

## **Dear ECVCP resident**

Welcome to the ECVCP approved residency programme!

As per ECVCP regulations, there are a number of documents that are required from you during your residency.

We highly recommend that you read through and familiarise yourself with the regulations of the ECVCP, as set out in the Information Brochure:

<http://www.esvcp.org/index.php/publications/ecvcp-information-brochure.html>

### **Before you start:**

You must register with the ECVCP and you must be a member of the ESVCP. You must have completed either a one-year rotating internship or two years of clinical practice. Your training programme has been approved by the Education Committee and your laboratory by the Lab Standards Committee. These last two items have been taken care of by your supervisor, but you are responsible for registering yourself with the ECVCP. Your residency will only officially start once this registration has been approved by the Credential Committee.

Please submit the following documents to the Credential Committee:

1. Proof of ESVCP membership (to join:

<http://www.esvcp.org/index.php/esvcp/how-to-join-us.html>)

2. Resident enrolment form

(<http://www.ecvcp.org/index.php/publications/credential-committee-docs.html>)

3. Curriculum vitae with recent photograph
4. Letter of Training Programme Approval from Education Committee
5. Letter of Laboratory Approval from Lab Standards Committee
6. List of planned externships (4 weeks per year)
7. Once the Credential Committee has approved your Application Credentials, an administration fee of 250 euro must be paid (please contact the Treasurer via [secretariat@ecvcp.org](mailto:secretariat@ecvcp.org)). Please forward your Proof of Payment to the Credential Committee. (As per 5.3 of Information Brochure)

**At the end of each year of your residency:**

1. Annual progress report filled out by your supervisor. This can be found at (<http://www.esvcp.org/index.php/publications/credential-committee-docs.html>). A log-in to the website is required. If you or your supervisor do not have log-in information, please contact the secretariat at [secretariat@ecvcp.org](mailto:secretariat@ecvcp.org).
2. Case logs: 50 each of haematology, cytology, clinical chemistry, per year. Record the pertinent clinicopathological findings and an interpretation. These should cover a scope of species and diseases.
3. Activity log, describing your externships, journal clubs (with details of journal articles), rounds, laboratory duty, research (topic and progress) and presentations over the preceding year. An example activity log can be found here: (<http://www.ecvcp.org/index.php/publications/training.html>)

## **Exam application**

Please consult Section 5 of the information brochure to ensure that you fulfil the requirements for examination entry.

Applications must be submitted by 1 March of the year in which you intend to sit the examination. Essentially, you must have completed all of the documentation described above, as well as have 1 first-author and 1 second-author publications from your residency period. One of these publications can be a case study. These publications must either be published, or be in press/ accepted.

Please consult the ECVCP Exam Checklist for more details (<http://www.esvcp.org/index.php/publications/training.html>).

Finally, the Exam Application Form and Programme Director Report for Exam Application can also be found here and should be completed:

(<http://www.ecvcp.org/index.php/publications/training.html>).

If your activity logs have already been approved by the Credential Committee, you do not need to send them again.

Please send all of the documents described above, as well as any questions to the Credential Committee via the secretariat: [secretariat@ecvcp.org](mailto:secretariat@ecvcp.org).

Please do not send documents to individual members of the Credential Committee. This is for quality and document control purposes.

Regards

ECVCP Credential Committee