

Timeline for submissions to Education and Credentials Committees- 3-year Program

ALL SUBMISSIONS TO BE MADE TO MS. ALEXIS BORICH, ACVD EXECUTIVE SECRETARY BY ELECTRONIC FORMAT ONLY. PLEASE PLAN FOR ALL SUBMISSIONS TO ARRIVE BY THE DEADLINE DATE*.

YEAR 1

Jul 15	Residency begins
Aug 1	Submission of Case Reports to Credentials Committee
Oct 1	Case Report results reported to Resident by Credentials Committee
Nov 1	Resubmission of Case Reports if needed The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
Dec 1	Final acceptance/failure of Case Reports by Credentials Committee
Jan 15	Submission of Case Reports to Credentials Committee
Feb 1	Letter to first year residents from Education Committee (any program concerns?)
Mar 1	The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
Mar 15	Acceptance of Remediation Plan by Education Committee Case report results reported by Credentials Committee
Apr 15	Resubmission of Case Reports if needed (Date may be moved up to 1 week later if NAVDF occurs this week.)
May 1	Submission of 1 st year Resident Progress Report to Executive Secretary Submission of Resident Grant Proposals Submission of Externship Grant Applications
May 15	Submission by Primary Diplomate 1st year Resident Progress Report Submission of Program update for ACVD website Final acceptance/failure of Case Reports by Credentials Committee (Date may be moved up to 1 week later if April 15 resubmission deadline was extended for NAVDF.)
June 1	If program with Remediation Plan, documentation of resolution

July 15	Acceptance/ Not of 1st year Resident Progress Report by Education Committee Notification to Programs with deficiencies identified
YEAR 2	
Aug 1	Submission of Case Reports to Credentials Committee
Sept 1	Receipt of Remediation Plan to Education Committee if needed
Sept 15	Acceptance of Remediation Plan
Oct 1	Case Report results reported to Resident by Credentials Committee
Nov 1	Resubmission of Case Reports if needed The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
Dec 1	Final acceptance/failure of Case Reports by Credentials Committee Possible submission of abstract for NAVDF consideration
Dec 31	If program with Remediation Plan, documentation of resolution
Jan 15	Submission of Case Reports to Credentials Committee
Mar 1	The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
March 15	Case report results reported by Credentials Committee
April	Possible presentation of research project at the NAVDF*
Apr 15	Resubmission of Case Reports if needed <i>(Date may be moved up to 1 week later if NAVDF occurs this week.)</i>
May 1	Submission of 2nd year Resident Progress Report to Executive Secretary Submission of Resident Grant Proposals Submission of Externship Grant Applications
May 15	Submission by Primary Diplomate 2 nd year Resident Progress Report Submission of Program update for ACVD website Final acceptance/failure of Case Reports by Credentials Committee <i>(Date may be moved up to 1 week later if April 15 resubmission deadline was extended for NAVDF.)</i>
June 1	If program with Remediation Plan, documentation of resolution
July 15	Acceptance/ Not of 2nd year Resident Progress Report by Education

Committee
Notification to Programs with deficiencies identified

YEAR 3

- Aug 1 Submission of Case Reports to Credentials Committee
- Sept 1 Receipt of Remediation Plan to Education Committee if needed
- Sept 15 Acceptance of Remediation Plan
- Oct 1 Case Report results reported to Resident by Credentials Committee
- Nov 1 Resubmission of Case Reports if needed
The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
- Dec 1 Final acceptance/failure of Case Reports by Credentials Committee
Final submission of abstract for NAVDF consideration
- Dec 31 If program with Remediation Plan, documentation of resolution
- Jan 15 Submission of Case Reports to Credentials Committee
Deadline for submission for manuscript for review
- Mar 1 The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.
- March 15 Case Report results reported by Credentials Committee
- April Presentation of research project at the NAVDF*
- Apr 15 Resubmission of Case Reports if needed
(Date may be moved up to 1 week later if NAVDF occurs this week.)
- May 1 Submission of 3rd year Resident Progress Report to the Executive Secretary
Submission of Resident Grant Proposals
Submission of Externship Grant Applications
- May 15 Primary Diplomate submission of Resident Satisfactory Completion form to Executive Secretary for Credentials packet
Primary Diplomate 3rd year Progress Report to Education Committee
Submission of Program update for ACVD website
Final acceptance/failure of Case Reports by Credentials Committee
(Date may be moved up to 1 week later if April 15 resubmission deadline was extended for NAVDF.)

June 1	<p>Notification in writing of intent to take the Certifying Examination</p> <p>Examination fee due</p> <p>Credential Application to Credentials Committee:</p> <p>Includes:</p> <ul style="list-style-type: none"> a) Application b) CV c) Letter confirming submission of research publication by January 15 d) Results of case report e) Residency completion form from mentor f) Documentation of presentation of research at NAVDF g) Copies of research abstract and publication h) Acceptance of research publication or send copy by June 30 i) Recommendation letter from primary mentor <p>Resident questions for Certifying Examination</p>
June 15	<p>Education Committee provides Credentials Committee with names of Residents who have completed all reports and letter of completion</p>
June 30	<p>Deadline for acceptance of manuscript (must immediately submit to the Executive Secretary)</p>
July 1	<p>Notification of completion of residency from Education Committee</p> <p>Credentials Committee provides Education Committee with names of Residents who have completed credentials</p> <p>Notification from the Credentials Committee of eligibility for the Certifying Exam</p>
July 15	<p>Final date for any challenges to above</p>
Nov 1	<p>The deadlines for submitting an application for a new residency program, or a major change to an existing program, to the Education Committee are March 1 and November 1 of each year.</p>
Nov	<p>ACVD Certifying Examination</p>

If applicable, due within 14 days after the examination:

- 1) Request for a review of examination (via Executive Secretary)
- 2) Request for re-credentialing requirements (via Executive Secretary)

If applicable, due within 30 days after the examination:

Request for an appeal of examination decision to Executive Board (via Executive Secretary)

SUBMIT TO: Alexis Borich
ACVD Executive Secretary
Executive_sec@acvd.org

Key:

EXAM COMMITTEE

CREDENTIALS

EDUCATION

* Residents will be notified of amended due dates during years WCVD replaces NAVDF