

# American College of Veterinary Nutrition



## Credentials Application Form

Application form and all supporting documents plus a non-refundable fee of \$250 (in US dollars) must be received no later than August 15 of the calendar year preceding that of the intended examination. Application materials received after this date will not be accepted.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Hospital/University: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State/Province, Zip code, Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program type:  Standard  Alternate (please provide copy of program approval notice)

Program and examination track:  Small Animal  Large Animal  Comparative

Veterinary college from which you graduated: \_\_\_\_\_

Date of graduation from veterinary college: \_\_\_\_\_

Internship (or equivalent private practice experience) location and date:

Hospital/University:	
Address:	
City, State/Province, Zip code, Country:	
Dates (start-end):	

Name of Primary Mentor: \_\_\_\_\_

To certify this application, read the text below and provide an electronic signature.

I hereby apply to the American College of Veterinary Nutrition for examination in accordance with its rules and herewith enclose the application fee. I also hereby agree that, prior to or subsequent to my sitting the examination, the Board of ACVN may investigate my standing as a veterinarian, including my reputation for complying with the standards of ethics of the profession. I certify that the information in this document is accurate and true.

Electronic Signature: [Type full name here] \_\_\_\_\_ Date \_\_\_\_\_

## ACVN Credentials Application Checklist

All materials must meet rules and guidelines as stated in the Bylaws and Training Program Information Guide

1. Credentials Application Form
2. Copy of veterinary medicine college diploma or ECFVG certificate
3. Letter from Primary Mentor verifying clinical and teaching experience
4. Publication: one original scientific manuscript with proof of submission (or proof of acceptance) to a journal is due no later than October 15 in the year prior to the examination. If not accepted by this date, proof of acceptance for publication is due no later than 90 days prior to the examination
5. Case Report Form
6. Case reports submitted as PDF files (3 approved case reports are required for credentials acceptance; see case report instructions for more information)
7. Current curriculum vitae (include teaching, research, clinical experience, and current publication list)
8. If applicable, a copy of notification letter of approval of Alternate Track Training Program

Ensure delivery of materials and fee no later than August 15 of the calendar year preceding that of the intended examination. All materials must be submitted electronically to [sally.perea@royalcanin.com](mailto:sally.perea@royalcanin.com) with copy to [acvnassistant@gmail.com](mailto:acvnassistant@gmail.com). The preferred method of payment is via PayPal. The monies should be sent to [lpweeth@yahoo.com](mailto:lpweeth@yahoo.com), the address of our Treasurer and the one linked to the ACVN account. However, if payment must be by check, it should go to:

Dr. Lisa Weeth  
ACVN Treasurer  
PO Box 661265  
Los Angeles, CA 90066-9465

If you have special needs as addressed by the Americans with Disabilities Act and need assistance with any portion of the application process, please inform the ACVN Secretary.

You should receive email acknowledgement of receipt of your Credentials Application packet from the ACVN within 4 weeks and you should receive a decision regarding acceptance of your credentials within 120 days of the submission deadline. Should you not receive timely acknowledgments, it is your responsibility to contact the ACVN Secretary and determine the progress of your credentials packet review. Please retain copies of all documents sent to and correspondences with the ACVN for your records.