exam cycle must be initiated by re-application demonstrating continued involvement in the practice and study of veterinary anesthesiology and a study/training plan with an ACVAA mentor approved by the ACVAA credentials Committee with input from the Exam Committee. If the candidate is not successful within 6 exam attempts (up to 9 years post-residency to include years of deferral), the candidate will become inactive and will not be allowed further exam attempts. If a circumstance arises that would prevent a candidate from passing the exam within 9 years of finishing residency, the candidate may petition the Executive Secretary for an appeal which shall include a statement of the grounds for reconsideration and any supporting documentation. Upon receipt of the petition, the Executive Secretary will notify the Chairperson of the Appeals Committee. The Appeals Committee will make a determination and submit their decision to the Board of Directors.

D. Failure to take an examination without notifying the ACVAA Executive Secretary/Administrator after having made application, constitutes an opportunity the same as failure to pass an examination. Under some circumstances, a candidate may apply to be excused from taking the examination. Under such circumstances, the Examination Committee may excuse a candidate from any scheduled examination without penalty, provided the request for such absence is filed 7 days prior to the time of the examination.

CHECKLIST FOR CREDENTIALS APPLICATION

1. Application Form
2. *Curriculum vitae*
3. Case and Activities Log
4. Letter of reference from Mentor (to be sent by your mentor)
5. Three additional references- short form - (to be sent by your references)
6. Published Journal article or Manuscript with documentation of its submission to Journal
7. Examination fee of \$1,500 USD.
8. Proof of residency completion if residency is completed.

All documents are to be sent electronically to the Executive Secretary (execdir@acvaa.org) by September 1 of the year prior to the year of intended examination.