



**2025 CREDENTIALS REQUIREMENTS
FOR CERTIFICATION AND ELIGIBILITY FOR
2026 SPECIALTY EXAMINATION
LARGE ANIMAL INTERNAL MEDICINE**

Submission Deadline: July 1, 2025

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INFORMATION PACKET

2025 CREDENTIALS REQUIREMENTS FOR CERTIFICATION AND ELIGIBILITY FOR 2026 SPECIALTY EXAMINATION LARGE ANIMAL INTERNAL MEDICINE

A. CONTACT INFORMATION

It is the **responsibility of the applicant** to ensure that you have the most recent information packet. This packet is for credentials to be submitted by July 1, 2025, for the January 2026 Specialty Examination. **If you have any questions**, please send them **in writing** to Adam@ACVIM.org.

Correspondence, particularly any requiring LAIM CC assessment, must be sent well in advance of deadlines (at least **six weeks) to enable the committee to act upon it. You will receive a written reply to your inquiries by e-mail.*

Chair of the Large Animal Internal Medicine (LAIM) Credentials Committee (CC), 2025-2026: Dr. Hannah Leventhal

B. APPLICANT INSTRUCTIONS

LAIM CREDENTIALS REQUIREMENTS Must be submitted ONLINE via Datto by July 1, 2025

Please be sure that you read these pages carefully! In order to take the Specialty Examination, each candidate must submit the following basic credentials for review. It is the **candidate's responsibility** to see that the following items are submitted online via their personal Datto folder **no later than July 1, 2025 for the Specialty Examination in January of 2026**. Failure to include any of the following will result in rejection of the credentials:

1. One scanned electronic PDF copy of the completed Credentials Application Form.
2. One electronic PDF copy of the Residency Training Overview (RTO) Form which is available for download from the ACVIM website. Downloading the RTO Instructions as well is highly recommended. The LAIM CC reviews ONLY the documents submitted within this packet. *Please be sure to attach all evidence that is required*. For any outstanding requirements, this form will need to be re-submitted when all activities are completed before Diplomate status can be granted.

3. One of the following, *in accordance with the criteria outlined In SM 3.E.9 and the LAIM Publication Requirement Guidelines*, depending on what is available:

- a. A PDF copy of a first author publication within a journal on the acceptable journals list
- b. A manuscript plus proof of acceptance for publication from a journal on the acceptable journals list
- c. A “Letter of Understanding” with which conditional acceptance of credentials can be achieved.

4. Referee Letters:

Applicants must have three ACVIM Diplomates or ACVIM associates with whom they have worked in their training program submit either an ACVIM referee form or a letter of reference, which may be used in lieu of the form. There must be three Referee Forms/letters submitted, or the credentials will **not** be accepted. Each referee must provide **one copy** of the completed Referee Form/letter. To ensure confidentiality, the form/letter should be submitted directly to the ACVIM **ONLINE** through the Diplomate Dashboard via the www.ACVIM.org website. Referees that are non-ACVIM Diplomates must send their form/letter directly to Adam@ACVIM.org. All forms/letters must be uploaded/sent no later than July 1, 2025 for those candidates applying to take the Specialty Examination in January of 2026. If, **for any reason**, three letters are not present at that time, the credentials will be rejected.

A letter may be used in lieu of the form if all information requested on the form is described in the letter. The Referee Form template can be downloaded from the ACVIM website [here](#).

a. Each Referee Form/letter will be evaluated on the following criteria:

- i. Source of recommendation (Evaluator).
- ii. Content of recommendation - an unsatisfactory recommendation is one wherein the letter fails to support the candidate's application.

b. If two out of the three Referee Forms/letters are deemed unsatisfactory by two members of the LAIM CC, the credentials will be disqualified.

If one of the three Referee Forms/letters is unsatisfactory, the LAIM CC will review and discuss all three Referee Forms/letters. At least one of the two acceptable letters written for this candidate must be from an ACVIM Diplomate. Personal contact with the individual who wrote the unsatisfactory Referee Form/letter may be deemed necessary prior to accepting the application.

5. A Credentials fee in the amount of **\$610.00**, paid online. (Directions below in Section D.)

Upon LAIM CC approval or conditional approval of credentials, a candidate who wishes to take the Specialty Examination must notify the ACVIM central office of such intent by registering online at www.ACVIM.org and paying the examination fee to the ACVIM central office no later than **October 1, 2025** (*NOTE: you may not register for the examination until your credentials have been approved or conditionally approved*). The ACVIM will **not** send reminders to people who may wish to take the examination. **Candidates are responsible for visiting www.ACVIM.org to make ALL contact information changes.**

Any candidate who wishes to withdraw from the 2026 Large Animal Internal Medicine Specialty Examination must notify the ACVIM office, **in writing via email**, no later than 60 days prior to the 1st day of the exam, to receive a full refund. Cancellations received after the deadline will forfeit 50% of the examination fee paid. Examinee “No Shows” will forfeit the entire examination fee paid.

If these materials are not submitted as described, the credentials may be rejected.

C. APPEALS PROCEDURES

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

The Chair of the Board shall appoint one Diplomate from each of the specialties to serve as an Appeals Committee. An Appeals Committee member may not be a member of the Board of Regents nor of 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 correct administrative procedures have 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 American Veterinary Medical Association's (AVMA) American Board of Veterinary Specialties (ABVS).

A candidate may appeal the decision of an examination or the LAIM CC. Appeals must be in writing and sent to the ACVIM office. Appeals should consist of a brief letter summarizing the reason for the appeal. Appeals must be received within 30 days of notification of the candidate of the decision by the specialty committee.

NOTE: The College Appeals Committee limits their review to due process. Their purpose is to ensure that the appealing candidate has been treated in accordance with all policies and procedures of the Specialty of Large Animal Internal Medicine and that no mathematical errors have been made in scoring. The Appeals Committee does not re-grade credentials, case reports or examinations.

D. SUBMISSION OF CREDENTIALS

Detailed Online Submission Instructions

1. Registration Fee Payment:

- Visit www.ACVIM.org and click the 'Member Login' link. This link will redirect you to login with your credentials. *Please contact Certification@ACVIM.org if you are having any login difficulties.*
- Once you login, click on 'My Dashboard'
- Under 'Certifications' click the 'Pay Credentialing Fee' link and complete the payment.

2. Uploading/Submitting Credentials Materials

Credentials must be submitted using Datto, a cloud-based file-sharing software. Candidates will each receive a personalized access link/password for their individual Datto folder (via email, from Adam@ACVIM.org by 5/6/2025), to which they will upload all Credentials Materials. Folder access links/passwords are set to expire after 11:59 PM, MST, July 1, 2025. Candidates will be able to view/add to documents/materials within their Datto Folder as needed, up until this time.

The only documents that will not be uploaded to individual Datto Folders will be all Referee Forms/letters, which should be submitted per the method indicated within the "LAIM Referee Form." Directions for Datto will be sent as a separate attachment and can be downloaded from the ACVIM website [here](#). Candidates should upload all documents as PDFs and use the following format ("Last Name, First Initial_File Type") and titles:

- Doe, J _ RTO

- (Note: where possible, please save all RTO documents as a single file. **RTO should be first/top, with supporting documents occurring later in the document**).
- Doe, J _ Application
- Doe, J _ Publication
- Doe, J _ Manuscript
- Doe, J _ Journal Acceptance
- Doe, J _ Letter from Editor
- Doe, J _ LOU

E. CREDENTIALS SUBMISSION CHECKLIST:

The following checklist is provided for use in submitting your credentials packet. If you are submitting credentials and any of the following items are left unchecked, then your packet is incomplete, and your application will be rejected.

- ☐ One PDF copy of a fully executed, signed Credentials Application Form.
- ☐ One PDF copy of the Residency Training Overview Form with all appropriately attached evidence, as required.
- ☐ A PDF copy of one first author publication in an approved journal **or** a PDF copy of at least one first author manuscript with proof that it has been accepted for publication by an approved journal.

OR

In lieu of an electronic copy of the publication, conditional acceptance of the credentials can be achieved by submitting a PDF copy of the “*Letter of Understanding*”

- ☐ One PDF copy each of three Referee Forms/letters submitted by ACVIM Diplomates or colleagues. **Candidates should NEVER submit Referee Forms/letters; they must come directly from the referee.**
- ☐ A Credentials Fee in the amount of \$610.00.

REMINDER: Candidates are required to submit all applicable paperwork online. For questions regarding online registration and submission, please contact Adam@ACVIM.org

The ACVIM will no longer accept paperwork that is mailed to the Central Office. Any paperwork submitted via mail will not be processed.