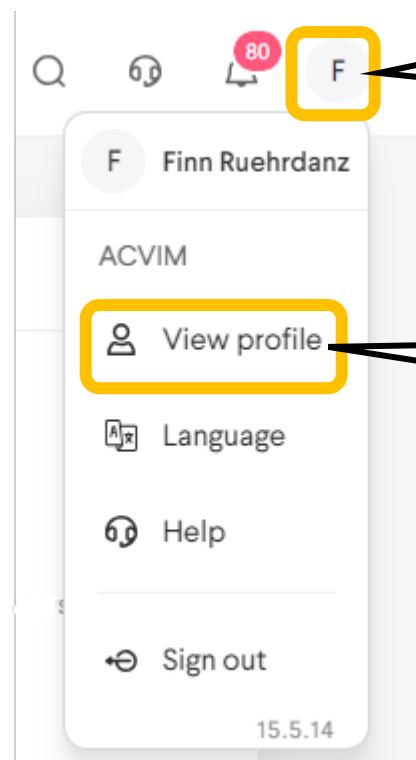




Residency Training Program Application Submission Instructions



- Click [here](#) to visit the submission platform or copy and paste this link into your Chrome browser: <https://online.acvim.org/profile/accredited-programs>
 - You will be routed to [ACVIM.org](https://online.acvim.org) if not already logged in.
 - Use your existing ACVIM website username and password to log in.
- Once logged in to the submission platform, please proceed to the next slide and follow the steps as indicated.
- Contact Finn@ACVIM.org if you need any further assistance.



The screenshot shows the top right corner of the ACVIM website. A user profile dropdown menu is open, displaying the user's name 'Finn Ruehrdanz' and the ACVIM logo. The 'View profile' option is highlighted with a yellow box. Other options in the menu include 'Language', 'Help', and 'Sign out'. A red notification bubble with the number '80' is visible next to the user's initial 'F'.

If you are not automatically routed to submission platform home page, click the letter on the top right-hand corner of the page.

Then click "View profile" to go to the screen shown in Step 1.

Accredited programs



View All →

Step 1: Scroll down and click on the “+” sign next to “Accredited programs” to begin your new application.

×

Save

Create a program

Program details

NAME OF SPONSORING INSTITUTION

PROGRAM DURATION IN YEARS*

Enter value

ACVIM Fellowships

Cardiology

Neurology

Nutrition

Oncology

Small Animal Internal Medicine

Select one...

This is typically the specialty of your program.

Step 2: Fill out the program details as indicated, choosing the correct specialty application from the drop-down menu, then click the “Save” button in the top right-hand corner.

×Save

Apply for accreditation

Public application

Private application

Supervising diplomates

Resident Advisors

Residents

Auto-save: (Last saved less than a minute ago)

Step 3: Follow the prompts to fill out the “Public application” section as needed. This section contains all the information that will be available on the public facing page of the ACVIM website once approved.

Please note that the application is set to auto-save as content is updated.

The Cardiology...

new at residents the ACVIM

Prior to making and/or Program changes co alterations i program.

The Cardiology renewal, Program Directors may be asked to verify resident activities, including satisfactory clinical training, interaction with consultants, and documentation of study and education participation.

Notice: The data collected in this form is necessary both for the ACVIM to maintain its accreditation as a Registered Veterinary Specialty Organization and also is required for renewal of the residency training program. Some of the data collected is required of every specialty and some is specific to the specialty of Cardiology. These questions will be used to provide the Residency Training Committee with information needed to judge the structure, quality, scope, and consistency of training provided.

Program Director's Contact Information

The Program Director must be a Diplomate of ACVIM in the Specialty of Cardiology or an approved ECVIM Diplomate in Cardiology.

×Save

Apply for accreditation

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Resident Advisors

Residents

Auto-save: (Last saved less than a minute ago)

Training Program Information

New applications for residency training programs must be submitted by the ACVIM website.


Prior to making any changes to the program, the Program Director must submit a request for approval to the ACVIM. Significant changes could include, but are not limited to, alterations in program duration, locations of secondary site training, switching to a 'dual board' program, or enrolling in an institutional graduate program.


The Cardiology Residency Training Committee may require supporting evidence for any statements made below. At the time of annual program renewal, Program Directors may be asked to verify resident activities, including satisfactory clinical training, interaction with consultants, and documentation of study and education participation.

Notice: The data collected in this form is necessary both for the ACVIM to maintain its accreditation as a Registered Veterinary Specialty Organization and also is required for renewal of the residency training program. Some of the data collected is required of every specialty and some is specific to the specialty of Cardiology. These questions will be used to provide the Residency Training Committee with information needed to judge the structure, quality, scope, and consistency of training provided.


Program Director's Contact Information


The Program Director must be a Diplomate of ACVIM in the Specialty of Cardiology or an approved ECVIM Diplomate in Cardiology.





 Save


Edit term (June 30, 2024 – June 29, 2025)

 Public application

 Private application


 **Supervising diplomates**


 Resident Advisors

 Residents

Auto-save: (Last saved 15 minutes ago)

Supervising diplomates

 Search



Click + button to add each Supervising Diplomat to the program

It is necessary to list all SDs at this point in the application to give them appropriate access to the system for review (approval/denial) purposes.

< Private application

Resident Advisors >

Step 5: Follow the prompts to fill out the “Supervising diplomates” section as needed. Please note, further instructions are shown in the middle of the screen. The “Search” function ONLY searches Supervising Diplomates entered into your application, NOT Diplomates within the ACVIM database.

×Save

Edit term (June 30, 2024 – June 29, 2025)

Public application

Private application

Supervising diplomates

Resident Advisors

Residents

Auto-save: (Last saved 15 minutes ago)

Resident Advisors

Search

+

Click + button to add each Resident Advisor to the program

It is necessary to list all RAs at this point in the application to give them appropriate access to the system for review (approval/denial) purposes.

< Supervising diplomates

Residents >

Step 6: Follow the prompts to fill out the “Resident Advisors” section as needed. Please note, further instructions are shown in the middle of the screen. The “Search” function ONLY searches Resident Advisors entered into your application, NOT Diplomates within the ACVIM database.

×

Edit term (June 30, 2024 – June 29, 2025)

Auto-save: (Last saved 15 minutes ago)

Public application

Private application

Supervising diplomates

Resident Advisors

Residents

Residents

Q Search

+

Click + button to add each Resident to the program

It is necessary to list all residents at this point in the application to connect them to RAs

< Resident Advisors

Step 7: Follow the prompts to fill out the “Residents” section as needed. Please note, further instructions are shown in the middle of the screen. The “Search” function ONLY searches Residents entered into your application, NOT Residents within the ACVIM database. Then click the “Save” button in the top right-hand corner.

Save

×

△ Please correct all errors

✓ Save

✕ Edit term (June 30, 2024 – June 2025)

Public application △

Private application △

Supervising diplomates △

Resident Advisors △

Residents

renew

docu

Notice

Organ

specif

the str

Program Director Work Phone *

Program Director Email *

Program Address *

Name of Sponsoring Institution *

Traditional or Non-traditional Residency Training Program? *

☐ Traditional

☐ Non-traditional

For non-traditional programs, please provide a detailed description of the residency program, including length of program, proposed annual

If any required information was not entered, you will see this noted by the red triangles with an explanation on the list on the menu on the left-hand side and near the save button, as well as each individual question within each section as shown below. Once required information has been entered, click the “Save” button in the top right-hand corner.


123 Main Street

name@domain.com

☐ Traditional

☐ Non-traditional

For non-traditional programs, please provide a detailed description of the residency program, including length of program, proposed annual

Accredited programs		+ View All →
	Cardiology RTC Test Application 1 year • Cardiology	<div>Awaiting approval</div> >

Once your application has been successfully submitted, you will see the status of your application change from “Staged” to “Awaiting approval.” The “Awaiting approval” status means the Residency Training Committee (RTC) has been notified of your submission to begin their review.

Once the RTC has completed their review, you will receive an email from noreply@myloopaccount.com prompting you to check the status of your application. After review, your application will move to the “Pending Follow Up” status meaning further action is needed from you, or the “Approved” status meaning no further action is needed until the following renewal period unless there are changes to your program.