

August 2025

ACVIM Neurology Candidate:

Candidates who sit the American College of Veterinary Internal Medicine Neurology Specialty Examination must be graduates of a veterinary school or college. The date of graduation from veterinary school must be at least four years prior to the year in which the specialty examination is to be taken. Individuals must have a satisfactory moral and ethical standing in the profession, and have passed or attempted, the ACVIM General Examination. Specialty Credentials (complete application packet) can be submitted after 22 months of a three-year standard residency or in the final 12 months of an acceptable alternative training program. All alternative training programs must be approved by the Neurology Residency Training Committee prior the first year of training.

Listed below are the required items to be completed for your ACVIM Credentials Application. **Please disregard this list if you are not planning to sit the Neurology Specialty Exam or if your Credentials requirements have already been approved (or conditionally approved) by the Specialty of Neurology.** The entire application must be completed by computer; forms can be downloaded from the ACVIM [website](#):

- a) Credentials Application Form (completed online)
- b) Resident Report of Annual Progress (RRAP) form. MUST use provided form. **Only use weeks/ hours completed at the time of submission when filling out your RRAP form.**
- c) Annual weekly schedule of activities. MUST use provided template. **Each year (e.g., July through June for traditional residencies) is to be documented in a separate weekly schedule of activities. Please enclose a separate copy of each weekly schedule from all previous and current years and a proposed schedule for the remaining time to be spent in residency training. [For example, those residents in a traditional three-year residency must submit a separate document for Year 1 weekly schedule, Year 2 weekly schedule, AND Year 3 weekly schedule. The Year 3 weekly schedule document will contain completed weeks up to October 1 and in the same table, the proposed weekly schedule for the rest of the remaining weeks of residency.].**

The weekly schedules can be found on the ACVIM website on the Neurology Candidate Home page. As stated in the Specialty Manual (SM) Appendix A, remember that a directly or indirectly supervised training week is defined as a minimum of four 10-hour days or five 8-hour contiguous days within a 7-day period, to account for a total of 40 hours per week. Neurology residency training must occur in blocks of time that consist of 4 or 5 consecutive days (1 full week); partial weeks or individual days may not be added together to meet this requirement.

Clinical training in other fields including radiology, neuropathology, clinical pathology must be completed in training hours. A training hour is defined as a minimum of one (1) continuous hour of direct contact time with a supervising specialist while engaged in that field/activity. In electrodiagnostics and neurosurgery, where time is determined by the length of the procedure, credit for time may be earned in contiguous 15-minute blocks, noted as 0.25, 0.5 and 0.75 hours, with four (4) blocks equaling one (1) Training Hour.

Please log **hours** for neurosurgery, radiology, electrodiagnostic testing, neuropathology, and clinical pathology (no more than 40 hours can be accomplished in a single training week); **weeks** for clinical neurology and **days** on other ACVIM specialty rotations, external rotations, research, vacation etc. Time logged for neurosurgery in weekly schedule should match time in neurosurgery case log

- d) Proof of Brain Camp attendance must be included if you use documented time at Brain Camp for subspecialty requirements (e.g., neuropathology)
- e) Letters documenting successful completion of rotations outside the Sponsoring Institution (SI), if applicable. The person from the outside facility who had oversight of an applicable rotation must sign the letter.
- f) Neurosurgery Case Log – MUST use provided template and hours recorded must match time as recorded in weekly schedule and Resident Report of Annual Progress (RRAP) form; the case log must be maintained during entire residency. Each year (e.g., July through June) is to be documented in the appropriate year and totaled as indicated on the neurosurgery case log.
- g) Journal Club Log – MUST use provided template and hours recorded must match time as reported in the Resident Report of Annual Progress (RRAP) form; the case log must be maintained during entire residency. Each year (e.g., July through June for traditional residencies) is to be documented in the appropriate year and totaled as indicated on the journal club log.
- h) Documentation of completion of your neurology resident research project. This documentation should be submitted in the form of a short letter signed by BOTH you, your primary research mentor and/or Resident Advisor (RA). In the letter, provide, a) explanation of the project's significance, b) whether funding for the project was received, c) if funding was received, the source of the funding, d) confirmation that clinical milestones for clinical research and publication as outlined in section 5.A.6 of the SM have been met, and e) the project is **complete**.
- i) Documentation of completion of your three presentations at a formal conference during the residency. Documentation of these presentations must be included in the resident's neurology Credentials submission (documentation can include schedule from a conference, emailed hospital announcement, abstract listing from conference, syllabus from departmental course, or letter from RA documenting presentation).
- j) Certificate of Attendance at one major state, regional, national, or international veterinary medical or human medical continuing education meeting.
- k) Reference letters from three colleagues familiar with your training and/or work must be submitted directly **by the referee** to the Certification Specialist via this link <https://dashboard.acvim.org/submit-letters>. The colleague providing the reference may use the reference form template (available online) or a letter of reference in lieu of the form. Please provide the template to your referees for their use in preparing their reference letter. One of the three referees selected must be the Resident Advisor (RA) responsible for the major part of your training program. The remaining two letters should be from specialty clinicians who are familiar with your capabilities and have worked closely with you throughout your residency; these remaining two letters are not required to be from other



Neurologists or diplomates in the ACVIM. NOTE: It is **your responsibility** to ensure that each of your three referees supply a completed reference form or letter of reference. Letters must be submitted online by your referee by the Credentials submission deadline (approximately October 1st annually; see Candidate Dashboard for dates and deadlines).

Please review all forms before submitting your application to the Neurology Credentials Committee. **All Credentials materials should be submitted online by 11:59 PM MT on Credentials submission deadline (approximately October 1st annually; see Candidate Dashboard for dates and deadlines).** Submission instructions will be sent via email and posted to the Neurology Candidate Community on ACVIM 360.

The ACVIM office notifies candidates regarding acceptance or rejection of their Credentials within 60 days of the deadline for Credentials submission.

A Credentials Fee in the amount of six hundred ten dollars in United States funds (\$610.00 U.S.) payable to the American College of Veterinary Internal Medicine must also be submitted with the Credentials application. You will receive an email with the link to pay the Credentials fee. **If the application for the Credentials is accepted (approved or conditionally approved), an examination fee of one thousand four hundred ninety-five dollars (\$1495.00 U.S.) will be due (see Candidate Dashboard for dates and deadlines).** If, for any reason, the applicant is declared ineligible to take the examination, the first six hundred ten dollars (\$610.00) for reviewing Credentials will **not** be refunded.

Please forward a copy of this letter to your Supervising Diplomat for their information. If you have any questions about the application process, please seek clarification in writing as soon as possible. Questions relating to Neurology Credentials should be addressed to the Neurology Credentials Committee Chair by emailing [Certification@ACVIM.org](mailto:Certification@ACVIM.org).

Sincerely,

Amy Yanke, DVM, MS, DACVIM (Neurology)  
Chair, ACVIM Neurology Credentials Committee 2025-2026