

# American College of Veterinary Nutrition



## **Official Application Procedures**

Information for prospective trainees

1. Become familiar with the Training Program Information Guide as well as the relevant sections of the ACVN Bylaws. Ensure that you meet the requirements prior to initiating your training:
  - a. Graduate of a college or school of veterinary medicine accredited by the AVMA; or possess a certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG); or be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.
  - b. Have completed one year of general clinical experience (e.g., internship, residency, or practice) or equivalent.
2. Identify a program and a Primary Mentor. Once your Mentor (and/or the associated institution) has admitted you as a resident trainee, and you have determined the timeline and details of your program, ensure the appropriate documents and fees are submitted to ACVN.
3. Ensure that your residency program has been approved.
  - a. For Standard Training Program applicants only, a currently approved and registered program is often already in place. Check with your Mentor to ensure that your program is approved prior to beginning your training.
  - b. Training Program Applications for both Standard and Alternate Training Programs must be submitted (electronically) at least 6 months before the start date (fee \$250). The Training Program Evaluation Committee is committed to undertaking a timely review, and the trainee assumes the responsibility of responding to communications and requests for clarification or more information promptly.
  - c. The program must be approved before training is initiated; credit for time invested prior to program approval will not be considered.
4. Within 90 days of beginning an approved Standard or Alternate Training Program, the trainee must submit the Resident Registration Form (electronic submission; no fee).
5. Complete the training program in a satisfactory manner and according to the approved program proposal.
6. Credentials applications (submitted electronically) and fees (\$250) are due by August 15, and proof of publication submission (or acceptance) by October 15, in the year prior to when you intend to sit your board examination. If the publication is not accepted by this date, proof of acceptance for publication is due no later than 90 days prior to the examination.
7. If credentials are approved, the Examination Fee (\$375) is due by 90 days prior to the examination (typically mid to late March).
8. After passing the Examination, newly boarded Diplomates must submit a total of 10 new questions for the Exam by September 1 of the year of the certification.