



# ACVIM

As far as you want to go.

Dear Potential Candidate:

Thank you for your inquiry regarding the requirements for becoming a Diplomate of the American College of Veterinary Internal Medicine (ACVIM). We appreciate your interest in the ACVIM and look forward to working with you so that you can achieve your goal of being Board-certified in a specialty of the ACVIM.

For your convenience, the ACVIM Candidate Registration Form is available on the ACVIM web site at [www.acvim.org](http://www.acvim.org) under ACVIM Candidate Information, Candidate Registration. You must register with the ACVIM **within 90 days of beginning your residency program**. Please complete the registration form and return it to the ACVIM central office, accompanied by a candidate fee remittance form and your registration fee of \$200.00 (US Funds, drawn on a US Bank only). The registration fee is required for each Board-certification you seek, and is non-refundable. **Failure to register, or registration after the 90-day deadline, may jeopardize your certification process, as some of your training program may not be recognized or accepted.**

Once we receive your registration form and fee, we will enter you into the ACVIM database and verify that your residency training program has been approved by the ACVIM. You'll receive confirmation from the ACVIM within 8 weeks acknowledging receipt of your registration and your acceptance into the ACVIM Candidate program. Should you not receive this confirmation, it is your responsibility to contact the ACVIM central office and determine the progress of your candidate registration. **If you wish to receive confirmation that your registration has arrived (prior to the 8 weeks), it is your responsibility to provide for confirmation (eg, return receipt, overnight service, etc.) Please be sure to keep all receipts for guaranteed delivery in the event your package does not arrive as scheduled. The ACVIM is not responsible for late, lost or misdirected mail, and we will not accept materials after the deadline for any reason without proof of guaranteed delivery.**

The guidelines that you must follow to become ACVIM Board-certified are listed in The General Information Guide (GIG). **This year's version (July 1st – June 30th) of the General Information Guide is the one that you must follow throughout your certification process, and a copy of it is available through our web site at [www.acvim.org](http://www.acvim.org) under ACVIM Candidate Information, General Information Guide.** Please print a copy of this document from the web site for reference and read it very carefully. (Please note that the GIG is revised annually on July 1st, so GIGs from numerous years will be posted on the web site. You must follow the guidelines printed in the GIG from the year you registered as a candidate.) If you are unable to print a copy of the GIG from our web site, contact the ACVIM and we will email you a copy.

If you have any questions during your certification process, please feel free to contact me at [Nicole@acvim.org](mailto:Nicole@acvim.org) or 1-800-245-9081 (303-231-9933).

Sincerely,

Nicole Faaborg  
Certification Manager

1997 Wadsworth Boulevard, Suite A | Lakewood, Colorado 80214-5293  
Telephone: 303-231-9933 | 1-800-245-9081 (USA & Canada) | Facsimile: 303-231-0880  
E-mail: [ACVIM@ACVIM.org](mailto:ACVIM@ACVIM.org) | Website: [www.ACVIM.org](http://www.ACVIM.org)