



Establishing an ACVS Fellowship Program

Application to Establish an ACVS Fellowship Training Program:

The ACVS Fellowship Committee will review requests for a new fellowship program. Requests for approval of a fellowship program should include justification for the development of the fellowship program, including:

- a. Evidence of a critical mass of Diplomates within the field who desire to establish the program. A minimum of five ACVS Diplomates is required.
- b. A description of the specific knowledge base or practice area that exists to merit an ACVS Fellowship Program.

Minimum Standards Training Document:

Once the application to establish an ACVS Fellowship Training Program has undergone the review process and has been approved by the Board of Regents, the Board of Regents will approve the fellowship development committee (FDC). The FDC will prepare the fellowship training document, which must be developed using the Minimum Standards for ACVS Fellowship Training document. The training document should be modified to specifically include:

- I. **A description of the proposed training program for the Fellowship:**
 - A. Case type and numbers expected.
 - B. Activities/rotations to be undertaken.
 - C. Seminars, rounds, lectures, conferences to be attended/presented.
 - D. Scholarly activities.
 - E. Training timelines.
- II. **List and description of any facility or instructional requirements for institutions providing training within the Fellowship.**
- III. **Proposed procedures for recognition of Fellows successfully completing the program:**
 - A. Competency assessment methods including evaluations, module completion and/or examination.
 - B. Documentation of required clinical/non-clinical experience.
 1. Case logs.
 2. Activity logs.
- IV. **Plan for organization and administration of the Fellowship:**
 - A. Selection of officers/board members/committee members.
 - B. Duties of officers/board members/committee members.
- V. **Mechanisms for continual updating of the Fellowship such as inclusion of:**
 - A. Advancements of knowledge in the area of the Fellowship.
 - B. Incorporation of new procedures, techniques, etc.
- VI. **Mechanisms for ACVS Diplomates to qualify as Founding Fellows:**
 - A. "Open Call" period for ACVS Diplomates to apply.
 - B. Minimum requirements needed to be considered a Founding Fellow.
 - C. Mechanism for evaluation of ACVS Diplomates as Founding Fellows.
 - D. Recognition of acceptance as a Founding Fellow.
 - E. Fees associated with becoming a Founding Fellow.