



To All Small Animal Internal Medicine Candidates:

All individuals commencing residency programs in the specialty of Small Animal Internal Medicine (SAIM) are required to maintain Annual Progress (AP) report forms which document their weekly training activities. Activity on these progress reports must be signed by the Diplomate who supervised your activity on the clinic floor, in the research laboratory, in radiology, etc. Each training period must be individually attested for by the Supervising Diplomate to ensure accuracy. This Annual Progress report form document, once completed, must be reviewed by either your Program Director or your Residency Advisor. Following review, the document must be signed by both the Candidate and the individual who reviewed the document (i.e. Program Director or Residency Advisor).

A copy of the completed annual progress report form documenting activity for the prior year (July to June for traditional programs) must be submitted by the Candidate each year of her/his program. Candidates should ensure that each form accounts for 52 weeks of activity. The annual progress forms are typically submitted three times during a training program: 1) with the general examination application, 2) with the credentials for the specialty examination, and 3) after completing the residency program. **Failure to submit a correctly completed annual progress report with either the general examination application or the credentials packet for the specialty examination will be grounds for the entire packet to be rejected and the Candidate not allowed to sit for the examination.**

The Credentials Committee will provide candidates with an Outstanding Requirements form, also known as a Final Documentation form, following submission of Credentials for the Specialty Examination. This form will summarize the clinical training and other requirements that have been completed during the first two years of the residency so that the candidate and Residency Advisor are both aware of outstanding requirements that need to be completed during the final year of the residency. When submitting the final annual progress report after completion of the residency, the Candidate must also submit the completed final documentation form indicating that outstanding requirements have been completed, as well as any required supporting documentation and proof of residency completion. The Candidate will not be eligible to receive Board-certification until these materials are submitted and approved by the SAIM Credentials Committee.

Forms are available on the ACVIM website.

Questions regarding this requirement should be directed to Adam@acvim.org.

Sincerely,

Shane Lyon, DVM, MS, DACVIM (SAIM);
Chair, SAIM Credentials Committee 2026-2027