

Mentor Obligations

Submit "[Residency Training Program Application](#)" form to Residency Committee prior to the deadlines set in the application.

Residency Committee reviews and approves program.

Corresponding Diplomat [submits contact information](#) for their selected resident to the Credentials Committee AND the Residency Committee

Credentials Committee approves Resident, and notifies Residency Committee, Mentor, and Resident.
Resident may begin ABVO-approved residency program.

Corresponding Diplomat submits Resident Evaluations every six (6) months to Residency Committee via online system.

ALL Supervising Diplomates submit "[Supervising Diplomat Form](#)" to Credentials Committee by the assigned deadline (approximately six (6) months prior to the end of the residency program) or within one month of the Diplomat ceasing to be that resident's Supervising Diplomat.

Resident Obligations

Resident applies to residency programs advertised by Mentors.

Provisional Resident to submit "[Provisional Resident Application](#)" form to Credentials Committee and [pay all required fees online](#).

Resident submits Resident Evaluations every six (6) months to Residency Committee via online system.

Candidates wishing to take exam submit "[Application to Take the Certifying Examination](#)" form to Credentials Committee and pay all fees by January 15th of the year applying to take the exam.

Repeat applicants submit "[Application to Take the Certifying Examination](#)" form to Credentials Committee and pay the fee each time they wish to take the exam.
(Supervising Diplomat forms are not required)

ABVO Office, on behalf of the Credentials Committee, notifies candidates of the approval status of their Credentials Application.

Candidates with accepted credentials are given provisional clearance to take exam pending satisfactory completion of residency and [payment of the exam fee](#).

Corresponding Diplomat must submit [Change of Supervising Diplomat \(SD\) or External Participant \(EP\)](#) prior to starting or ending their time with a resident or program. ***Note: Supervising Diplomates MUST submit the "[Certifying Examination Supervising Diplomat form](#)" for all residents they mentored. EPs do not need to fill this out.**

All candidates submit "[Exam Registration Form](#)" and pay exam fee.

Residents submit final evaluation and complete surgery log to the Residency Committee.

Residency Committee provides to Exam Committee a list of first-time applicants who have completed residency programs and are eligible to take the exam.

Candidates take exam. [More Info](#).

Exam Committee advises successful and unsuccessful candidates.

Unsuccessful candidates submit Credentials application and pay credentials fee to repeat the exam, as above.

Successful candidates presented with their certificate at the ACVO Annual Scientific Conference.

Complete information with specific instructions can be found on the ABVO website.

*Note: ABVO Office sends and receives emails. ABVO Committees make decisions regarding candidates/residents/programs.