**Credentials Application for the American College of Veterinary Anesthesia and Analgesia (ACVAA) Certifying Examination**

**Deadline for completed application- September 1**

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.

See "Instructions for Candidates Applying for ACVAA Certification" on the ACVAA website, www.acvaa.org. for more details concerning the application process and certifying examination.

**CHECKLIST FOR ACVAA CERTIFICATION APPLICATION**

1. Application Form
2. *Curriculum vitae*
3. Case and Activities Log
4. **Letter of Reference from Mentor or Program Leader** who must be ACVAA /ECVAA diplomate (to be sent by them)
5. **Three evaluation reference forms** (to be sent by your references) who must be of diplomate status (the mentor/program leader cannot also be the reference)
	1. Evaluation forms can be found on the website in the Resident Dashboard under ‘Certifying Exam’
6. Copy of Journal article/ Manuscript that must be submitted to an appropriate journal by application date
7. If manuscript has been accepted for publication, Include the letter /email of acceptance from the editor
8. Examination fee of $1,000 USD
9. **If residency has been completed submit proof of completion ( photocopy of certificate or statement by program leader)**

Application Year: \_\_\_\_\_\_\_\_\_\_\_\_ For Exam Year \_\_\_\_\_\_\_\_\_\_

1. Personal Data:

Name:

Home Address

Phone:

Email:

1. Training Program

Name of DACVAA Program Leader

Location(s) of Training Program:

Phone:

Email:

Date of enrollment:

Date of completion:

1. A Case & Activities Log, in the format required by the ACVAA Credentials Committee, must accompany this application.
2. Research:

At least **one published or accepted manuscript or a manuscript submitted to a journal for publication by the time of this application submission** (September 1) representing the applicant's efforts as an investigator in the areas of anesthesia, analgesia, must be submitted with this application. The applicant must be first author. Original investigative work if published no earlier than 2 years prior to starting and no later than 5 years after completion of residency may be considered for credentials acceptance, requiring previous approval. If not already published, the manuscript must be accepted for publication (as evidenced by a letter from the journal editor of a peer-reviewed journal) by a date no less than 60 days prior to the written exam date (e.g.. early March when the certifying exam is scheduled for early May). You must provide a copy of your manuscript with this application.

1. Substituting a different manuscript after September 1 will require special consideration by the Credentials Committee.
2. Title:
3. Authors:
4. Journal:
	* 1. Date submitted to journal:
		2. ( circle/check one)

Under Review

Accepted

Published

1. Updated CV must be submitted with this application
2. Name and email address of mentor (or program leader) who will submit a signed letter of reference

Name and email of 3 References, (cannot be your Program Leader/Mentor ) who will be submitting the evaluation form of reference in support of your application. The evaluator will submit directly to the Secretary

 A

 B

 C

1. I hereby apply to the American College of Veterinary Anesthesia and Analgesia for examination in accordance with its rules. I hereby declare that all information entered in this document is correct and accurate. I also hereby agree that prior to, or subsequent to, my examination the College may investigate my standing as a veterinarian, including my reputation for complying with the standards of ethics of the profession.
2. I understand that a $1,000.00 application and examination fee, curriculum vitae, and a copy of a publication or manuscript, caselog (as excel file) must be sent to the executive secretary and emailed no later than September, 1 of the calendar year in which I apply to sit the certification exam.

The fee may be paid by check made out to “ACVAA” mailed to the executive secretary or by credit card. The fee may be paid through PayPal via [www.acvaa.org](http://www.acvaa.org) at the top of the home page ‘ Payments’ . An ACVAA receipt will be sent to document that the payment was for the exam.

1. Failure to take an examination after application constitutes an opportunity the same as failure to pass the exam unless specific written request for deferral is submitted to the Executive Secretary for Exam Committee approval.

Candidate's Signature/Acceptance:

 I have read and understood the content of the text in Sections G, H, and I.

Signed: Date:

(E-signatures in pdf files are accepted)