

## ACVCP Candidates Information page(s).

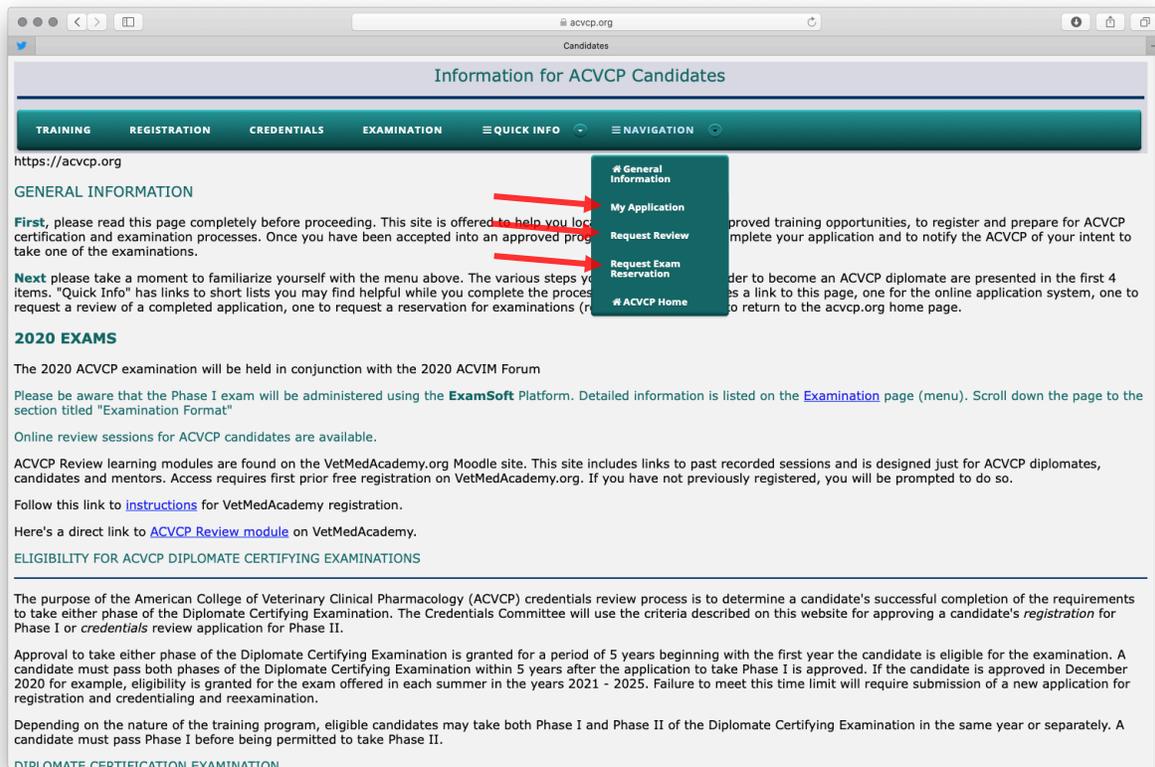
We have attempted to improve your experience with this system for 2020. A number of navigation links have been moved. More importantly, we've made requests for application review a simpler process and have created a logging system that will keep a record of your requests on the ACVCP website.

The green menu bar will navigate among the pages that describe ACVCP application procedures. A good first step is to request a username and password using a link found on the "Registration" page.

The navigation drop down includes the links:

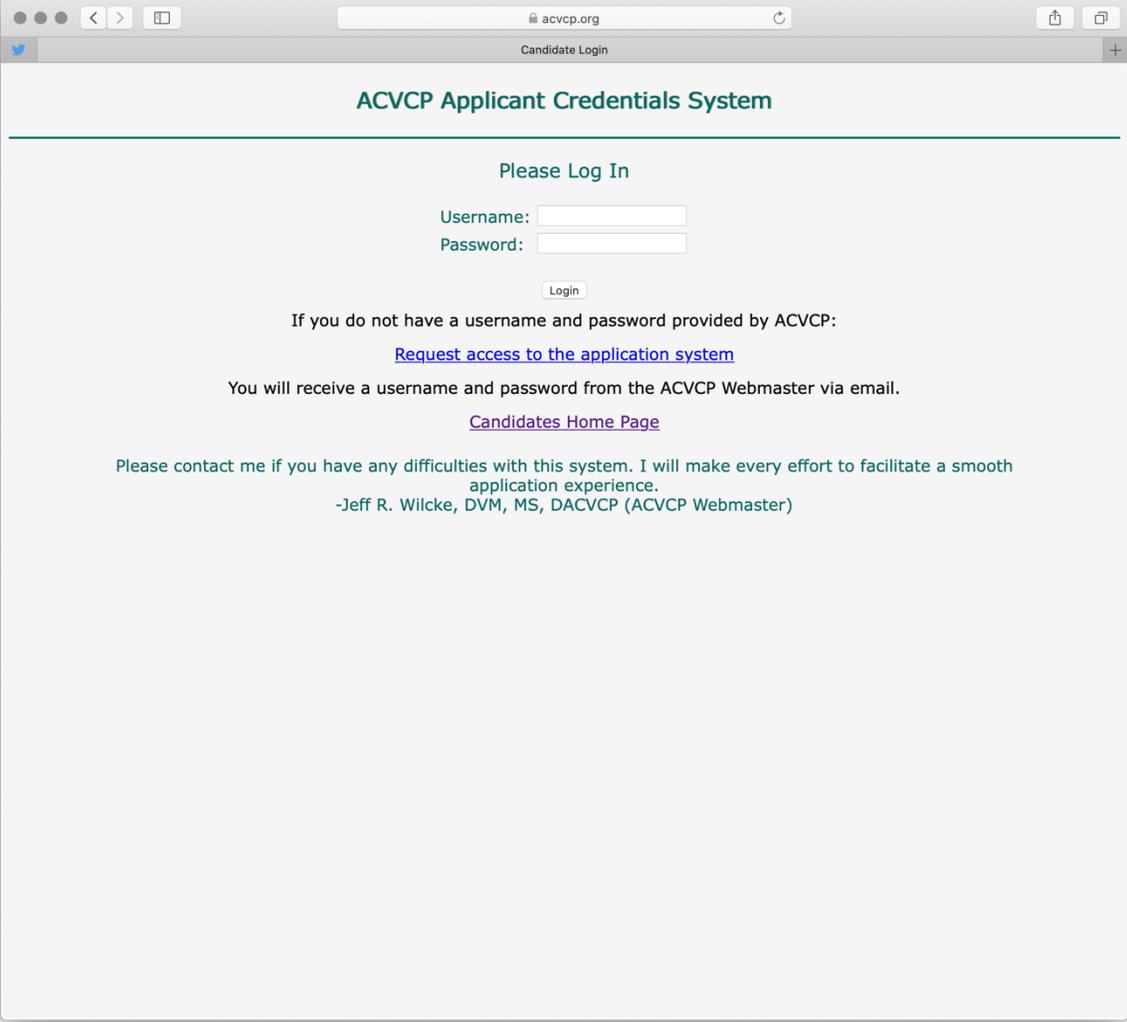
- *My Application* – connects to the Phase I menu of the online application system
- *Request Review* – to forward your request to have your application reviewed by the ACVCP Credentials Committee
- *Request Exam Reservation* – to reserve a seat for the Phase I and/or Phase II examinations.

We also moved the page listing important ACVCP contacts (Credentials committee chair, exam chair, webmaster, treasurer) should you need assistance with your application. A link to these contacts has been moved to the application itself (you must have an account and login).



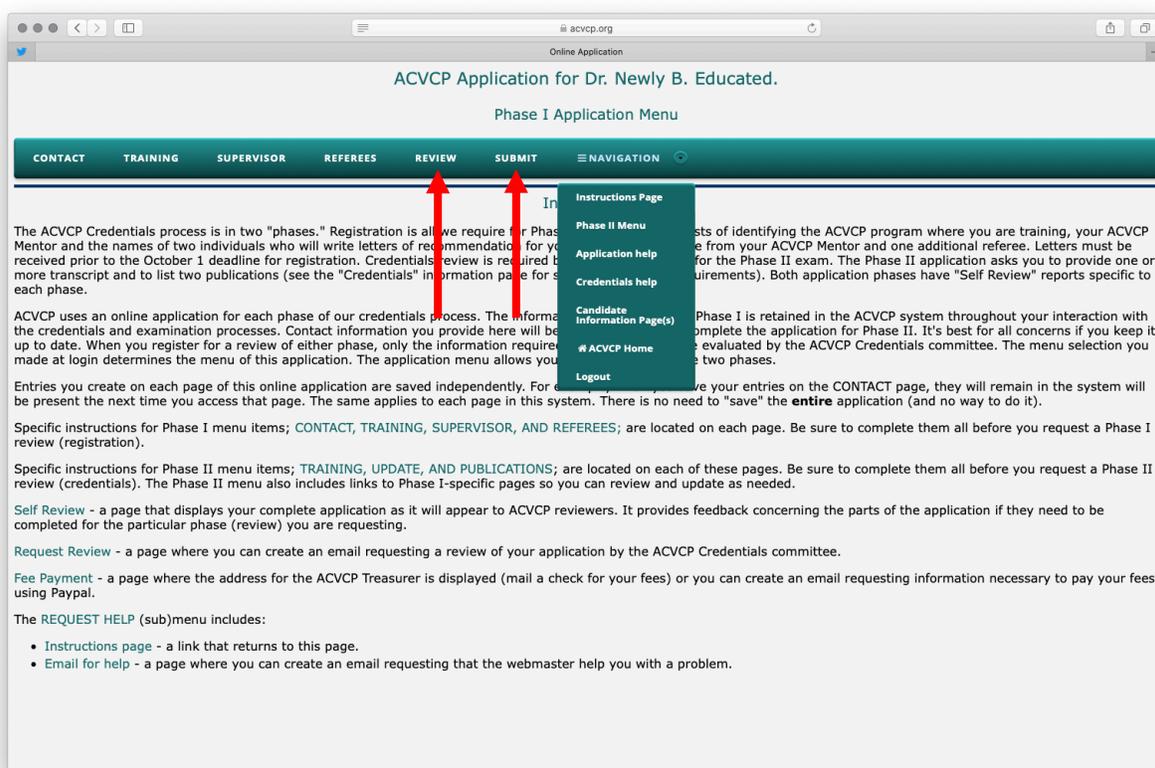
The screenshot shows a web browser window displaying the ACVCP Candidates Information page. The page has a green navigation bar with the following menu items: TRAINING, REGISTRATION, CREDENTIALS, EXAMINATION, QUICK INFO, and NAVIGATION. The NAVIGATION dropdown menu is open, showing the following options: # General Information, My Application, Request Review, Request Exam Reservation, and # ACVCP Home. Red arrows point from the text in the document to the 'My Application', 'Request Review', and 'Request Exam Reservation' links in the dropdown menu. The main content area of the page includes sections for 'GENERAL INFORMATION', '2020 EXAMS', and 'ELIGIBILITY FOR ACVCP DIPLOMATE CERTIFYING EXAMINATIONS'. The 'GENERAL INFORMATION' section contains text about the application process, and the '2020 EXAMS' section contains information about the 2020 ACVCP examination. The 'ELIGIBILITY FOR ACVCP DIPLOMATE CERTIFYING EXAMINATIONS' section contains information about the requirements for the examination.

**Login page** – Whether you are accessing the application system or making a review or exam request, use the username and password that you received from the ACVCP webmaster. Your application information is stored in a database and is always accessible to you. It's also a good idea to access you application occasionally in order to keep your contact information up-to-date so that we can reach YOU.



The image shows a browser window with the URL [acvcp.org](http://acvcp.org) and the page title "Candidate Login". The main heading is "ACVCP Applicant Credentials System". Below this is a "Please Log In" section with two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. Below the login fields, there is a message: "If you do not have a username and password provided by ACVCP:" followed by a blue hyperlink "Request access to the application system". Below that, it says "You will receive a username and password from the ACVCP Webmaster via email." followed by a purple hyperlink "Candidates Home Page". At the bottom, there is a closing statement: "Please contact me if you have any difficulties with this system. I will make every effort to facilitate a smooth application experience." followed by the signature "-Jeff R. Wilcke, DVM, MS, DACVCP (ACVCP Webmaster)".

When you access your online application, this “Instructions” page appears along with the Phase I menu. The menu does not change as you navigate between the various data entry pages (CONTACT, TRAINING, SUPERVISOR, and REFEREES). The REVIEW link takes you to a page that presents the entire contents of your application and performs a check for missing content. **Error** messages will point out any missing information. The navigation drop-down menu includes links to return you to the instructions page, navigate to the Phase II menu, send an “Application help” request to the ACVCP webmaster, a contact list of ACVCP officers for all parts of the application process, a link back to the general (public) Candidate information page and the ACVCP home page.



This page opens when the candidate “Submits” an application from the application system or “Requests a Review” from the Candidate Information menu. Clicking on “Request reviews and invoices” at the bottom of the page sends separate emails to the ACVCP Vice President and to the ACVCP Treasurer. The webmaster also receives a copy. Clicking on this link also stores a record of the request in the ACVCP database.

acvcp.org

Send Mail

### Reviews and Payment Request(s)

Make a selection (checkboxes below) to have one or more portions of your application reviewed by the ACVCP Credentials Committee. Remember that the application system will generate a "self review" document and point out any deficiencies in your application. Please do this prior to requesting a formal review from ACVCP.

Notify the Chair of the Credentials Committee (who is also the ACVCP Vice President) that you wish to have your application(s) reviewed. (select all that apply).

- Request a review of your Phase I Application (Registration)
- Request a review of your Phase II Application (Credentials review)

An email will also be sent to the ACVCP Treasurer requesting that you receive an invoice for each review phase(s) you've requested. Copies of the emails will be sent to the ACVCP Webmaster and to you.

Send a comment or a question with your request:

[Request reviews and invoices](#)

This page opens when a candidate requests a reservation for a seat at the Phase I and/or Phase II exams. The only link to this page is on the "Candidate Instructions" (public) navigation menu. Login is required to reach it. Selecting "Request exam reservation(s)" at the bottom of this page sends separate emails to the Exam Committee Chair and to the Treasurer. The webmaster also receives a copy. Clicking on this link stores a record of the request in the ACVCP database.

