



Mentor Letter Template

The letter from the candidate's primary mentor is taken into consideration by the Nutrition Credentials Committee. The following information included in this letter is a template to assist the candidate's mentor. All forms, guides, instructions, fee amounts, and due dates referred to within this document are available on the ACVIM website (ACVIM.org).

1. Do you endorse this candidate as a member of the ACVIM?
 - a. Do you believe the candidate will be adequately prepared to sit for the next Nutrition Specialty Examination?
 - b. Do you believe the candidate will become a contributing member of the ACVIM?
2. Has the candidate completed the minimum time requirement in the Residency Program and Clinical Training?
 - a. Please state the Candidate's ACVIM Nutrition Residency start date and program type (standard or alternate).
 - b. Please confirm the Candidate has completed one year of general clinical experience, e.g., internship or practice equivalent.
 - c. Please confirm that the Candidate has completed:
 - 2 years of Residency training by the Credentials Application due date, or
 - At least 52 weeks in Residency Program by the Credentials Application due date and provide the date by which the candidate is on track to complete the Residency Program.
 - d. Please confirm that the Candidate has completed:
 - 52 weeks of on-clinic training by the Credentials Application due date, or
 - at least 26 weeks of on-clinic training by the Credentials Application due date and the remaining number of clinical weeks to be completed.
3. Please summarize the Candidate's clinical experience. Clinical experience is outlined by service rotation, dates, duties, and caseload. Please note: Progress reports, evaluations, and case logs are not regularly reviewed, but should be available if requested. Include a table documenting the types and number of cases managed by the Candidate while on-clinic time relative to that described in the Training Program Information Guide and Expected Skills.



An example would be:

Species	Condition	#
Canine	Obesity	6
Equine	Hypertriglyceridemia	1
Feline	Chronic Renal	3

4. Please summarize the Candidate's teaching experience. Teaching experience is outlined by lecture titles, dates, format (daily rounds, informal tutorials, lecture courses, labs, or seminars, etc.), number of lecture hours (50 min/hr) delivered, and audience type (clients, students, practitioners, residents, specialists, etc.).
5. Please summarize the Candidate's research experience relative to that described in the Training Program Information Guide and Expected Skills. Research experience is outlined by project titles, dates, responsibilities, and any resulting manuscripts, publications, presentations, or awards.
6. Please list course work the Candidate has matriculated in advanced physiology, biochemistry, or nutrition. Although not required in the Residency Program explicitly, listing graduate course(s) (to be) completed in preparation for the Certifying Examination is notable.
7. Please list the Training Benchmarks that have been completed by the Candidate and the planned completion date(s) of any remaining Training Benchmark(s).
 - Residents who began training programs before July 14, 2021, have the option to move to the Training Benchmark system instead of, or in combination with, meeting their Case Report requirement. Please see the ACVIM Certification Manual for more information.
8. The letter need not be more than 2 pages in length but should provide specific documentation about the Candidate's efforts, training, and progress is recommended.