

5-Year Certification Deadline Variance Policy

Candidates who entered an approved Residency Training Program (RTP) on or after July 1, 2018 are required to complete all Board-certification requirements within five (5) years following completion of their residency training.

In limited circumstances, a Candidate may request a variance to this deadline.

Variances are reserved for rare and exceptional circumstances.

Eligibility

A variance will be considered only in cases involving extenuating and exceptional circumstances when:

- The extenuating circumstance occurred during the five-year post-residency certification period
- The circumstance was beyond the Candidate's reasonable control
- The circumstance significantly impacted the Candidate's ability to complete certification requirements within the required timeframe

Circumstances that occurred solely during the Residency Training Program do not qualify. Routine professional obligations, scheduling challenges, or delays in progress do not qualify for a variance.

Variance Limits

- Only **one (1)** variance may be granted per Candidate
 - An approved variance will not exceed **twelve (12) months**
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Submission Requirements

Variance requests must:

- Be submitted in writing to **Certification@acvim.org**
- Clearly describe the extenuating circumstance, its impact on the Candidate's ability to meet the certification deadline, and include any relevant details regarding impacted certification requirements and expected completion plan

Submission Timing

- Requests must be submitted at least **sixty (60) days prior** to the Candidate's five-year certification deadline
- Requests submitted fewer than sixty (60) days prior to the deadline will **not be accepted or reviewed, unless** the extenuating circumstance first occurred within the sixty (60) days immediately preceding the deadline
- In those cases, the request may be submitted at any time prior to the certification deadline



- Requests submitted **after** the five-year certification deadline will **not be considered**
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Supporting Documentation

Candidates may include supporting documentation with their request. Documentation is not required at the time of submission.

ACVIM reserves the right to request supporting documentation during the review process. Failure to provide requested documentation may result in denial of the request.

Review Process

All variance requests are reviewed by the applicable specialty Credentials Committee. Requests are evaluated based on the criteria outlined above and the individual circumstances presented. Determinations are made in accordance with ACVIM policy.

Appeals

Decisions regarding variance requests are subject to the ACVIM appeals process only if the established appeal criteria are met.

Appeals are limited to whether the appropriate policies and procedures were followed and are not intended to reconsider the merits of the original decision.