

## Mentor Obligations

## Resident Obligations

Submit "[Residency Program Application](#)" form to Residency Committee at least 60 days prior to anticipated start of program.

Resident applies to residency programs advertised by Mentors.

Residency Committee reviews and approves program.

Corresponding Diplomate submits contact information for their selected resident to the Credentials Committee AND the Residency Committee.

Provisional Resident to submit "[Provisional Resident Application](#)" form to Credentials Committee and [pay all required fees online](#).

Credentials Committee approves Resident, and notifies Residency Committee, Mentor, and Resident. Resident may begin ACVO-approved residency program.

Corresponding Diplomate submits [Resident Evaluations](#) every 6 months to Residency Committee.

Resident submits [Resident Evaluations](#) every 6 months to Residency Committee.

ALL Supervising Diplomates submit "[Supervising Diplomate Form](#)" to Credentials Committee by the assigned deadline (approximately 6 months prior to the end of the residency program) or within one month of the Diplomate ceasing to be that resident's Supervising Diplomate.

Candidates wishing to take exam submit "[Application to Take the Certifying Examination](#)" form to Credentials Committee and pay all fees before deadline.

Repeat applicants submit "[Application to Take the Certifying Examination](#)" form to Credentials Committee each time they wish to take the exam. (Supervising Diplomate forms are not required).

Credential Committee notifies candidates of the approval status of their Credentials Application. Candidates with accepted credentials are given provisional clearance to take exam pending satisfactory completion of residency and payment of exam fee.

Exam Committee contacts all eligible candidates.

All candidates submit "[Exam Registration Form](#)" and pay exam fee.

Resident submits final evaluation, complete surgery log, and [end-of-residency questionnaire](#) to the Residency Committee.

Residency Committee provides to Exam Committee a list of first-time applicants who have completed residency programs.

Candidates take exam. [More Info](#)

Exam Committee advises successful and unsuccessful candidates.

Unsuccessful candidates may repeat process the following year.

Successful candidates presented with their diploma at ACVO meeting.

Complete information with specific instructions can be found on the ACVO website on the [resident resources page](#).