

CREDENTIALS INFORMATION PACKET

CRITERIA FOR CREDENTIALS APPLICATION FOR CERTIFICATION AND ONCOLOGY SPECIALTY EXAMINATION

Incomplete credentials packets WILL result in rejection of credentials.

Be sure you are using the most recent forms posted on the website. This packet is for 2025 credentials (2026 examination). If you have any questions, please send them in writing to Certification@acvim.org. Applicants for the Oncology Specialty Exam must satisfy the Credentials Committee that the following items have been satisfactorily completed.

1. Successfully passed the General Examination of the American College of Veterinary Internal Medicine OR will take/retake the General Examination in the same year as the Specialty Examination.
2. Appropriate training and expertise in veterinary medical oncology, as determined by the Residency Training and Credentials Committees (See application form).
3. If available, supporting documentation attesting to the fulfillment of the research and scholarly activity requirement. Completion of the research and scholarly activity requirement is not needed to sit the examination but is required for Board-certification. (See "**INSTRUCTIONS FOR FUFILLMENT OF RESEARCH AND SCHOLARLY ACTIVITY REQUIREMENT**" and Section **3.E.5** of the ACVIM Specialty Manual for more information.)
4. A 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 be submitted online. If the application for the credentials is accepted, a fee of one thousand four hundred ninety-five dollars (\$1,495.00 U.S.) will be required for the examination and must be submitted online by February 1, 2026. You must receive notification that your Credentials are accepted BEFORE you are eligible to register for the Oncology Specialty Exam. 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.



Requirements for taking the Specialty Examination after completing an acceptable application:

1. The candidate may register and sit for the Specialty Examination the first time it is given after notification of successful credentials application. An additional exam fee will be charged each time the candidate must re-sit any portion of the examination.
2. Any candidate that wishes to withdraw from any 2026 examination must do so no later than 4/1/2026, to receive a full refund of the examination fee. Cancellations after 4/1/2026 and on or before 5/1/2026, will forfeit 50% of the exam fee paid. Cancellations after 5/1/2026 will forfeit 100% of the examination fee paid. Please see timeline and fees document on the ACVIM.org website for latest refund dates and information.
3. A candidate who wishes to take the Specialty Examination following a delay, or to retake any portion of the Specialty Examination after notification of successful Credentials application must register for the Oncology Specialty Examination no later than **February 1 of the year in which the candidate wishes to sit** for the examination. The specialty **will not** send reminders to people who might wish to retake the examination. Current contact information should be updated by the candidate via their ACVIM.org dashboard.

APPEALS PROCEDURES

The following is contained in the By-Laws of the American College of Veterinary Internal Medicine, Article VI, Section 6, relative to the Appeals Committee:

“The Chair of the Board shall appoint two Diplomates from the Specialty of Internal Medicine, one representing small animal medicine and one representing large animal medicine, and one Diplomat from each of the other specialties to serve as an Appeals Committee. An Appeals Committee member may not be a member of the Board of Regents nor any current specialty credentials, training, or examination committee. If a committee member has a conflict of interest in a specific appeal, the Chair of the Board shall appoint a temporary member to consider that appeal. This committee shall consider whether due process has been followed in the decisions made by the various specialty training, credentials and examination committees. All members will serve three-year terms. The senior member of the committee will serve as Chair. The committee will elect the Chair when there are two or more equally senior members. The Chair of this committee will call a meeting to review an appeal and notify the Chair of the Board and the Executive Director of the results of that review within 30 days of notification of the appeal. There shall be no appeals of this committee’s decision within the ACVIM. A candidate can appeal a decision of the Appeals Committee by requesting mediation through the Advisory Board on Veterinary Specialties, a committee of the American Veterinary Medical Association.”

CREDENTIALS APPLICATION INSTRUCTIONS

Specialty of Oncology
American College of Veterinary Internal Medicine

BE SURE that you have the most recent form. This form is for credentials to be received by **11:59 pm MT October 1, 2025**.

The following must be included in your application. It is the candidate's responsibility to see that the following items are submitted no later than 11:59 pm MT on October 1, 2025. Failure to have any of the following will result in rejection of the credentials.

All the below items should be submitted **ONLINE**.

1. Application form (PDF)
2. Documentation of completion of three presentations at a formal conference during the residency. Documentation can include the schedule from a conference, emailed hospital announcement, abstract listing from conference, syllabus from departmental course, or letter from RA documenting presentation.
3. Document(s) to support fulfillment of the research and scholarly activity requirement (PDF)
4. One PDF copy of a letter stating successful completion of any rotations outside of the institution from which your residency is registered (if applicable). The letter must be signed by the person at the outside facility who was responsible for oversight of the rotation and include the dates the rotation was completed.
5. Oncology weekly training schedule logs (PDFs):
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 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, 2025 and in the same table the proposed weekly schedule for the rest of the remaining weeks of residency.].
6. Referee Forms:
You must have three associates with whom you have worked who can evaluate your capabilities as an oncologist prepare these for you. Each referee returns 1 PDF copy of this form with a signature ONLINE via the [Submit Reference Letters](#) link by 11:59 pm MT October 1, 2025.
7. 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 and must also be submitted online via the Candidate Dashboard.

All the above items are due for submission by 11:59 pm MT October 1, 2025. Any material arriving after the deadline will not be accepted.

INSTRUCTIONS FOR FUFILLMENT OF RESEARCH AND SCHOLARLY ACTIVITY REQUIREMENT

Per the SM 3.E.5 RESEARCH AND SCHOLARLY ACTIVITY - proof of completion of the research and scholarly activity RTP requirement can include *any one* of the following (required documentation in bold):

- Copy of a first-author research paper published in a peer-reviewed journal (**galley proof, letter from editor, or final article**), documenting research accomplished predominantly during the RTP, or **letter of acceptance** (unconditional) from a peer-reviewed journal documenting the same.
- Evidence of presentation of an abstract (**copy of oral proceedings, poster, or letter stating acceptance for oral abstract or poster presentation**) at a scientific forum, describing original work undertaken predominantly during the RTP.
- Documented (**letter from RA**) completion of a prospective or retrospective research project, undertaken predominantly during the RTP, that is unpublished (e.g., thesis).
- Documented (**letter from RA**) submission of a prospective research grant/project, generated predominantly during the RTP, pertinent to the candidate's specialty.
- Documented (**letter from RA and/or transcript**) completion of 3 credits, or the equivalent, of graduate course work in research methods, biostatistics, and/or research ethics.
- Documented (**letter from RA and/or certificate**) completion of at least 25 hours of research-focused seminars or classes of an appropriately advanced level undertaken during the RTP. These may be offered by the ACVIM, through online programs, or by other institutions: **Credentials Committee will accept any RACE-approved seminars in the following subject areas:**
 - **Critical evaluation of veterinary medical/biomedical literature**
 - **Grant writing**
 - **Study design and participation in clinical trials**
 - **Biostatistics**
 - **Research ethics**

Conditional acceptance of the credentials can be achieved prior to completion of the above criteria, allowing the candidate to take the specialty examination. However, fulfillment of the research and scholarly activity requirement must be met prior to Board-certification. If submitting a publication for fulfillment of this criteria in a foreign language, the candidate must provide an English translation to the Credentials Committee.

EVALUATION PROCEDURE

1. The Credentials will be evaluated and rated as "acceptable" (Approved or Conditionally approved), or "unacceptable" (rejected). The reviewer will record their evaluation on a standard form that will be retained by the College. The comments will be compiled by the Chair of the Credentials Committee and sent to each applicant.
2. The Credentials must all be satisfactory for the application to be accepted.
3. Applicants whose Credentials were rejected may choose to resubmit that part of the application packet that was deficient the following year.



American College of **Veterinary** Internal Medicine
Evaluation of the Letters of Recommendation

1. Each letter of recommendation will be evaluated on the following criteria:
 - a. Source of recommendation.
 - b. Content of recommendation — an unsatisfactory recommendation is one wherein the letter fails to support the candidate's application.
2. Two out of three letters of recommendation that are deemed unsatisfactory by a majority of the Credentials Committee will disqualify the candidate. If one of the three letters of recommendation is unsatisfactory, the Credentials Committee will review and discuss all the letters of recommendation. Personal contact with the individual who wrote the letter of unsatisfactory recommendation may be deemed necessary prior to accepting the application.

Reference Letters must be submitted online **by your referee** using the [Submit Reference Letters](#) link by the Credentials submission deadline as a signed PDF. If there are any technical difficulties submitting the letter using this link, please email the letter directly to Sarah.Z@ACVIM.org.