



**COVID Variance Request Form**

This form is for candidates who are utilizing Certification Manual (CM) Section 4.F.2 (Registration of the Residency Training Program) variances to notify the Residency Training Committee (RTC) that the training for the candidate listed below has been impacted by COVID, such that the actuality of their training differs from the details of the approved RTP, and still meets the minimum requirements, as outlined in the CM.

This form must be completed by the Program Director (PD) and submitted to [certification@acvim.org](mailto:certification@acvim.org) for RTC notification and approval. The approved form will be returned to the PD.

The candidate **must** submit the **approved** form as part of their credentials packet.

Description of variance, specific section of CM affected, and CM year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Candidate Name Candidate ACVIM ID#

\_\_\_\_\_  
RTP Location Name Specialty

\_\_\_\_\_  
Program Director Name and Date Program Director Signature

\_\_\_\_\_  
RTC Chair Name and Date RTC Chair Signature

**2021-2022 COVID Variance #1:**

This approved variance is to Section 4.F.2 (Registration of the Residency Training Program) of the Certification Manual (CM), where it previously stated “The requirements specified in the RTP description become the official requirements for completion, even if those requirements exceed the minimum requirements stipulated in this Certification Manual. Neither a candidate nor a PD may retroactively petition for successful completion of a residency, even if the resident has met the minimum requirements of this Certification Manual, if the candidate left the program before completing all requirements of the program as previously approved.”

The approved variance states; “Variations to an individual candidate’s residency training program (RTP), as initially approved by the relevant Residency Training Committee (RTC), will be allowable, providing the candidate’s training still meets the minimum RTP requirements as delineated in the ACVIM’s Certification Manual (CM). A request for approval of the variance must be submitted to the relevant Residency Training Committee (RTC), and a copy of the RTC’s approval of the variance must be included with the candidate’s credentials packet. This variance will be applicable through to June 30<sup>th</sup>, 2022, and retroactively applicable between July 1<sup>st</sup>, 2021, and the current date.”