



**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 and on time.

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](http://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** or **XLS** 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 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 original 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. <b>All forms needed for any report must be included in the exact order</b> as listed in the table on the Evaluation Form. The Evaluation Form (Appendix E) represents the first page.	
All elements in your report should be converted to a pdf file, that means; each element (document) of your report should be submitted as separate PDF files on the same CD. All pages of each document should be contained in the PDF. Do not submit any document as multiple PDFs of single page	
All logs required for yearly - and credentials reports should start at day ONE of your residency programme. Activities completed prior to starting the programme, should not be included	
<b>Surgical Case Log:</b>	
<ul style="list-style-type: none"> <li>• The cases in the log must be numbered consecutively from the start of the programme, starting with 1, and throughout the programme.</li> <li>• Non-specialist procedures as castrations should not be included.</li> <li>• 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.</li> <li>• Mark the names of Diplomates of ECVS or ACVS or full professors with <b>bold text</b>. Residents in Large Animal programmes should list Equine, Bovine and Lameness cases in separate logs, each starting with Number 1 and proceeding consecutively through the residency.</li> </ul>	
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. With the new excel sheet these additions should be automatic (formula)	
In <b>yearly reports, activities of the last year</b> should be reported. In the <b>Credentials Evaluation report, all activities for all years</b> of the programme should be included.	
The signatures of resident and supervisor(s) are required at the bottom of each form, indicating correctness and accuracy of the entries on each page. Please note that programmes running in two training institutions need to have the signatures of the TWO responsible supervisors on all logs	
For trainees submitting their last report for evaluation of credentials to sit the examination, the three letters of recommendation required should be sent in <b>separate letters directly from the referent to the ECVS office</b> . They should not be included in the file. The supervisor(s) need to send a separate reference letter <b>in addition</b> to the supervisor statement.	
The original document & the CD containing all files as pdf must be at the ECVS office by July 31 <sup>st</sup> .	

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.