## CHECK LIST FOR SUBMISSION OF ECVAA CREDENTIALS

*Version: Jan 2025*

This checklist accompanies the detailed sections of the Policies and Procedures which you are advised to consult prior to credentials submission. Please note that there are two checklists below – one for the ‘old’ training pathway and one for the ‘new’ training pathway.

**Deadlines** (Late submissions are not accepted):

* Send the Application to submit or re-submit credentials (form) before 1st March. Additionally, all the material for credentials must have been submitted by this date with the exception of the original papers.
* The original paper(s), or a letter from the Editor of an internationally refereed scientific journal certifying the FINAL acceptance of these papers, must be received by the Chairperson of the Credentials Committee no later than 1st July of the year the candidate wishes to sit the exam.

IMPORTANT:

Please name all documents correctly with your LAST NAME FIRST NAME YEAR CREDENTIALS and a brief summary to indicate the purpose of the document

**The following 11 items must be submitted to approve credentials:**

1. **To be sent to the Chairperson of the Credentials Committee** (creduc.ecvaa@gmail.com)
2. [ ]  The reference letter from the supervisor containing two parts (resident’s performance and case log) on separate pages as specified in Appendix II of the Policies and Procedures. This should be sent electronically and directly by the supervisor to the Chairperson of the Credentials Committee.
3. **To be paid by EFT (via instructions on the website)**
4. [ ]  When you submit credentials via the website you will be prompted to pay the relevant fee for submission or re-submission of credentials (see below). Please follow the instructions to pay by electronic funds transfer in Euro, or the equivalent in Pounds Sterling (using the exchange rate on the day). If you do not receive the email, please check your spam. Alternatively, bank details are on the ‘Useful Information’ page of the website. Please note that you do not need to pay the examination fee until your credentials are approved.

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| Credential fee (or re-submission) | €100 | Payable before 1 March |
| Old-style examinations (1st attempt) | €500 | Payable before 1 June with application to sit or re-sit examinations |
| Resitting old-style written or oral exam | €250 |

1. **To be submitted via your personal profile on the ECVAA website**

**CHECKLIST #1 – FOR THE "OLD" TRAINING PATH (Enrolment before 2023)**

Items 3-7 should be combined as **one PDF document**. All other documents should be submitted separately, or as indicated.

1. [ ]  Application to submit or resubmit credentials (completed and signed).
2. [ ]  Curriculum vitae template (completed).
3. [ ]  Your final Annual report (also send to Chair of Education committee - education.ecvaa@gmail.com) (completed and signed).
4. [ ]  First page of all Externship evaluation forms if applicable (completed and signed).
5. [ ]  All pertinent correspondence in case special circumstances have been granted (e.g. extension of the programme duration).
6. [ ]  The logbook as an electronic case log spreadsheet (**Excel document**) including all abbreviations used in the different documents (Logbook, records, ICU). This should be submitted as an **Excel document** (not PDF) via the website.
7. [ ]  Summary table of the ICU cases and 15 ICU case descriptions (combined in **one PDF).**
8. [ ]  Two case reports in English – **4 PDF documents in total**
	1. A full version of each case report combined with the case authorship form (submit 2 PDF documents)
	2. An anonymous version of each case report (submit 2 PDF documents). If the case report has been published, an anonymous version is not required.
9. [ ]  Two published original papers (**combined in one PDF**)
	1. If a paper is not published, but has been accepted for publication, the last version of the paper as it has been submitted to a Journal must be sent. A letter from the editor of the Journal confirming the FINAL acceptance of the paper(s) is needed. If not available by March 1st, send it by email to the Chairperson of the Credentials Committee no later than 1st July in the year the exam is taken.
	2. If the paper(s) are in a language other than English, the candidate should also provide an extensive summary in English.
10. **To be submitted via your personal profile on the ECVAA website**

**CHECKLIST #2 – FOR THE "NEW" TRAINING PATH (Enrolment from 2023)**

Items 3-9 should be combined **as one PDF document**.

All other documents should be submitted separately, or as indicated.

1. [ ]  Application to submit or resubmit credentials (completed and signed).
2. [ ]  Curriculum vitae template (completed).
3. [ ]  Your final Annual report (also send to Chair of Education committee - education.ecvaa@gmail.com) (completed and signed)
4. [ ]  First page of all Externship evaluation forms if applicable (completed and signed).
5. [ ]  All three (3) mandatory rotation evaluation forms - one for each rotation (completed and signed)
6. [ ]  At least two (2) ‘Oral presentation for Credentials’ evaluation forms (completed and signed)
7. [ ]  All pertinent correspondence in case special circumstances have been granted (e.g. extension of the programme duration).
8. [ ]  The logbook as an electronic case log spreadsheet (**Excel document**) including all abbreviations used in the different documents (Logbook, records, ICU). This should be submitted as an **Excel document** (not PDF) via the website.
9. [ ]  Two published original papers (combined in **one PDF**)
	1. If a paper is not published, but has been accepted for publication, the last version of the paper as it has been submitted to a Journal must be sent. A letter from the editor of the Journal confirming the FINAL acceptance of the paper(s) is needed. If not available by March 1st, send it by email to the Chairperson of the Credentials Committee no later than 1st July in the year the exam is taken.
	2. If the paper(s) are in a language other than English, the candidate should also provide an extensive summary in English.

*In case of problems submitting your credentials, contact the Chairperson of the Credentials Committee* (creduc.ecvaa@gmail.com) *or website support (website.ecvaa@gmail.com)*