

AVMA ECFVG® certification program documentation checklist

With the exception of proof of surgical experience and diploma/final transcripts from current students, the following documentation must be received by the ECFVG within 10 calendar days of a candidate submitting the [online application](#). AVMA will not return documents to applicants.

For graduates

- **Notarized application form:**

- Download or print the completed ECFVG application form provided at the end of the [online application](#) process.
- Submit the form electronically via NotaryCam®, or submit the **original**, notarized form by mail to the ECFVG office.
- *Nonoriginal or photocopied versions of notarized ECFVG application forms are not accepted.*

- **Applicant photo:** With the notarized form, include one recent photograph that meets [U.S. passport photograph requirements](#):

- Taken within 30 days before submission
- Measuring 2 in x 2 in or 5.08 cm x 5.08 cm
- In color
- Showing the applicant's entire face

If the photograph does not meet the U.S. passport photo requirements, the applicant will be required to resubmit the application.

- **Diploma:**

- A copy, in PDF file format, of the diploma in the language of issuance as well as its certified English translation.
- Submit via email to ECFVG@avma.org, and include the candidate's full name and ECFVG ID number.
- Paper documents submitted by mail are not accepted.
- *Provisional certificates or certificates of schooling are not accepted as diplomas.*

- **Transcripts:**

- A copy, in PDF file format, of final transcripts for each completed year of study in the language of issuance as well as their certified English translations.
- Submit via email to ECFVG@avma.org, and include the candidate's full name and ECFVG ID number.
- Paper documents submitted by mail are not accepted.
- *A list of course work is not accepted.*

- **Proof of surgical experience:** A completed [surgical experience form](#) indicating the applicant performed:

- At least one (1) ovariectomy as the primary surgeon and
- At least five (5) additional surgical procedures as either the primary or the assistant surgeon

These surgeries must have been performed within the five years prior to the candidate's clinical proficiency examination application.

*Proof of surgical experience is **not** required during the first step of the ECFVG certification program, but it will be required before taking the clinical proficiency exam.*

For students in their final year who have not yet graduated

- **Notarized application form:**
 - Download or print the completed ECFVG application form provided at the end of the [online application](#) process.
 - Submit the form electronically via NotaryCam®, or submit the **original**, notarized form by mail to the ECFVG office.
 - *Nonoriginal or photocopied versions of notarized ECFVG application forms are not accepted.*
- **Applicant photo:** With the notarized form, include one recent photograph (taken within 30 days before submission) that meets [U.S. passport photograph requirements](#):
 - Taken within 30 days before submission
 - Measuring 2 in x 2 in or 5.08 cm x 5.08 cm
 - In color
 - Showing the applicant's entire face

If the photograph does not meet the U.S. passport photo requirements, the applicant will be required to resubmit the application.
- **Unofficial transcripts:**
 - A copy, in PDF file format, of unofficial transcripts for those years of study completed in the language of issuance as well as their certified English translations.
 - Submit via email to ECFVG@avma.org, and include the candidate's full name and ECFVG ID number.
 - Paper documents submitted by mail are not accepted.
 - A list of course work is not accepted.
- **Official letter:**
 - A letter, in PDF file format, in English from an official of the veterinary college stating that the applicant will graduate within the year.
 - The letter must be submitted directly by the school to the ECFVG by email at ECFVG@AVMA.org or by mail.
- **Diploma and final transcripts:**
 - After graduation, the candidate must provide a copy, in PDF file format, of the diploma and final transcripts in the language of issuance as well as their certified English translation.
 - Submit via email to ECFVG@avma.org, and include the candidate's full name and ECFVG ID number.
 - Paper documents submitted by mail are not accepted.
 - A list of course work is not accepted as transcripts.
- **Proof of surgical experience:** Before or after graduation, a completed [surgical experience form](#) indicating the applicant performed:
 - At least one (1) ovariohysterectomy as the primary surgeon and
 - At least five (5) additional surgical procedures as either the primary or the assistant surgeon

These surgeries must have been performed within the five years prior to the candidate's clinical proficiency examination application.

*Proof of surgical experience is **not** required during the first step of the ECFVG certification program, but it will be required before taking the clinical proficiency exam.*