

## **ACVECC Annual Progress Report FAQs**

*Updated January 2026*

- **When are annual progress reports due?**

- When your annual report is due depends on your year of residency.
  - Annual progress reports are due on **September 1<sup>st</sup>** of each year with the exception of the final annual report for finishing residents.
  - The final annual report (submitted for finishing residents intending to take the board certification exam) is **due July 15<sup>th</sup>**.
- For residents that start in July:
  - The first annual report will be submitted at the end of the 1<sup>st</sup> year of residency by September 1<sup>st</sup>.
  - The second annual report will be submitted at the end of the 2<sup>nd</sup> year of residency by September 1<sup>st</sup>.
  - The third (final) annual report will be submitted at the end of the 3<sup>rd</sup> year of residency by July 15<sup>th</sup>.
- For residents that start in January:
  - The first annual report will include the first six months of the 1<sup>st</sup> year of residency and is due by September 1<sup>st</sup>.
  - The second annual report will incorporate the last half of 1<sup>st</sup> year and the first half of 2<sup>nd</sup> year and is due by September 1<sup>st</sup>.
  - The third annual report will incorporate the last half of 2<sup>nd</sup> year and the first half of 3<sup>rd</sup> year and is due by September 1<sup>st</sup>.
  - The final annual report includes the final half of 3<sup>rd</sup> year and is due on July 15<sup>th</sup>.

- **How do I submit my annual progress report?**

- All activities (immersion weeks, CE hours, seminar hours, teaching activities, and benchmarks) must be submitted in the online Residency Training Database.
- All activities that require approval (immersion weeks, independent study weeks, benchmarks) **MUST** be approved prior to submitting your annual progress report, or credit will not be given for these activities.
  - Immersion weeks completed under the supervision of a non-diplomate will be not approved.
- Once all activities have been recorded, the **resident must submit their report to their mentor for approval**.
- The resident's mentor **must approve the annual progress report**, or it will not be available to the Credentials Committee to review.



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- **What happens if I don't submit my annual progress report on time, or my mentor does not approve my annual progress report on time?**
  - Reports submitted and approved during the three-day grace period after the submission deadline will incur a late fee.
  - Reports submitted after the grace period may not be reviewed by the Credentials Committee.
  
- **What happens if your supervisor does not approve your immersion weeks, or your mentor does not approve an independent study week?**
  - Any weeks that are not approved by the overseeing specialist will not be approved, and the resident will need to repeat the week if it is required to meet the immersion requirement, as outlined in the Residency Training Standards and Guidelines.
  
- **How should I document seminar hours?**
  - There are four options for seminars: ECC Resident Board Review, Journal Club, M&M Rounds, and Resident Board Review
    - All ECC-specific board review should be listed under "ECC Resident Board Review"
    - All journal clubs should be listed under "Journal Club"
    - All M&Ms should be listed under "M&Ms"
    - Other resident board review may include grand rounds or board review with specialists outside of ECC
  - **ECC Resident Board Review must have both a session topic and which DACVECC was present for the session.**
    - The DACVECC should be chosen from the dropdown menu.
    - Acceptable: Mechanical ventilation: SACCM Ch 32, Pilbeam Ch 1&3
      - Supervising DACVECC chosen from the dropdown menu
    - Not acceptable: "SACCM", "West", not listing DACVECC present
  - **Journal Club entries need to include the last name of first author, an abbreviated title, journal abbreviation, and year.**
    - 1-3 articles that were discussed should be listed per journal club session.
    - Speaker(s) should be listed in the free text field.
    - Acceptable: Singer et al. The Third International Consensus Definitions for Sepsis and Septic Shock (Sepsis-3). JAMA 2016.
    - Not acceptable: JVECC Nov/Dec; NEJM articles; "multiple articles", "year in review"
  - **M&M Rounds entries need to include the topic covered.**
    - The presenter should be written in the free text field.
    - Acceptable: Delay to surgery for septic peritonitis
    - Not acceptable: Fluffy's Trying Times



- **Resident Board Review should include the detail on the topic covered and the speaker.**
  - The speaker should be written in the free text field.
  - Acceptable: New Therapies for Feline HCM; Neuromuscular physiology: Guyton Chp 4-8
  - Not acceptable: “Grand rounds”; “Guyton”
  
- **Do benchmarks review sessions count toward seminar hours?**
  - Benchmarks do not count toward seminar hours.
  - Benchmarks do need to be submitted in the residency training database and approved by the mentor at the deadlines described in the Residency Training Standards and Guidelines.
  
- **How should I log my CE hours?**
  - The CE requirement has been reduced to 30 hours of CE over three years.
    - 80% (24 hours) must be met through participation in national or international specialty or multidisciplinary conferences/bootcamps. Please reference the “List of Approved Conferences” on the residency training website: [List of Approved Conferences](#)
      - Virtual attendance is acceptable for credit; however, the resident must attend one in-person conference during their residency.
    - No more than 20% (6 hours) of the total CE requirement can be met outside of approved conferences. These CE presentations must be hosted by one of the following: a college of veterinary medicine, regional veterinary conferences, state or federal government agencies, ACVECC or VECCS, or be a RACE approved presentation.
  - For CE obtained at a conference on the “List of Approved Conferences”, the conference name, the number of hours completed, and whether the resident attended live or virtually should be recorded.
    - **If CE hours are logged this way, a CE certificate MUST be uploaded to the residency training database.**
    - The credentials committee may ask for a complete list of all lectures attended, so the resident should keep track of individual lectures, including conference name, date, presenter name, and title.
  - For CE not obtained at a conference on the “List of Approved Conferences” each hour of CE must be logged separately and include the title of the presentation, meeting and location, speaker, and length of presentation.
    - If the lecture is RACE-approved, indicate that it is.
    - Acceptable: Hypoadrenocorticism; RACE approved lecture at Animal Medical Center New York; James Smith; 1 hour.
    - Not acceptable: PVMA 2023, 10 hours



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- **Can I repeat teaching activities for credit?**
  - Didactic lectures can be given only once for credit.
  - Laboratory sessions may be given twice for credit, and must involve at least three participants.
  
- **How should I record my teaching activities?**
  - Didactic lectures
    - The description should detail what was discussed and indicate that it was a formal presentation
    - The audience should include who was present at the lecture, so the committee knows that it was not given to lay people or was part of regularly scheduled rounds
      - Acceptable: house officers, ECC specialists, and allied specialists; residents and specialists; veterinary nurses; veterinary students
      - Not acceptable: “5 people”, “residents”
  - Laboratory hours
    - The description should detail what type of skills were taught.
      - Laboratories are intended to be hands-on, requiring a physical skill component
    - The audience should include who was present at the laboratory, so the committee knows that it was not given to lay people or was part of regularly scheduled rounds, and the total number of participants.