



Important information to all trainees and supervisors in ECVS training programmes

The workload of the Credentials Committee is enormous, and it is absolutely necessary that all reports to the Credentials Committee are submitted correctly to make it as possible to evaluate all files.

All trainees and supervisors must follow these guidelines when submitting a report.

- Only original ECVS forms are allowed. Most of the forms are new or have been changed, so **discard all old forms that you may have!** Do not use home made forms that resemble the original forms! The new forms can easily be downloaded as MS Word templates from the ECVS web site at www.ecvs.org. At the web site, click "General information". Download as follows:
 - Click on the blue link to the right of the name of the form. Choose **RTF** format.
 - When the form appears on your screen, choose "Save as". Under File format, choose "Document template (.dot)".
 - When you click "Save", the template is saved on your hard drive and is shown as one of the options each time you open MS Word and click New. You can write directly in the form, and when you save the document the template remains unchanged to be used next time.
 - If you have problems downloading the forms, contact the ECVS office for a floppy disc or an E-mail containing the forms.

Download the correct forms NOW and use them throughout the next year of training.

USE THE CHECKLIST BELOW WHEN YOU SUBMIT YOUR NEXT REPORT!

You must use the original, last version ECVS forms only	Check
All entries in your report must be written on a computer on the original ECVS forms. No hand-written files are accepted.	
The papers must be bound with a clear plastic cover allowing the Evaluation Form (Appendix E) to be seen.	
The lower part of the Evaluation Form contains a table listing the documents needed for each type of report. All forms needed for any report must be included in the exact order as listed in the table on the Evaluation Form. The Evaluation Form (Appendix E) represents the first page.	
All logs required for yearly-, resp. credentials reports should start at day 1 of your year to report, resp of start of residency programme. Activities completed prior to starting the programme, should not be included	
Surgical Case Log:	
• The cases in the log must be numbered consecutively from the start of the programme, starting with 1, and throughout the programme.	
• Non-specialist procedures as castrations should not be included.	
• Note the requirements for supervised training throughout the programme, and for the number of cases to be operated as primary surgeon during the last year.	
• Mark the names of Diplomates of ECVS or ACVS or full professors with bold text . Residents in Large Animal programmes should list Equine and Bovine cases in separate logs, each starting with Number 1 and proceeding consecutively through the residency.	
The Activity Log must include all activities during the year / programme.	
In the Log Summary, the entries for all years should be submitted every year. The sum of activities on each line should be entered each year in the Cumulative column.	
In yearly reports, activities of the last year should be reported. In the Credentials Evaluation report, all activities for all years of the programme should be included.	
The signatures of resident and supervisor are required at the bottom of each form, indicating correctness and accuracy of the entries on each page.	
For trainees submitting their report for evaluation of credentials to sit the examination, The three letters of recommendation required at the time the resident applies for taking the examination, should be sent in separate letters directly from the referent to the ECVS office. They should not be included in the file.	
One originally signed file – neatly bound in the sequence as per evaluation sheet has to be submitted to the ECVS office together with a CD with all files saved as PDF by July 31 st .	

The Credentials Committee will only evaluate complete and correctly submitted reports. If the criteria specified above are not met, the file will not even be distributed to the members of the Committee for evaluation. The resident will be notified that his/her application was not evaluated, but the submitted report will not be returned to the trainee. A corrected report will have to be resubmitted the following year on time. Trainees run a considerable risk that final credentials evaluation will be postponed for one year.