



## CRITICAL DATES

### **Important Dates and Deadlines for AVDC Residents and Candidates**

*These dates apply to both Equine and NSS-Small Animal Residents unless specifically stated otherwise. [Equine-specific information is in blue font.](#)*

#### **Residency application and registration start date:**

No set annual deadline. The **minimum** duration of a full-time residency program is 30 months. The **maximum** duration of a part-time residency program is six years.

#### **Annual Report Submission deadline:**

**January 31st** for Small Animal residents planning to credential that year.

**January 31st** for already registered [Equine residents/advanced standing applicants](#).

**March 1st** for Small Animal residents not credentialing but who have completed a full year or more in their training program.

**Later dates** for Small Animal residents who have not completed a full year of their training program - see the Annual Report section in the Information for Registered Residents webpage for specific information.

#### **Submission and Approval of Radiograph Set(s):**

**Submission:** By the end of the first 12 months from the program registration date: [Equine residents – Equine Radiograph Set](#). NSS-Small Animal residents – Canine and Feline Radiograph Sets.

**Approval:** By the end of the first 24 months from the program registration date.

#### **Pre-Approval Submissions: Submission of items for Credentials Committee Pre-Approval:**

Equipment list, Dental Charts, Specialty Training Hours, Radiograph Sets, CREP items and Publications (Book Chapter, Solicited Article, Unsolicited Article) can be submitted at any time during a residency, except that **the window for Pre-Approval submissions is closed from May 1st through September 15th**, so that the Credentials Committee can concentrate on Credentials Application reviews. **Exceptions** to this rule are Radiograph Sets (which can be submitted at any time), and items submitted by a resident who intends to submit a credentials application that year, which can be submitted until July 15th.

**Credentials Applications Deadline:**

**July 15th each year for full- or part-time residents.**

Full-time residents who have completed all residency program requirements except the full 30 month program duration requirement can submit a credentials application by July 15th; if the application is approved as complete except for the 30 month requirement, Provisional Approval will be granted, with the stipulation that the Residency Program Director must subsequently confirm that the applicant has met the full 30 month residency requirement before full Approval is granted. Upon full Approval being granted, the applicant becomes eligible as a candidate to take the Phase I examination at the next opportunity - this allows the resident to take the Phase 1 examination in March, nine months following the July 15th credentials application deadline, thus avoiding a one-year waiting period.

**Requirements for Advanced Standing Applicants:**

Candidates moving forward to meet the July 15, 2017 deadline, the following documents must be submitted for review by the Credentials Committee:

1) All Advanced Standing Candidates (Pathway 1 and 2) who intend to submit a credentials package by July 15, 2017, MUST submit an Annual Report by January 31, 2017. This document is found on the DMS as the Annual Report Document: Equine Activity Log and Check List. Please include in the notes section of the annual report or attach a separate document outlining your plan for completing the items in which you are deficient.

2) Advanced Standing Applicants (Pathway 1) MUST submit a credentials package by July 15, 2017, containing the following items (in addition to routine materials as detailed in the advanced standing informational document):

- a. Credentials application
- b. Updated CV in AVDC format
- c. MRCL

3) Advanced Standing Applicants (Pathway 2) MUST submit a credentials package by July 15, 2017, containing the following items (in addition to routine materials including proof of licensure, photo, letters of reference, etc. as detailed in the advanced standing informational document):

- a. Credentials application
- b. Updated CV in AVDC format
- d. Radiograph set
- e. Dental record form
- f. Equine dental equipment list
- g. Completed specialty hours forms (radiology, surgery and anesthesia)
- h. Publication documents
- i. MRCL

4) Details of your publication that has been submitted to an acceptable journal or evidence of an ongoing research project pending completion with publication. (See AVDC publication requirement.)

5) If in doubt as to any deficiency in your Credentials Package, please submit it nonetheless as Advanced Standing credentials cannot be accepted after July 15, 2017.

6) If you do not submit an annual report by January 31, 2017 and a Credentials Package for approval by July 15, 2017, your Advanced Standing status will be terminated. Your Advanced Standing Credentialing documents will not be considered for future equine resident program placement.  
1-16-2017

**Credentials Application decisions:**

Credentials application decisions are made by the Board based on recommendations from the Credentials Committee. This typically occurs in October, 2-4 weeks after the report from the Credentials Committee is received by the Board.

Applicants whose applications are approved by the Board are then Candidates, eligible to take the examination the next time it is given.

**October 31st: Examination Security Form and Fee – Phase 1:**

The signed form and examination fee are to be submitted to the Executive Secretary by October 31st for the Phase 1 Examination.

**January-March: Phase 1 Examination.** Multiple choice question written examination, given online at regional examination centers.

Future Dates: January 18-19, 2018

**March 1st: Examination Security Form and Fee – Phase 2:** The signed form and examination fee are to be submitted to the Executive Secretary by March 1st for the Phase 2 (practical examination). Candidates are eligible for entry to the Phase 2 examination only after passing the Phase 1 examination.

**June - August: Phase 2 Examination.** Given at the Oquendo Education Center, Las Vegas.

Future Dates: June 5-7, 2018  
June 4-6, 2019

### **Examination Results and Recognition as a New Diplomate:**

**Examination results** are usually distributed to candidates 3-5 weeks following the examination.

**Formal commencement of Diplomate status:** Candidates who have passed both parts of the examination become diplomates on the date on which the examination decision letter is distributed. They are listed in the AVDC Diplomate online Directory at that time.

**Presentation of diplomas to new diplomates.** This occurs during a public session at the start of the Annual Meeting of the College, which is usually held on the Thursday afternoon of the Veterinary Forum weekend.