

ACVN Credentials Application Instructions

The ACVN reserves the right to modify, update and make changes to their Candidate Instructions at any time with approval of the Executive Board; however, the instructions in place as of February 1st will be the guide for the following Credentials Application due date of the same year. All forms, guides, instructions and due dates are available on the ACVN web site (www.acvn.org). The Credentials Application is evaluated in total each year. Therefore, all of the following materials must be included in each application every year regardless of some materials that may have been previously accepted. Please be considerate of the ACVN member's time commitment to this review process and be sure your application is complete and all information is submitted to the ACVN Secretary on time. An incomplete application will be declined and the fee will be refunded.

Required Materials:

1. Completed, signed and dated Credentials Application form. The primary mentor named must be an ACVN Diplomate.
2. Dated Veterinary Medicine diploma or ECFVG certificate.
3. Evidence of having completed one year of general clinical experience, e.g., internship, practice equivalent.
4. A letter of positive endorsement from your ACVN Diplomate Advisory Committee verifying:
 - a. Completion of 2 yrs. or at least ½ of the total training program time and stating the approximate date by which the candidate is on track to complete their Residency Program, and
 - b. Completion of 52 weeks or at least 26 weeks of clinical training time has been completed by the Credentials Application due date and number of clinical weeks remaining, and
 - c. Clinical, teaching, research experiences and course work; all as related to nutrition. Detailed mentor letter template is available at www.acvn.org.
5. One original scientific publication in English in a topic relevant to veterinary or animal nutrition resulting from the Candidate's research or clinical investigation with the Candidate named as the first or sole author.
 - a. Manuscript (published or not) will be evaluated based on the candidate demonstrating their understanding of:
 - The scientific method
 - Study design
 - Statistics
 - Critically evaluating the literature
 - b. Manuscript must be submitted to or published in an ACVN accepted Journal. The Acceptable Journal List is available at www.acvn.org, or provide an ACVN letter indicating that the Journal in question had previously undergone a Credentials Committee review and was found to be acceptable. Any questions concerning the acceptability of a manuscript, publication or journal should be directed to the Credentials Committee, in writing, through the ACVN Secretary 12 weeks prior to the Credentials Application due

- date.
- c. Manuscript due dates are:
- Copy of the manuscript and evidence of submission to an acceptable journal due date is 60 days after Credentials Application due date.
 - Copy of the manuscript and evidence of publication acceptance in the same journal is due >90 days before the ACVN Certifying Examination.
6. Three (and only 3) case reports, each with a completed corresponding Case Report Form certifying the report.
- a. The passing Case Report score is greater than 60% and Grading Rubric can be viewed at www.acvn.org.
- b. Credentials Committee will review (not grade) previously accepted case report(s) within a Credentials Application to ensure that no two accepted Case Reports from a candidate are similar per Instruction for Preparation and Evaluation of ACVN Case Reports 2.d.
- c. For previously accepted reports, including a preliminary case report, the Credentials Application must include: 1) ACVN letter indicating the title of previously accepted report(s), 2) the corresponding Case Report Form(s) and 3) original Case Report(s).
- d. For a resubmitted Preliminary case report, the Credentials Application must include: 1) Summary of Reviewer Comments including the score from the first submission, 2) the corresponding Case Report Form and 3) the revised Case Report.
7. Curriculum Vitae specifically outlining clinical, teaching and research experiences relevant to nutrition. See Training Program Information Guide and Expected Skills. Progress reports, evaluations, and case logs are not regularly reviewed by ACVN, but should be available if requested.
- a. Clinical experience is outlined by service rotation, dates, duties and case load.
- b. 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).
- c. Research experience is outlined by project titles, dates, responsibilities and any resulting manuscripts, publications, presentations or awards.
8. If applicable, a copy of the notification letter approving your Alternate Track Training Program.
9. The application fee should be paid to lpweeth@yahoo.com via PayPal. However, if payment is to be by check or money order, it should be mailed ensuring delivery by due date to:

Dr. Lisa Weeth
ACVN Treasurer
PO Box 661265
Los Angeles, CA 90066-9465

All application materials must be delivered no later than due date as stated at www.ACVN.org at 11:59 pm Eastern Time in the calendar year preceding that of the intended examination date. All application materials must be submitted electronically to sally.perea@royalcanin.com and acvnassistant@gmail.com and become the property of the ACVN®.

If you have special needs as addressed by the Americans with Disabilities Act and need assistance with any portion of the Credentials Application process, please inform the ACVN Secretary at least 90 days prior to the Credentials Application due date. If you need assistance with any portion of the examination process, please inform the ACVN Secretary at least 90 days prior to the examination date.

You should receive email acknowledging receipt of your Credentials Application from the ACVN within 2 weeks and you should receive a decision regarding your Credentials Application within 150 days of the submission deadline. Should you not receive these timely acknowledgments, it is your responsibility to contact the ACVN Secretary and determine the progress of your Credentials Application. Please retain copies of all documents sent to and correspondences with the ACVN for your records.