

**ANNUAL REPORT TO THE TRAINING SUPPORT COMMITTEE**

*This version is current for the 2005 Credentials and TSC cycle.*

*Items shown in underlined italic font* are available on the AVDC web site, on the *Information for Registered Applicants* page unless otherwise stated.

**Electronic Submission is Required for the Annual Report in 2005**

The Training Support Committee will accept Annual Training Program Report submissions in 2005 as electronic files via e-mail attachment or on PC format 3.5" floppy disc or CD. See instructions for individual items on the *Documentation Form* for additional formatting information. A large number of files will be submitted to the Secretary's office prior to the deadline; to assist the Secretary in file management, files are to be named as stated in the *Documentation Form*.

Following review, the report letter from TSC will be sent to the applicant and mentor via e-mail. If the applicant wishes to ask specific questions of the Committee member at the Veterinary Dental Forum Applicant Meeting, the applicant is to bring a printed copy of the relevant pages of the document to the meeting.

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The Training Support Committee (TSC) exists to help applicants prepare for the credentials application process. It goes about its task by annually reviewing the progress of the training program of all applicants, to point out deficiencies, to make suggestions for correction of the deficiencies, and to improve the program.

To permit the TSC to perform these tasks, **all applicants registered with AVDC are required to submit an annual report by July 31<sup>st</sup> of each year.** Submission of an annual report to the TSC is a requirement of the By-Laws of the College.

Late submissions will not be accepted without prior approval of an extension. If an applicant will be unable to meet the July 31<sup>st</sup> deadline, the applicant may submit to the Secretary **prior to July 31<sup>st</sup>** a written request for a one-time 60-day postponement, which is to include the reasons for the requested delay **and** an accompanying letter from the mentor or residency director supporting the request. Examples of acceptable reasons for an extension include family deaths or medical problems.

Applicants who submit a Credentials Application Package by the July 15<sup>th</sup> Credentials Application deadline are not required to submit an annual report to TSC in that year.

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### Content and Submission of the Annual Report

The Applicant's Annual Report is to include each of the documents listed in the *Documentation Form*, and is to be **sent to the AVDC Secretary so as to arrive on or before the July 31<sup>st</sup> deadline**. A submission lacking any of the required items will not be reviewed and will be returned to the applicant.

All documents, including case logs and MRCL logs, are to be submitted as electronic files. **See instructions in the description of individual items on the *Documentation Form* for further information.** One exception: The MRCL Diplomate Case Review Form for individual MRCL cases is now available (on the *Information for Registered Applicants* page) for downloading and electronic completion; hand-completed and signed forms will continue to be accepted.

### Notes

**Activity Log.** In addition to annual review by TSC, Activity Logs are forwarded to and considered by the Credentials Committee as part of the Credentials Package.

**Cadaver Procedure Log:** Submission is **optional**, and procedures performed on cadavers are not to be included in the Chronological/Category case logs or on the MRCL log. A cadaver procedure can be used to complete one missing case in the MRCL log at the time of submission of a complete Credentials Application – see item L in the *Credentials Application Instructions*.

### AVDC Internal Process

Complete submissions received by the Secretary by the deadline are distributed to the TSC members, who review them in detail and prepare a report on each submission. Incomplete or late submissions will be returned unreviewed.

Following TSC review, the applicant will receive a completed review form/letter by e-mail. Materials submitted by the applicant will **not** be returned to the applicant.

For applicants who submit a full Credentials Application Package instead of an Annual Report, the most recent annual MRCL log and the annual TSC Review Form, signed by the TSC chair, plus the annual Activity Logs, will be included in the applicant's credentials package during the Credentials Committee review process.