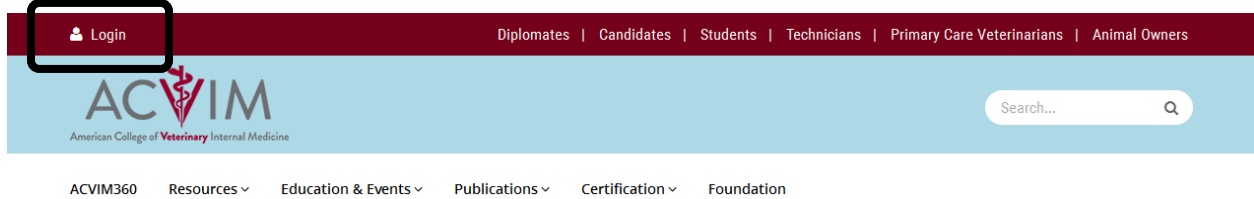


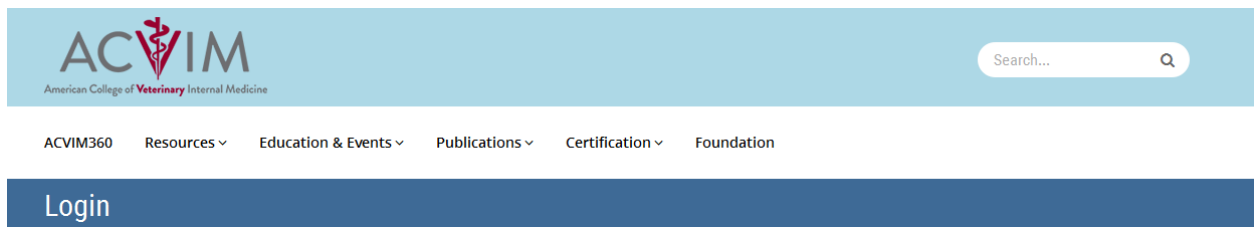
# Maintenance of Credentials (MOC) Instructions to Track Credentials and Upload Supporting Documents

➤ *Tip: We highly recommend using Firefox or Google Chrome as your internet web browser.*

Go to [www.ACVIM.org](http://www.ACVIM.org) and log in at the upper left-hand corner of the web page:



Enter your username and password on the next screen:



**ACVIM is changing the way we ask for and use your personal information**, such as addresses and phone numbers. Once you've logged in, please update your information to ensure that your profile is current and accurate.

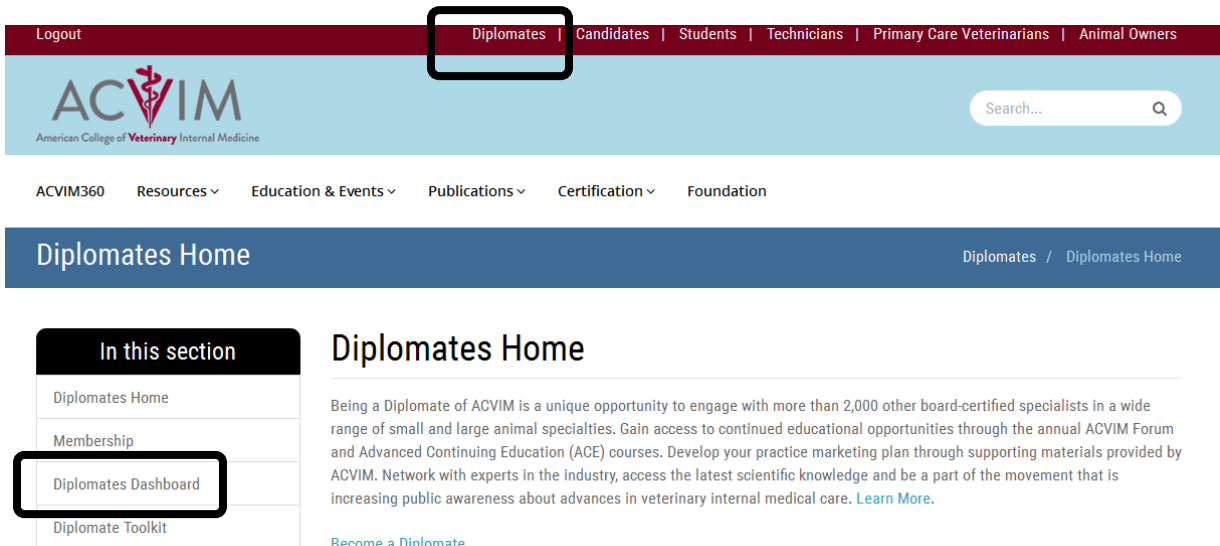
If you have any questions, contact Max Talley, ACVIM Membership Administrator, at [Max@ACVIM.org](mailto:Max@ACVIM.org) or by phone at (800) 245-9081 (toll-free US and Canada) or (303) 231-9933, extension 112.

Username:


Password:

Login

Once you are logged in, access the Diplomat Dashboard by clicking "Diplomates" at the top of the webpage and then clicking the link to "Diplomat Dashboard" on the left-hand side of the screen that appears next:



Maintenance of Credentials can be found on your Dashboard:

 **MAINTENANCE OF CREDENTIALS**

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[View Credential Transcript/Upload MOC Supporting Documentation](#)

[View MOC Supporting Documentation](#)

**[View Credential Transcript/Upload MOC Supporting Documentation](#)**

## Diplomates Dashboard

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### My Credentials

<b>Certification</b>	<b>Granted On</b> ↓	<b>Expires On</b> ↓
Maintenance of Credentials	Thursday February 18, 2016	Wednesday February 18, 2026
<b>Points Required for Certification</b>	<b>Approved Points Earned To Date</b>	<b>Points Needed</b>
75.00	0.00	0.00




[VIEW TRANSCRIPT](#)

[+ UPLOAD DOCUMENTS/ADD POINTS](#)

\*\* Note that the date “granted on” and “expires on” depends on when you become Board-certified. The expiration date is ten years from the date you became Board-certified.

Click on the “Upload Documents/Add Points” button to submit supporting documentation and points. You will be asked to select the appropriate activity and then you will indicate the number of points as you move through the next screen:

### Add Points

-  Required documents should be uploaded as scanned or photographed documents.
-  When travel documents are required for documentation, please provide hotel and airfare receipts correlating with date of meeting.
-  Unless a time period is otherwise indicated, a maximum point value listed for a given activity indicates the maximum points that will accrue towards MOC for that activity in the 10-year period. e.g. Category 2, Activity 6.

## Education Details

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**Category\***

**Activity\*** **Select a category above to view available activity options**

**Points Earned (#.##)\***

**Date Earned On\***

**Comments**

Characters left: 255

Select one of four categories from the drop down list (Continuing Education; Publication; Presentations; Other Professional Activity). Once selected, the activities for each category will be listed along with their point value. Select the activity and manually enter the number of points earned; the date earned; and any comments you wish to make about the submission.

To upload your supporting documentation, select the document type and the file from your computer. Note that the document types will be numbered according to category and activity. When finished, submit your points.

## Supporting Documentation

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**Document**

**Document Type**

[← BACK TO MOC](#)

[✓ SUBMIT POINTS](#)

Once you have submitted documentation and points, you can view your transcript by clicking on the “View Transcript” button. This is a sample screen of what your transcript could look like once you have uploaded documentation and added points:

# Maintenance of Credentials Transcript

## Filter Points

Display points from  to  [DISPLAY](#)

Credit Type	Activity	Date	Points
<a href="#">Category 4: Other Professional Activity</a>	Submission of multiple choice exam question(s) for the ACVIM General or Specialty examinations. The questions must be judged acceptable by the relevant examination committee.	01/04/2016	5.00
<a href="#">Category 3: Presentations</a>		01/07/2016	20.00
<a href="#">Category 1: Continuing Education</a>	On-line attendance of webinars falling into Specialist or Generalist categories (RACE accreditation required for veterinary meetings)	01/04/2016	0.50

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[← BACK TO MOC](#)

[+ ADD POINTS](#)

Click on the link to the credential to see the status of your submission. Pending items will be reviewed monthly by ACVIM. If there are questions about your submission, you will be notified by e-mail. Otherwise, if the submission meets the requirements of the template, it will be approved.

## Maintenance of Credential Detail

<b>Status</b>	Approved
<b>Category</b>	Category 4: Other Professional Activity
<b>Earned On</b>	1/4/2016
<b>Points Earned</b>	5.00
<b>Reference Number</b>	9442

[RETURN TO MOC](#)

[+ ADD POINTS](#)