**GUIDELINES FOR RRTP and ARTP APPLICATION FORMS**

1. The specific requirements for the establishment of a regular or alternative ECVO Residency Training Programme (RRTP or ARTP) are detailed in the **Information Brochure**. An updated version of the Information Brochure can be downloaded from the ECVO website. Any Diplomate wishing to establish a Residency Training Programme (RTP) should read these requirements carefully before completing the application forms. The requirements for a RRTP also apply to an ARTP, except when stated otherwise. The applying Diplomate is required to keep a copy of the Information Brochure that relates to the RTP on file as the online version is regularly updated with changes that do not necessarily act retrospectively.
2. A single ECVO Diplomate is required to serve as the “**Principal Supervising Diplomate**” (also referred to as Programme Director) and has the ultimate responsibility to ensure that all requirements are met, although several additional ECVO/ACVO Diplomates may participate in the training either at the training institution or as external participants.
3. The principal supervising Diplomate should complete the “**Application Form for Residency Training Programme (RRTP or ARTP)**”. They must complete the "statement of purpose and objectives", as required by the EBVS. Please include any additional information you believe will aid in the committee's review of your application (e.g. proficiency check list, course syllabus, etc.). Use precise denomination and, when applicable, include the dates of courses you are planning the resident to attend. Indicate by checking the appropriate box whether a particular requirement can be met at the sponsoring institution/practice or not. Each “no” response has to be accompanied by a detailed description of how and where the requirement will be fulfilled.  For programmes sponsored by institutions, the application must also be signed by the Department chairperson or someone in an equivalent administrative rank. External participants in speciality training (such as anaesthesiology, diagnostic imaging and histopathology) are required to hold Diplomate status in their respective fields.
4. **Before a resident can be accepted into a RTP they should receive prior approval by the Credentials Committee.** Current guidelines and requirements can be found on the website [www.ecvo.org](http://www.ecvo.org). A RTP can be approved in the absence of a named resident or for one pending Credentials Committee approval. In this situation, confirmation of Credentials Committee approval must be sent to the ERC as soon as it is received and before the proposed RTP start date.
5. The **complete application package** (Application Form for Residency Training Programme RRTP/ ARTP and confirmation of Credentials Committee approval if available) should be forwarded to the ECVO Education and Residency Committee (ERC) Chairperson by email attachment (word or pdf files). Incompletely filled in application forms will NOT be considered!

 **The current chairperson is:**

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1. **The application must be submitted no less than 90 days prior to the requested starting date**. The programme is effectively approved on the date that the review process is complete. In accordance with EBVS directives, service in a programme initiated prior to approval of the residency will not count toward completion of the RTP, unless the committee has caused the delay in the approval process.
2. If during the duration of this programme, a single Diplomate is required to supervise more than two residents, **all** programmes of the institution then become conditional upon re-review of the ECVO Education and Residency Committee.
3. **At the start of the RTP**, the principal supervising Diplomate must provide the resident with copies of the Information Brochure, residency application and the ERC and Credentials Committee’s approval forms.
4. The principal supervising Diplomate must send a completed **Programme Director’s Statement** together with the resident’s email address to the ERC within **one month** of the start of the RTP.
5. The resident must contact the Chair of the Communications Committee within one month of the RTP start date with a biography and photograph and to obtain login details for the ECVO website (to gain access to the online forms system).