## **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).

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			Info	ormation for AC	CP Candidate	25	
TRAINING	REGISTRATION	CREDENTIALS	EXAMINATION	EQUICK INFO 💿	ENAVIGATION	9	
https://acvcp.or	rg				# General		
GENERAL INF	ORMATION				Information		
First, please re certification and take one of the	ad this page comple l examination proce examinations.	etely before procee esses. Once you hav	ding. This site is of ve been accepted ir	fered to help you loc nto an approved prog	Request Review	proved training opportunities, to regime mplete your application and to notify	ster and prepare for ACVCP the ACVCP of your intent to
Next please tak items. "Quick Ir request a review	ke a moment to fam fo" has links to sho v of a completed ap	niliarize yourself wit ort lists you may fin oplication, one to re	th the menu above id helpful while you equest a reservation	. The various steps you complete the proces n for examinations (r	Request Exam Reservation	der to become an ACVCP diplomate a es a link to this page, one for the onli to return to the acvcp.org home page	are presented in the first 4 ine application system, one to
2020 EXAMS	5						
The 2020 ACVC	P examination will b	oe held in conjuncti	ion with the 2020 A	ACVIM Forum			
Please be aware section titled "E	e that the Phase I e xamination Format'	xam will be adminis	stered using the Ex	<b>camSoft</b> Platform. De	tailed information i	s listed on the <u>Examination</u> page (menu	ı). Scroll down the page to the
Online review s	essions for ACVCP of	andidates are avail	able.				
ACVCP Review I candidates and	earning modules ar mentors. Access re	e found on the Vet quires first prior fre	MedAcademy.org M ee registration on V	loodle site. This site in /etMedAcademy.org. If	icludes links to pas f you have not prev	t recorded sessions and is designed just viously registered, you will be prompted	t for ACVCP diplomates, to do so.
Follow this link	to <u>instructions</u> for V	etMedAcademy reg	jistration.				
Here's a direct l	ink to <u>ACVCP Revie</u>	<u>w module</u> on VetMe	edAcademy.				
ELIGIBILITY FO	R ACVCP DIPLOMAT	E CERTIFYING EXA	MINATIONS				
The purpose of to take either p Phase I or crede	the American Colleg hase of the Diploma entials review applic	ge of Veterinary Cli ate Certifying Exam cation for Phase II.	nical Pharmacology ination. The Crede	(ACVCP) credentials ntials Committee will	review process is t use the criteria des	o determine a candidate's successful con cribed on this website for approving a c	mpletion of the requirements andidate's <i>registration</i> for
Approval to take candidate must 2020 for examp registration and	e either phase of th pass both phases o le, eligibility is grar credentialing and r	e Diplomate Certify of the Diplomate Ce nted for the exam o reexamination.	ring Examination is rtifying Examinatio iffered in each sum	granted for a period on within 5 years after mer in the years 2021	of 5 years beginnin the application to 1 - 2025. Failure to	g with the first year the candidate is elig take Phase I is approved. If the candida meet this time limit will require submis	gible for the examination. A ite is approved in December sion of a new application for
Depending on the candidate must	ne nature of the tra pass Phase I before	ining program, elig e being permitted t	ible candidates ma o take Phase II.	y take both Phase I a	nd Phase II of the I	Diplomate Certifying Examination in the	same year or separately. A
DIPLOMATE CER	RTIFICATION EXAMI	INATION					

**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.

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<b>v</b>	Candidate Login		+
	ACVCP Applicant Credential	s System	
	Please Log In		
	Username: Password:		
	Login		
If yo	u do not have a username and password	provided by ACVCP:	
	Request access to the application	<u>ı system</u>	
You will rece	ive a username and password from the A	ACVCP Webmaster via email.	
	Candidates Home Page		
Please contact me if you h	have any difficulties with this system. I wi application experience. -Jeff R. Wilcke, DVM, MS, DACVCP (ACV	ill make every effort to facilitate a	smooth

When you access your <u>online application</u>, 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.

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	Reviews and Payment Request(s)	
e a selection (che erate a "self revie	ckboxes below) to have one or more portions of your application reviewed by the ACVCP Credentials Committee. Remember that the application system will w" 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).	
	<ul> <li>Request a review of your Phase I Application (Registration)</li> <li>Request a review of your Phase II Application (Credentials review)</li> </ul>	
	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.

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	Send Mail	
ake a selection ( htify appropriate	checkboxes below) to reserve a seat for the ACVCP credentials exam(s) the next time they are offered. Then click "Request exam reservatio ACVCP Officers (via email) of your intentions.	ns" and the system will
$\rightarrow$	Notify the Exam Committee Chair, Treasurer and Webmaster that you wish to take one or both exams the next time they are offered:	
	<ul> <li>Reserve a seat to take the Phase I Exam</li> <li>Reserve a seat to take the Phase II Exam</li> </ul>	
$\rightarrow$	A request will also be emailed to the ACVCP treasurer for a PayPal invoice (via email) for fees related to your reservation(s). You will receive copies of these emails for your records.	
	Send a comment or a question with your reservation:	
	Request exam reservation(s)	