

### 2019 Timeline for Fellow Candidates

Once you have met eligibility requirements and applied for Fellowship, you have up to four years to complete the certification process. Candidates whose primary language is not English, may request a two-year extension to complete the process. **If you plan to take the Multiple Choice Examination and Oral Interview in 2019, you must adhere to the following deadlines.**

*The COVD 49<sup>th</sup> Annual Meeting will be held April 9<sup>th</sup>-13<sup>th</sup> in Kansas City, Missouri.*

**PLEASE NOTE:**

Responses to Open Book Questions must be sent electronically to the COVD International Examination and Certification Board (IECB) Credentialing Director at: [cert@covd.org](mailto:cert@covd.org).

**Normal review process will take six to eight weeks. If the reviewers request more information (revisions), an additional six to eight weeks may be needed to complete the review process. Please plan submissions accordingly.**

June 4, 2018	Three or more Open Book Questions due. Signed Guided Study Form and Payment due.
July 23, 2018	Remaining Open Book Questions due
September 10, 2018	All Case Reports due

***Revision Deadline Policy***

***If revisions are requested, you must reply to the reviewers' comments and questions no later than TWO weeks from the date of the IECB Chair's letter if you plan to complete the process this year.***

In order to take the Multiple Choice Examination (MCE) and Oral Interview, a candidate must have successfully completed all the Open Book Questions and Case Reports. Once completed, you will be notified in a letter of the requirements and fees for scheduling the MCE and Oral Interview.

January 7-11, 2019	Candidates taking MCE prior to Annual Meeting must take it during the assigned week at a location of your choosing. <b>Registration for the January MCE must be completed by 12/21/2018.</b> <i>Test for RESIDENTS ONLY will be administered June 4-8, 2018.</i>
February 22, 2019	All final Open Book Questions and Case Report revisions must be completed to qualify for taking MCE and Oral Interview at the Annual Meeting in April. All outstanding certification fees must be paid.
April 08, 2019	Multiple Choice Examination for candidates taking exam on-site or retaking exam at the Annual Meeting in Kansas City, MO.
April 9-10, 2019	Oral Interviews conducted at the Annual Meeting in Kansas City, MO.