

ACVECC Credentials Application FAQs

Updated January 2026

- **When is my credentials application due?**
 - Credentials applications are due on **January 15th** of the year of intended examination. The application should be **uploaded to the Residency Training Database**.
 - Documents that could not be submitted with the initial application (e.g. residency certificate) need to be uploaded to the Residency Training Database by **July 15th** with the final annual report.

- **Who needs to submit a credentials application?**
 - Any resident, fellow, or uncredentialed candidate planning on taking the board exam the same year.

- **What is included in the credentials application?**
 - The ACVECC Office will distribute the current credentials application, which contains details of what documentation is required. Applicants should read this packet thoroughly prior to submission.

- **What happens if my credentials application is submitted late?**
 - Late submissions will not be able to be reviewed by the committee. The applicant will need to submit a new application the following year and will not be considered eligible to take the board examination until their credentials have been accepted.

- **Is there a fee associated with the credentials application?**
 - The credentials fee is \$300 and is payable online: [Credentials Application Fee](#)

- **When does my first-author manuscript need to be submitted and accepted by?**
 - Manuscripts must **be submitted by January 15th** and the manuscript must be submitted as part of the credentials application, along with proof of either submission or acceptance by the journal

the manuscript was submitted to. If the manuscript is already in print, a copy of the published article can be submitted without a letter from the journal confirming submission or acceptance.

- Although the deadline for submission is January 15th, **candidates are strongly encouraged to submit manuscripts well before November 1st. In past years, otherwise strong applicants have not been able to sit for the examination because of failure to achieve final acceptance of their manuscript by the deadline.**
 - Manuscripts must be submitted to a journal on the “Acceptable Journals for Publication Requirement” maintained on the ACVECC website: [Acceptable Journals for Publication Requirement](#)
 - **Manuscripts must be accepted by July 15th of the year of intended examination.**
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- **What happens if my credentials application is not accepted?**
 - Candidates that do not have their credentials application accepted are not eligible to take the board examination.
 - If the credentials application is not accepted, a new application and new fee must be submitted the following year.
 - The only exception to this is applicants who are only missing manuscript acceptance. These individuals are given one additional year to have their manuscript accepted. In those instances, the applicant only needs to submit an updated application form the following January (with current mentor signature and waiver), as well as documentation of manuscript acceptance. The application fee does not need to be paid again.
 - If the manuscript has not been accepted for publication by June 30th of the following year, that individuals’ credentials will no longer be considered accepted and a complete, new application must be submitted, along with the credentials application fee.
 - The candidate will need to maintain active status, which requires that the candidate:
 - Maintain the most current Knowledge requirements
 - Maintain the most current Experience and Skills requirements
 - **Complete all assigned Training Benchmarks with the program Mentor**
 - **Submit Annual Progress Reports** detailing the completion of requirements to the Credentials Committee (Annual Progress Reports must be approved by the Credentials Committee for a Resident to be considered active)