

Mentor Obligations

Resident Obligations

Submit "[Residency Program Application](#)" form to Residency Committee at least 90 days prior to anticipated start of program.

Residency Committee reviews and approves program.

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

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](#).

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

Corresponding Diplomate submits Resident Evaluations every 6 months to Residency Committee via online system.

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

Candidates wishing to take exam submit "[Application to Take the Certifying Examination](#)" form to Credentials Committee and pay all fees by January 15 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 Diplomate forms are not required).

Credential 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 exam fee.

Exam Committee contacts all eligible candidates.

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

Resident submits final evaluation and complete surgery log to the Residency Committee. We do not do the questionnaire anymore.

Residency Committee provides to Exam Committee a list of first-time applicants who have completed residency programs.

Candidates take exam. [More Info](#)

Exam Committee advises successful and unsuccessful candidates.

Unsuccessful candidates (see "Repeat applicants" process noted above).

Successful candidates presented with their certificate at the ACVO annual conference.

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