



Appendix 4 – Credentials Checklist ***

Item Submitted	Receipt Date	Submit to:	Part of the credentials packet?
Case Report (electronic copies only)	Jan 15 or Aug 1	Executive Secretary	No
Meeting with the Credentials Committee during the first and second year of residency	June 1	Executive Secretary	Yes
Letter from ACVD Credentials Committee indicating that the submitted case report have passed review (if this option was chosen)	June 1	Executive Secretary	Yes
Application	June 1	Executive Secretary	Yes
CV	June 1	Executive Secretary	Yes
Letter from ACVD Education Committee indicating successful completion of the ACVD residency requirements.	July 1	Executive Secretary	Yes**
Residency Completion Form filled out by the candidate's mentor.	June 1	Executive Secretary	Yes
Copy of the Publication	June 1	Executive Secretary	Yes
Copy of the abstract from the proceedings of the meeting in which the candidate presented their original research.	June 1	Executive Secretary	Yes
Proof of acceptance of the publication by June 30 th of the year the candidate is submitting credentials	June 30	Executive Secretary	Yes
Letter(s) of Reference	June 1	Executive Secretary	Yes
Exam Payment	June 1	Executive Secretary	Yes

** May arrive at a later date to the Credentials Committee directly from the chair of the education committee

*** It is the candidate's responsibility to make sure all deadlines are met and that all submitted materials have been received on time.

ACVD Executive Secretary: Alexis Borich
 11835 Forest Knolls Ct.
 Nevada City, CA 95959
 (619) 995-6572 cell (PST zone)
 Email: Executive_sec@acvd.org