

## Mentor's Letter Template

To be accepted for ACVN membership, an applicant must pass the certifying examination and receive a majority vote of the Board. The letter from the Candidate's Advisory Committee is taken into consideration by Credentials Committee, and ultimately, in the Board's decision to grant membership. The following information included in this letter is helpful to the Credentials Committee, the Board, and beneficial to the candidate.

1. Do you endorse this candidate as a member of the ACVN?
  - a. Do you believe the candidate will be adequately prepared to sit for the next ACVN Certifying Examination?
  - b. Do you believe the candidate will become a contributing member of the ACVN?
  
2. Has the candidate completed the minimum time requirement in the Residency Program and Clinical Training?
  - a. Please state candidate's ACVN Nutrition Residency start date and program type (standard or alternate).
  - b. Please confirm the Candidate has completed a one year of general clinical experience, e.g., internship or practice equivalent.
  - c. Please confirm that the Candidate has completed:
    - 2 years of Residency training by the Credentials Application due date, or
    - at least 52 weeks in Residency Program by the Credentials Application due date, and provide the date by which the candidate is on track to complete the Residency Program.
  - d. Please confirm that the Candidate has completed:
    - 52 weeks of on-clinic training by the Credentials Application due date, or
    - at least 26 weeks of on-clinic training by the Credentials Application due date and the remaining number of clinical weeks to be completed.
  
3. Please summarize the Candidate's clinical experience. Clinical experience is outlined by service rotation, dates, duties and case load. Please note: Progress reports, evaluations, and case logs are not regularly reviewed by ACVN, but should be available if requested. Include a table documenting the types and number of cases managed by the Candidate while on-clinic time relative to that described in the Training Program Information Guide and Expected Skills (pp 7 or 8). An example would be:

Species	Condition	#
Canine	Obesity	6
Equine	Hypertriglyceridemia	1
Feline	Chronic Renal	3

4. Please summarize the Candidate's teaching experience relative to that described in the Training Program Information Guide and Expected Skills. Teaching experience is outlined by lecture titles, dates, format (daily rounds, informal tutorials, lecture courses, labs or seminars, etc), number of lecture hours (50 min/hr) delivered, and audience type (clients, students, practitioners, residents, specialists, etc).
5. Please summarize the Candidate's research experience relative to that described in the Training Program Information Guide and Expected Skills. Research experience is outlined by project titles, dates, responsibilities and any resulting manuscripts, publications, presentations or awards.
6. Please list course work the Candidate has matriculated in advance physiology, biochemistry or nutrition. Although not required in the ACVN Residency Program explicitly, listing graduate course(s) (to be) completed in preparation for the Certifying Examination is notable.
7. A candidate should have had active involvement with their Advisory Committee which is made up of at least three Diplomates certified in a veterinary related specialty or relevant PhDs. Please provide the Credentials Committee with either:
  - a letter signed by all members of the Candidate's Advisory Committee, or
  - individual letters from all members of the Candidate's Advisory Committee
8. The letter need not be more than 2 pages in length but providing specific documentation about the Candidate's efforts, training and progress is recommended.