

## Traditional Residency Program Checklist

This checklist has been prepared to assist Traditional Resident applicants in compiling the application package accurately and completely. All documents will be uploaded online. Carefully following this checklist will ensure that all documents necessary for the residency application are included. All guidelines and forms can be found on the American College of Veterinary Sports Medicine and Rehabilitation website at [www.vsmr.org](http://www.vsmr.org). All required documents must be included in order to submit the application.

Read the *Residency Guidelines* - This section describes in detail the application requirements, including deadlines and documents required.

TIMETABLE	
DEADLINE DATE	REPORTS/APPLICATION DESCRIPTION
30 days prior to the start of your program (residencies generally being July 1 <sup>st</sup> )	Residency application and supportive documents to be submitted to the ACVSMR office via the website, <a href="http://www.vsmr.org">www.vsmr.org</a>
August 1 <sup>st</sup> , 11:59 PM Mountain Time	Residency Annual Progress Report
August 1 <sup>st</sup> , 11:59 PM (year prior to board-examination)	Credentials application and fee
October 1 <sup>st</sup> , 11:59 PM (after credentials approval)	Examination application and fee

**A. Applicants for the Traditional Residency Program should prepare the application packets as follows and submit online 30 days prior to the beginning of their program:**

DOCUMENTS	COMMENTS	CHECK-LIST
<b>Residency Training Program Plan</b>	<p>This form is available online at <a href="http://www.vsmr.org">www.vsmr.org</a>. Be sure you and your supervisor signs the application form. Pay particular attention to filling this form out correctly, especially the email address and phone numbers.</p> <p>Make sure you fill in the information regarding the supervisors that will participate in your training program as well as the details (timing, location and supervisor) of the rotations.</p>	<input type="checkbox"/>

<b>CV</b>	Please provide a complete CV that details education, employment, and publications at a minimum.	<input type="checkbox"/>
<b>Copy of Veterinary Diploma</b>	PDF or JPG	<input type="checkbox"/>
<b>Residency Registration Form</b>	Be sure you and your supervisor sign the registration form.	<input type="checkbox"/>

**B. Residents of the Traditional Residency Program should prepare the following documents for the deadline of August 1<sup>st</sup>, 11:59 PM Mountain Time (annually for the duration of the residency):**

<b>DOCUMENTS</b>	<b>COMMENTS</b>	<b>CHECK-LIST</b>
<b>Resident Progress Report Certification Statement</b>	Signed and dated. Please ensure that <i>your</i> Resident Supervisor certifies your report.	<input type="checkbox"/>
<b>Master Log:</b>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Case log</b></li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Continuing Education Requirements</b></li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Oral presentations</b></li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Publication requirements</b></li> </ul>		<input type="checkbox"/>
<b>Previous communications with the ACVSMR office</b>		<input type="checkbox"/>