

Submission Deadline: October 1, 2025

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A. CONTACT INFORMATION

It is the **responsibility of the applicant to be sure** that you have the most recent information. This packet is for credentials applications to be received by 11:59 pm MT on October 1, 2025. If you have any questions, please send them **via e-mail** to Adam@acvim.org.

** Correspondence, particularly that requires Credentials Committee assessment, must be sent sufficiently in advance of deadlines (at least **two weeks**) to enable the committee to act upon it via email. You will receive a written reply to your inquiries by e-mail.*

Changes in the credentialing process are made regularly and, although most are applied prospectively rather than retroactively, it is important to pay attention to the specific requirements for attaining Board-certification (all of which can be found in the applicable General Information Guide (GIG)/Certification Manual (CM)/Specialty Manual (SM) for the year in which you started your Residency Training Program and in the information packet and associated forms). Candidates are encouraged to complete all credentialing requirements prior to taking the Specialty Examination to avoid lengthy delays in the credentialing process.

B. BASIC CREDENTIALS APPLICATION

1. *Requirements for completing Credentials*

Applicants for Small Animal Internal Medicine Credentials must demonstrate to the Credentials Committee that the applicant has satisfactorily met the following requirements:

1. The prescribed credentials fee of six hundred and ten dollars in United States funds (\$610.00 U.S.) has been paid online.
2. Appropriate training and expertise in veterinary small animal internal medicine have been attained.
3. At the time of credentials submission, Candidates must submit a “letter of understanding” (form available online) if the publication has not yet been accepted for credentials requirement or already submitted to the SAIM Credentials Chair for review. The “letter of understanding” states that the Candidate understands that the publication requirement must be met prior to being granted Board-certification.

2. *Instructions for Credentials Application and Specialty Exam registration*

Please be sure that you read these pages carefully! Be sure that you have the most recent information. This packet is for credentials which must be received by **October 1, 2025**.

The following must be included in your credential’s application. It is the **Candidate’s responsibility** to ensure that the following items are correctly completed and submitted online by 11:59pm MT, October 1, 2025. **Failure to correctly complete ANY of the following will result in rejection of the credentials packet and inability to sit the exam:**

1. **Credentials submission fee** must be paid in full online 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. If the application for the credentials is accepted (approved or conditionally approved), a fee of one thousand four hundred ninety-five dollars (\$1,495.00) will be required for registering for the SAIM Specialty examination and will be due by February 1, 2026. 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.
2. One electronic PDF copy of the completed [Credentials Application Form](#).
3. One electronic PDF copy of the completed [Scholarly Activity](#) Report (An information letter detailing this requirement is available on the ACVIM website).
4. One electronic PDF copy of the completed [Annual Progress Form](#) (information regarding this form is available on the ACVIM website) for each completed year of the residency (first and second year). To ensure completion of required weeks, weeks signed off by the Supervising Diplomate must be enumerated (see example online).
5. One electronic PDF copy of an approved **first author publication** in an acceptable journal, with a copy of the email confirming manuscript acceptance by the Credentials Committee, **OR** a completed “letter of understanding” ([form available online](#)). For

further information regarding the publication requirement, please see the Instructions for Publications handout.

6. **Referee Letters:**

You must have at least **three** associates with whom you have worked as **an internist** complete and submit referee letters for you. To ensure confidentiality, the letters from each referee should be submitted ONLINE by the referee via the Diplomate Dashboard by October 1, 2025. Detailed directions can be found on the [referee form](#).

7. [Variance Form](#): **This form is required ONLY if you are using variances.** This form must be completed by your Program Director.

i. Evaluation of Application

The credentials application packet and referee letters will be evaluated as “Accepted (approved or conditionally approved), or Rejected.”

ii. Procedure After Receiving Notification of An Acceptable Application Packet

1. The Candidate should register for the Specialty Examination after notification of an accepted application. An examination fee will be charged each time the Specialty Examination is taken. Candidates must register online by February 1, 2026, to take the 2026 Specialty Examination. No registration reminders will be sent.
2. Any Candidate who withdraws from any 2026 examination must do so no later than **April 1, 2026**, to receive a full refund of the examination fee. Cancellations after April 2th and on or before May 1, 2026, will forfeit 50% of the exam fee paid. Cancellations after May 1, 2026, will forfeit 100% of the examination fee paid.
3. A Candidate that wishes to take the Specialty Examination following a delay, or to retake any portion of the Specialty Examination, must notify the ACVIM main office of such intent by registering online and paying the examination fee to the ACVIM office 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 on the ACVIM.org website.

3. *Instructions for Referee Letters*

1. You must have at least three associates with whom you have worked with as an **internist** prepare these letters for you (at least **TWO** of these associates **MUST** be ACVIM Diplomates certified in the Specialty of Small Animal Internal Medicine).
2. One copy of each letter **must** be included as part of the application. If, **for any reason**, three appropriately completed letters are not provided by the October 1 deadline, the credentials application will be rejected as unacceptable.
3. Each referee must directly upload 1 fully executed, signed PDF copy of the [referee form](https://www.acvim.org/home) by October 1, 2025. The Referee Letter template, along with detailed directions for its completion and uploaded, can be downloaded from the ACVIM website at <https://www.acvim.org/home>.
4. A letter may be used in lieu of the form if all information requested on the form is described in the letter.
5. It is the **CANDIDATE'S RESPONSIBILITY** to confirm that their listed referees provide their letters by **October 1, 2025**.

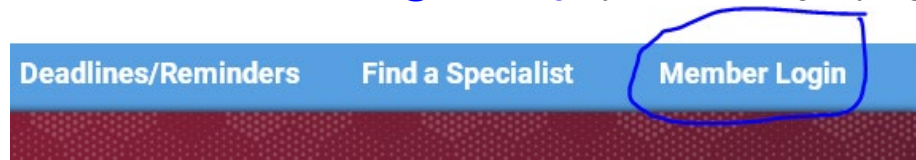
i. Evaluation of Referee Letters

1. Each referee letter will be evaluated on the following criteria:
 - a. Source of recommendation (Evaluator).
 - b. Completeness of the referee form or letter, including signature
 - c. Content of recommendation - an unsatisfactory recommendation is one wherein the letter fails to support the Candidate's application.
2. If two members of the Credentials Committee deem two out of the three referee letters unsatisfactory, then the application will be classified as unacceptable.

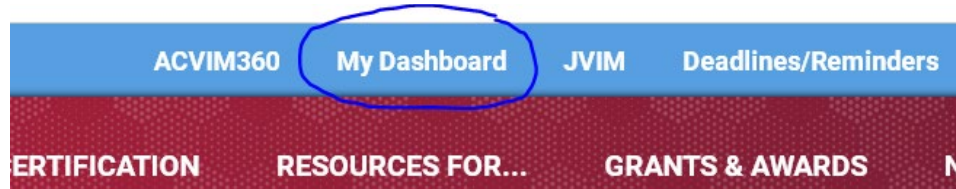
If one of the three referee letters is unsatisfactory, the Credentials Committee will review and discuss all the referee letters prior to ruling on the acceptability of the packet. At least one of the two acceptable letters written for this Candidate must be from an ACVIM Diplomate in order for the packet to be judged as acceptable. Personal contact with the individual who wrote the unsatisfactory referee letter may be deemed necessary prior to accepting the application.

C. SUBMISSION INSTRUCTIONS

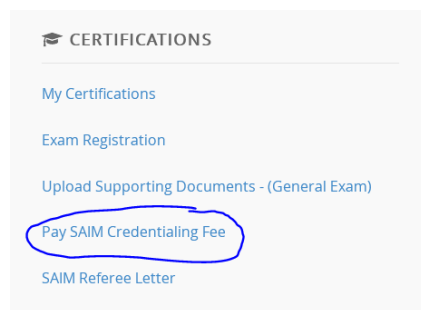
1. Visit the ACVIM.org website and login at the top right-hand corner of the screen.
Please contact Certification@acvim.org if you are having any login difficulties



2. Click the “My Dashboard” link from the top menu bar to be routed to your dashboard.



3. Under ‘Certifications’ click the ‘Pay SAIM Credentialing Fee’ link and complete payment.



4. Once the fee has been paid, follow emailed instructions to upload documents to your secure DATTO folder as needed to complete credentials submission.

Please note the following when uploading documents

- a. File names should all start with Candidate last name followed by type (ex. Smith application; Smith schedule; etc).
- b. Please do not add any additional wording as there is a character limit.

D. APPEALS PROCEDURES

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

There shall be an appeals committee composed of one Voting Members from each specialty group, who may not be a member of the Board of Regents or of any current specialty certification, training, rating, or examination committee. Committee members shall serve a three-year term, and the senior committee member shall serve as chair. If there are two or more equally senior members, the committee shall elect the chair from amongst the most senior committee members. The certification liaison shall assist the committee. In cases where a committee member has a conflict of interest in a specific appeal, the chair of the Board of Regents shall appoint a temporary member to consider that appeal.

A Candidate may appeal the decision of an examination or credentials committee. 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.

The College Appeals Committee limits their review to due process.